

Cabinet

**Tuesday, 4 November 2025 at 5.15 pm
Phoenix Chamber, Phoenix House, Tiverton**

**Next ordinary meeting
Wednesday, 26 November 2025 (This meeting will start on the rising of the
Extraordinary Full Council meeting)**

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

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

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

Meeting ID: 388 765 366 042

Passcode: vR2N3Dm3

Membership

Cllr L Taylor	Leader of the Council
Cllr J Lock	Cabinet Member for Housing, Assets and Property Services
Cllr N Bradshaw	Cabinet Member for Environment and Climate Change
Cllr J M Downes	Cabinet Member for Governance, Finance and Risk
Cllr G Duchesne	Cabinet Member for Parish and Community Engagement
Cllr M Fletcher	Cabinet Member for People Development
Cllr S Keable	Cabinet Member for Planning and Economic Regeneration
Cllr J Wright	Cabinet Member for Service Delivery and Continuous Improvement
Cllr D Wulff	Cabinet Member for Quality of Living, Equalities and Public Health

AGENDA

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

1. **Apologies**
To receive any apologies for absence.
2. **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
3. **Declarations of Interest under the Code of Conduct**
To record any interests on agenda matters.
4. **Minutes of the Previous Meeting (Pages 7 - 20)**
To consider whether to approve the minutes as a correct record of the meeting held on 7 October 2025.
5. **Variation of Tenancy Agreement (Pages 21 - 84)**
To receive a report from the Head of Housing and Health on the Variation of Tenancy Agreement following on from Cabinet approval on 1st April 2025 to commence statutory consultations with tenants under the Housing Act 1985 section 103 to vary the terms of our tenancy agreement this presents the results of the consultation and the final draft Tenancy Agreement for approval.
6. **Carbon Footprint Report 2024-2025 (Pages 85 - 124)**
To receive a report from the Climate and Sustainability Specialist on the Councils Carbon Footprint 2024-2025.
7. **Draft Budget Report 2026/27 (Pages 125 - 136)**
To receive a report from the Deputy Chief Executive (S151) Officer and the Head of Finance, Property and Climate Resilience on the Draft Budget Report 2026/27.
8. **2025/26 Budget Monitoring Report Quarter 2 (Pages 137 - 162)**
To receive a report from the Deputy Chief Executive (S151) Officer and the Head of Finance, Property and Climate Resilience on the 2025/26 Budget Monitoring Report Quarter 2.
9. **2025/26 Treasury Management Report Quarter 2 (Pages 163 - 172)**
To receive a report from the Deputy Chief Executive (S151) Officer and the Head of Finance, Property and Climate Resilience on the 2025/26 Treasury Management Report Quarter 2.
10. **Tax Base Calculations Report (Pages 173 - 180)**
To receive a report from the Deputy Chief Executive (S151) Officer and the Head of Finance, Property and Climate Resilience on the Tax Base Calculations Report.

11. **Notification of Key Decisions** (*Pages 181 - 194*)
To note the contents of the Forward Plan.

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

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 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 **CABINET** held on 7 October 2025 at 5.15 pm

**Present
Councillors**

L Taylor, D Wulff, J Downes, G Duchesne,
M Fletcher, S Keable and J Wright

**Apologies
Councillors**

J Lock and N Bradshaw (online) and J Lock (online)

**Also Present
Councillor**

L Knight

**Also Present
Officer(s):**

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Maria De Leburne (Director of Legal, People & Governance (Monitoring Officer)), Matthew Page (Head of People, Performance & Waste), Simon Newcombe (Head of Housing & Health), Paul Deal (Head of Finance, Property & Climate Resilience), Darren Beer (Operations Manager for Street Scene), Luke Howard (Environment and Enforcement Manager) and Laura Woon (Democratic Services Manager).

**Councillors
Online**

J Buczkowski, E Buczkowski, M Farrell and L G J Kennedy

Officers Online

Dean Emery, Dr Stephen Carr and Carole Oliphant
(Housing Policy Officer)

45. APOLOGIES (5:02)

Apologies were received from Councillors: N Bradshaw (online) and J Lock (online).

46. PUBLIC QUESTION TIME (05:11)

None received.

47. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (5:21)

Members were reminded of the need to make declarations of interest where appropriate.

48. MINUTES OF THE PREVIOUS MEETING (5:31)

The minutes of the previous meeting held on 2 September 2025 were **APPROVED** as a correct record and **SIGNED** by the Leader.

49. **DRAFT BUDGET REPORT 2026/2027 (6:35)**

The Cabinet had before it a report * from the Deputy Chief Executive (S151) Officer and the Head of Finance, Property and Climate Resilience on the draft Budget 2026/27.

The Cabinet Member for Governance, Finance and Risk outlined the contents of the report with particular reference to the following:

- The report provided an update on the development of the 2026/27 Budget. A funding shortfall of £1m to £3m was projected due to significant uncertainty around future government funding. Unfortunately, no further clarity had been provided, and the delay in the Autumn Budget meant the funding settlement was now expected just before Christmas.
- Despite the uncertainty, the Council agreed to proceed with the budget process using four main principles. Budget options had been developed in collaboration with senior managers and were presented in the following appendices:
 - **Appendix 1:** Avoidable budget pressures.
 - **Appendix 2:** Savings from services reporting to Cabinet.
 - **Appendix 3:** Savings from services under Policy Development Groups (PDGs).
 - **Appendix 4:** Savings for the Housing Revenue Account.
- It was recommended that **Green and Amber** savings options be approved (including “stretched” income increases), although these only offset new pressures and did not reduce the overall shortfall.
- Additional work would still be required to fully balance the 2026/27 budget.

Discussion took place with regard to:

- Members would appreciate that all budget options would require political support and therefore if some suggestions were deemed unacceptable then other savings would need to be proposed.
- The National Government funding changes had significantly impacted the rural areas as the Government were supporting more urban areas.
- The appreciation of the work that had been taken by officers and from the Policy Development Groups in regard to the draft budget.
- If the Green and Amber pressures were accepted by Cabinet this evening there would still be pressures on the budget.
- Any delay in implementing the Amber pressures, particularly the ones that related to revenue streams like ‘parking’ could delay those benefits coming into the Council.
- Did the Council know the current e-billing take-up rate and what level would the Council need to reach to deliver the £25k saving target? It was explained that the current Council Tax e-billing was at the figure of 6,441 that was 15.71% of the Council base. The Business Rates was at the figure of 657 that was 18.77% of the Council base. This Council was the highest in e-billing within Devon.

- How were the Council safeguarding residents who could not switch to e-billing due to digital exclusion? It was explained the Council were looking at different ways that customers could set up e-billing.
- Were there under-used areas in Phoenix House, and what actions were being taken to ensure opportunities for letting or partnerships were not lost? It was confirmed that the Council did have space, however the Housing Revenue Account Team from Old Road had been allocated that space.
- Whether contracts that were agreed, pre the Local Government Reorganisation restructuring, would carry over and what were the risks?
- Given that third-sector partners were facing pressures, could the Council explore reduced-cost office space in lieu of some grant funding to strengthen shared service delivery.
- Were the Council fully applying internal recharges to service areas based at Phoenix House, as the report hinted there was further scope to expand that? It was explained that yes, the Council were recharging all internal areas.
- The pressures list showed a £14k increase for software - could it be confirmed whether this was a one-off upgrade or an ongoing annual cost, and whether it delivered any efficiency or integration that would help achieve the e-billing or other savings within the service? It was explained that the cost increased to enable more self-service where the system would calculate the change and issue and bill without officer interaction, the automation when fully integrated would free up officer time to help collect arrears. The £14k increase for software was an annual fee which may be increased due to the software company increasing the cost.

The Leader of the Council moved an **AMENDMENT** that 'and Amber' be removed from recommendation 1,2,3 and 4 and recommendation 5 be deferred to the next Cabinet meeting.

Upon a vote being taken the **AMENDMENT** was declared to have been **CARRIED**.

RESOLVED that:

1. The Green pressures on the General Fund within Appendix 1 be **AGREED**.
2. The Green savings options for the General Fund for services reporting directly into the Cabinet, as shown within Appendix 2 be **AGREED**.
3. The Green savings options for the General Fund for services reporting into the five Policy Development Groups Cabinet within Appendix 3, taking into account the recommendations from the Policy Development Groups as noted in paragraph 2.11 be **AGREED**.
4. The Green savings options for the Housing Revenue Account within Appendix 4, taking into account the recommendations from the Homes Policy Development Group as noted in paragraph 2.11 be **AGREED**.
5. The pressures / savings options with a Red risk/deliverability rating within Appendices 1 – 4 and if any should be included within the 2026/27 Budget; was **AGREED** to be deferred to the next meeting of the Cabinet.
6. Any additional suggestions to balance the remaining shortfall for both the General Fund and Housing Revenue Account and any further savings identified by the Policy Development Groups are recommended back to Cabinet for approval, be considered.

(Proposed by Cllr J Downes and seconded by Cllr G DuChesne)

Reason for Decision:

By undertaking regular reviews of the Medium Term Financial Plan, the Council could ensure that its Corporate Plan priorities were affordable. The implications of the budget gap were set out within the paper. Many areas required greater clarity, particularly around national funding and possible changes to Government Policy.

Note: *Report previously circulated

50. CORPORATE PERFORMANCE REPORT (28:20)

Cabinet had before it and **NOTED** a report * from the Corporate Performance and Improvement Manager and the Head of People, Performance & Waste on the Corporate Performance.

The Corporate Performance and Improvement Manager outlined the contents of the report with particular reference to the following:

- The Quarter 1 Performance Report presented performance information relating up to June 2025. The report and the accompanying dashboards were structured according to the five themes of the Corporate Plan.
- The dashboards contained 100 performance measures on how services were performing across the Council, and those indicators that were part of the Corporate Plan were highlighted in yellow text.
- Section 2 of the covering report provided performance analysis on a theme-by-theme basis, with a focus on the Corporate Plan performance indicators.
- The Performance Dashboards had also been reviewed by the relevant Policy Development Groups (PDG).

Reason for Decision:

There were no direct financial implications arising from this report. However, if performance was not at the expected or desired level then resources may need to be reviewed or redirected to improve performance. These Dashboards presented performance, finance, and risk information together to enable simultaneous consideration of these related aspects.

Note: *Report previously circulated

51. CORPORATE RISK REPORT (30:30)

Cabinet had before it and **NOTED** a report * from the Corporate Performance and Improvement Manager and the Head of People, Performance & Waste on the Corporate Risk.

The Corporate Performance and Improvement Manager outlined the contents of the report with particular reference to the following:

- The report presented the Council's current corporate risks with an updated position following the most recent review period. These were the risks which had been identified that were most likely to impact the Council meeting its objectives.

- The report was produced quarterly and presented for comment and feedback.
- Paragraph 2.1 of the report presented a summary table of the 17 corporate risks that the Council was currently managing.
- A risk matrix or heat map was presented at Appendix 1 showing the relative position of the corporate risks.
- Appendix 2 of the report provided further details for each risk in a standard template.
- Any significant changes to the Risk Register since it was last reported to the Cabinet were listed in the covering report, at paragraph 2.3.

Reason for Decision:

There were no direct financial implications arising from this report. However, risks which were not mitigated, may have financial implications for the Council. Equally, the treatment of risk may require resources to be (re)allocated.

Note: *Report previously circulated

52. PUBLIC SPACE PROTECTION ORDER DOG VARIATION ORDER- SILVERTON (31:32)

Cabinet had before it a report * from the Head of People, Performance & Waste and Environment and Enforcement Manager recommending the commencement of statutory procedures (including consultation) to vary by order the Mid Devon (Public Spaces Protection) (Dog Control) Order 2024 and to delegate authority to decide whether to make the order of variation after consultation has taken place.

The Cabinet Member for Service Delivery and Continuous Improvement outlined the contents of the report with particular reference to the following:

- To recommend granting a general delegation to the Cabinet Member for Service Delivery and Continuous Improvement for all other future variations of the Mid Devon (Public Spaces Protection) (Dog Control) Order 2024.

RESOLVED that:

1. On being satisfied that the statutory grounds for varying the Mid Devon (Public Spaces Protection) (Dog Control) Order 2024 ("the Dog Control PSPO") were met, as detailed in the report, to allow officers to commence statutory consultation for the following:
2. The Dog Control PSPO be varied by including the prohibition that dogs were excluded from the area known as the recreation ground Silverton (as shown on the plan at Appendix 1). To grant Delegated Authority to the Director of Legal, People & Governance (Monitoring Officer) to draft the necessary order varying the Dog Control PSPO that could then go out to consultation.
3. Delegated authority be given to the Operations Manager for Street Scene and Open Spaces, in consultation with the Cabinet Member for Service Delivery and Continuous Improvement etc. to:
 - Consider the responses to the necessary consultation, publicity and notification

- Decide whether to refer the matter back to Cabinet for a decision or to decide in the light of the responses received whether to make the Variation Order and to authorise the Director of Legal, People and Governance (Monitoring Officer) to seal the order
 - Authorise, if it is considered appropriate, the Director of Legal, People and Governance (Monitoring Officer) to make any minor amendments to the draft of the variation order prior to sealing the variation order.
4. A general delegation be made to the Cabinet Member for Service Delivery and Continuous Improvement to decide any further future variations to the Dog Control PSPO proposed by the Operations Manager for Street Scene and Open Spaces following the necessary statutory consultation, publicity and notification requirements for future PSPOs.
 5. Delegation be given to the Director of Legal, People and Governance (Monitoring Officer) to make orders of variation, following decisions from the Cabinet Member for Service Delivery and Continuous Improvement.

(Proposed by Cllr J Wright and seconded by Cllr D Wulff)

Reason for Decision:

To strengthen community safety and enable enforcement of the relevant issues.

Notes:

- (i) *Report previously circulated
- (ii) Cllr J Wright declared a personal interest as he was a member of Silverton Parish Council.

53. PUBLIC SPACES PROTECTION ORDER- ALCOHOL PROHIBITION (36:01)

Cabinet had before it a report * from the Head of People, Performance & Waste and Environment and Enforcement Manager recommending the approval of a Public Spaces Protection Order (PSPO) in order to tackle anti-social behaviour associated with the public consumption of alcohol in Crediton Town Centre.

The Cabinet Member for Service Delivery and Continuous Improvement outlined the contents of the report with particular reference to the following:

- To consider issuing a Public Spaces Protection Order under the powers given to the Council by the Anti-Social Behaviour, Crime and Policing Act 2014 to tackle anti-social behaviour associated with public consumption of alcohol in Crediton Town Centre.
- The proposed Public Spaces Protection Order (the “Crediton Order”), could be found at Appendix 1 of the report, prohibiting the consumption of alcohol in areas located in Crediton Town Centre as highlighted in the plan at Appendix 2.

Discussion took place with regards to:

- Would there be a sufficient number of Police to patrol this area, had there been any success in other towns and whether it had been beneficial? It was explained that this was a request from the Police and the Neighbourhood Team and there was a restricted alcohol PSPO in the Taunton area.

- Were the concerns that had been highlighted around people that were leaving the pubs or those that were drinking on the street? It was explained that the PSPO was in regard to daytime drinking in the area that was then causing a nuisance to the residents.
- Clarification around the concerns in the particular areas; were they due to socialising with drinks as some of the facilities were used responsibly?
- Would introducing a PSPO with regards to this issue actually work in practice? There was evidence from other areas where similar orders have been put in place by authorities (including Taunton and Exeter) that the measures could be effective.

RESOLVED that:

1. On being satisfied that the statutory grounds for making the Crediton Order were met, authorisation be given to the Operations Manager for Street Scene and Open Spaces to carry out the necessary statutory consultation, publicity and notification for the proposed Crediton Order.
2. Delegated authority be granted to the Director of Legal, People & Governance (Monitoring Officer) to draft the Crediton Order to go out to consultation.
3. Delegated authority be given to the Operations Manager for Street Scene and Open Spaces, in consultation with the Cabinet Member for Service Delivery and Continuous Improvement, to then:
 - Consider the responses to the necessary consultation, publicity and notification
 - Decide, in light of the responses received to the consultation, whether to not proceed with the order if there were numerous material objections, or to authorise the Director of Legal, People and Governance (Monitoring Officer) to seal the order.
 - To authorise the Director of Legal, People and Governance (Monitoring Officer) to make any minor amendments to the draft of the Crediton Order prior to sealing.

(Proposed by Cllr J Wright and seconded by Cllr J Downes)

Reason for Decision:

To strengthen community safety and enable enforcement of the relevant issues.

Note:

- (i) *Report previously circulated.
- (ii) Cllr J Downes declared a personal interest as he was a member of Crediton Town Council and residing in Crediton.

54. BIN IT 123- NEXT STEPS AND ADDITIONAL RECYCLING (51:30)

Cabinet had before it a report * from the Head of People, Performance & Waste and Operations Manager Street Scene and Open Spaces reviewing the progress made to date by Bin-It 123 and which considered the key elements of the next strategic phase that were necessary to maximise recycling rates as well as increase resident engagement and support.

The Cabinet Member for Service Delivery and Continuous Improvement outlined the contents of the report with particular reference to the following:

- Following the meeting of Cabinet in August 2025, where future collections of unused metal pots and pans were recommended for collection (and which were now in place), the report sets out the Councils current situation regarding Bin It 123 and the future plans regarding potential additional recycling streams to be introduced and added to the current portfolio.
- The particular focus was the strategy to help reinvigorate Bin-It 123 to help households nudge more of their residual waste into their recycling. A 7.3 kg shift in this direction per household per annum raised the Councils recycling rate by 1% and gave the Council considerable extra funding. Greater tailored communication which would encourage households to consider the contribution that could be made to the scheme, more robust enforcement complimented by effective education and meaningful engagement were all key components of the strategy.
- The service had also set out some of the future recycling collections the Council could consider implementing, including disposable nappies and the collection of soft plastics, which was a mandatory collection to be introduced no later than 1 April 2027.
- An evidence-based report would be brought back to provide further information on the practical implications of these additional streams for consideration. This would include pilots of the additional streams, and it was proposed to take the results of these through the Service Delivery and Continuous Improvement Policy Development Group (PDG) before it came back to Cabinet.

Discussion took place with regards to:

- The trail and start date for recycling collections of disposable nappies? It was explained that a depot permit required amendments to allow disposable nappies to be collected in the recycling and the Council were waiting for a planning application before the end of the year in regard to this.
- Soft plastics could be taken to supermarkets in the district, which was supported by the FlexCollect scheme - was the Council clear with the communications that would encourage residents to do this?
- Could supermarkets make efficient space to support more recycling of soft plastics?
- Could an audit be completed in regard to the amount that supermarkets were receiving? It was explained that FlexCollect had completed statistics from the last few years with Local Authorities and there was a link in the report with information and figures that the Council would take into consideration.
- The timeline for soft plastics collections at the kerbside. It was explained this was a mandatory requirement as of 1 April 2027, the Council would work with stakeholders and supermarkets.
- When the Council are in a position to collect soft plastic where would this go? It was explained that there were viable markets that would make it a viable operation and there would be a financial reward to the Council.
- At present residents dispose of plastic at the supermarket. When we start collecting soft plastics what are we going to do regarding communications and when will supermarkets know how the council will take it?

- The Council was in the top 5% in regard to recycling across the country, what were the costing if recycling went to landfill? It was clarified that all materials go to energy for waste and the costing would depend on the guide gate fees but they were considerable.
- What were the specific dependencies and timeline for the piloting trials next year and would the Council consider communal areas also? It was explained that the progression would be made from the trialling. The three key elements that would be vital to increase the recycling rate were education, enforcing what residents were recycling and tailored communication. The Head of People, Performance and Waste pledged to confirm a timeline for future pilots of recycling streams once planning permission regarding the remodelling of the Carlu depot and relevant permit application had been obtained in relation to EA regs.
- Whether there were any indications of cost for the future challenges to include emissions from incineration of waste?
- On the Council's website there was an A-Z section, which is not easy to navigate could consideration be given to have an intelligent search to make it easy to search in the future, also an idea for the future this could have an Artificial intelligence (AI) agent that provides responses?

RESOLVED that:

Following discussion at the Service Delivery and Continuous Improvement PDG on the 15 September 2025, Cabinet were asked to consider:

1. The strategy regarding the direction of travel for increasing resident awareness and participation with the Bin-It 123 schemes. This was **APPROVED**.
2. A request for an evidence-based paper from Officers on the impact of the potential additional recycling collections, including pilots of these collections, for review before consideration was given. This request was **APPROVED**.

(Proposed by Cllr J Wright and seconded by Cllr S Keable)

Reason for Decision:

It should be noted that an increase in recycling tonnages for each material would increase the 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 was difficult to determine due to the constant variations in market values.

Note: *Report previously circulated

55. VARIATION OF TENANCY AGREEMENT

The Leader of the Council stated that the Variation of Tenancy Agreement would be deferred to the next meeting of the Cabinet.

56. MID DEVON HOUSING (MDH) MOBILITY SCOOTER IN FLATS POLICY (1:20:26)

Cabinet had before it a report * from the Head of Housing and Health setting out the proposed new policy in relation to mobility scooters in flats.

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

- The policy had been supported by the Homes Policy Development Group (PDG) in September, this was a new safety-led policy. The introduction followed recent national guidance from the National Fire Chiefs Council and locally from Devon and Somerset Fire & Rescue Service regarding the fire risks associated with mobility scooters in blocks of flats.
- Until recently, MDH only had one block of flats with a single lift not in itself suited to traditional mobility scooters. However, with the acquisition of St Georges Court in Tiverton with its multiple, larger lifts and with the increased use of smaller, more portable scooters there was a requirement for this policy for the first time.
- Whilst the use of mobility scooters was recognised and the importance of these to enable many individuals to maintain independence and have an improved quality of life, it should be noted they were not medical devices but defined as leisure vehicles and as such, not prescribed by the NHS and did not meet recognised safety standards. They were also not included within any formal, tenant-specific 'statement of needs' for those with mobility restrictions as provided by qualified, independent occupational therapists who set out any property adaption requirements for the Council tenants as well as those in private sector housing. As such, mobility scooters and the provision of any infrastructure or charging facilities to accommodate these had not been included in the Housing Aids and Adaptions policy for many years.
- Furthermore, MDH had an overriding, priority statutory responsibility to uphold high standards of health and safety across its estates. In fulfilling this duty, Housing was required to ensure that the use of mobility vehicles within flats and communal areas complied with all relevant legal and safety requirements and guidance so that all tenants were protected from fire risk.
- These risks could arise not just from fires arising from batteries and charging but also from a potential blockage to the safe access and egress via communal areas in flats, especially in upper floor areas during an emergency.
- The new policy was consistent with the Council's long-standing position on scooters and adapting the Council properties, MDH was committed to equality and inclusion and recognised the vital role these aids played in helping residents engage in daily activities and community life.
- A few Councils with housing stock and private housing associations had implemented equivalent policies in recent years and these were reviewed as part of the local policy development work.
- The policy therefore represented a careful balancing act that ensured tenants were safe whilst welfare needs were accommodated as far as possible.

Discussion took place with regards to:

- Discussions about E- Bike and E-Scooters? It was explained this was referenced within the report about the risk and the Council was awaiting further guidance to include these, however they would have different risks. A further report would be provided in due course via the Home PDG.

- The original manufacturer-supplied chargers and Portable Appliance Testing (PAT) and replacements were supplied by the original manufacturer/supplier.
- Restricted charging at night, from 8pm to 8am – this would reduce the risk to those who were asleep, how would this be enforced? It was explained that home visits would be scheduled, and tenants would be required to comply with the policy.

RESOLVED that:

Cabinet recommends to Council to adopt the Mobility Scooter in Flats Policy and Equality Impact Assessment contained in Annexes A and B respectively as recommended by the Homes Policy Development Group.

(Proposed by the Leader of the Council)

Reason for Decision:

As a registered provider of social housing, the Council must comply with the regulatory standards set by the Regulator of Social Housing. In particular, that it complied with all relevant safety legislation including the mitigation and management of fire risks and meet the wider requirements of the statutory Safety and Quality Standard (consumer standard).

Note: *Report previously circulated

57. PLAY AREA INSPECTION POLICY (1:32:31)

Cabinet had before it a report * from the Head of Finance, Property and Climate Resilience reviewing the Council's management of play area risk assessment and safety.

The Cabinet Member for Service Delivery and Continuous Improvement outlined the contents of the report with particular reference to the following:

- The Council had a legal responsibility for the safety of those using its playgrounds. The report introduced the latest review of Play Area Inspections.
- This review was undertaken tri-annually and assessed whether the current regime of inspections remained appropriate in terms of frequency and quality for 78 play areas. The inspections were undertaken by a small team who also coordinated the necessary repair and replacement works. A small contribution towards this was received from Town and Parish Councils.
- The publication "Best Play" stated that play provision should aim to manage the balance between the need to offer an appropriate level of risk/adventure and the need to keep children safe from harm. As such an inspection regime based upon the potential level of risk for each play area – Appendix 1 gave an example of the risk assessment form and Appendix 2 listed the risk scores and inspection frequencies for each play area. The higher the risk score the greater the frequency of inspection.
- Currently, each play area received a monthly and an annual inspection as a minimum. The higher scoring sites received additional inspections up to a maximum of three per week. Inspections were classified as routine (basic

safety check), operational (checking equipment works safely) and annual (checks integrity of structures).

- Following the review, it was recommended that the inspection regime remained appropriate and should be continued until 2028.

Discussion took place with regards to:

- Clarification around the score leading to the frequency of the need to visit as there could be a significant difference in the scoring.

RESOLVED that:

The continued approach for the inspection and risk assessment of the council's play areas and that these were brought back for future review no later than 2028 as recommended by the Service Delivery and Continuous Improvement Policy Development Group be **APPROVED**.

(Proposed by Cllr J Wright and Seconded by Cllr G DuChesne)

Reason for Decision:

The Council must have an inspection and maintenance regime for its play areas as stated within the Health and Safety at Work Act 1974.

There is a potential cost of litigation and loss of reputation should the Council be found negligent with regards to inspection and maintenance of its play areas in the event of injury or death of a child or any other person.

Note: *Report previously circulated

58. MEMORIAL TREE AND SEAT POLICY (1:36:30)

Cabinet had before it a report * from the Head of Finance, Property and Climate Resilience reviewing a proposed new policy for Memorial Seats and Trees on Council property.

The Cabinet Member for Service Delivery and Continuous Improvement outlined the contents of the report with particular reference to the following:

- From time to time the Council received requests to support the provision of memorial trees and seats on their land. There was currently no policy setting out how to deal with these enquires. This report proposed the adoption of a policy, formalising the current ad hoc approach. The policy was broadly in line with many of the surrounding authorities.
- The Council's parks and open spaces were primarily places for recreation and not memorial gardens. However, there were suitable areas within the parks and cemeteries that could accommodate such requests and could add to the well-being for those involved. Therefore, where possible, a request should be considered positively.
- The trees and seats would need to reflect the specific surroundings to ensure that this would not detract from the current setting. The proposed policy included within Appendix 1 outlined the process, specific requirements and

responsibilities and associated costs. All costs were to be met by the applicant.

- If approved, the policy would be reviewed in three years time.

Discussion took place with regards to:

- Was this policy closely aligned with the canal policy?
- The use of artificial / plastic flowers as memorial decorations? It was explained that if any type of flowers were to be used it would create an additional burden to dispose them.

RESOLVED that:

To recommend to Full Council the adoption of the Memorial Benches and Memorial Tree Policy as recommended by the Service Delivery and Continuous Improvement Policy Development Group

(Proposed by Cllr J Wright and Seconded by Cllr G DuChesne.)

Reason for Decision:

The provision of seats where the Council may not otherwise provide them may ameliorate the experience of those users with reduced mobility and enable greater confidence to use parks and cemeteries for recreation and reflection. Seats will be compliant with Disability Discrimination legislation requirements.

Note: *Report previously circulated

59. NOTIFICATION OF KEY DECISIONS (1:39:54)

The Clerk identified the changes that had been made to the list since it was published with the agenda.

This included the following:

- Carbon Footprint Report had been added to Novembers meeting.
- Corporate Recovery Policy had moved from November to the meeting in April 2026.
- Housing Strategy had moved from November to the meeting in April 2026.

Note: * Key Decisions Report previously circulated.

(The meeting ended at Time Not Specified)

CHAIRMAN

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Report for:

Cabinet

Date of Meeting:	4 November 2025
Subject:	VARIATION OF TENANCY AGREEMENT
Cabinet Member:	Cllr Jane Lock - Cabinet Member for Housing, Assets and Property Services
Responsible Officer:	Simon Newcombe – Head of Housing and Health
Exempt:	None
Wards Affected:	All
Enclosures:	Annex A – Tenancy Agreement Annex B – Equality Impact Assessment

Section 1 – Summary and Recommendation(s)

The Tenancy Agreement is the legal contract between the Council and its tenants. The agreement sets out both the tenant's and the Council's rights and responsibilities. Under Section 102/103 of the Housing Act 1985, the Council has recently concluded a statutory consultation regarding the proposed amendments to the Council's Tenancy Agreement.

Following on from Cabinet approval on 1st April 2025 to commence statutory consultations with tenants under the Housing Act 1985 section 103 to vary the terms of our tenancy agreement this report presents the results of the consultation and the final draft Tenancy Agreement for approval.

It also sets out the steps needed to meet the legal requirements for varying the terms and conditions of tenancy for existing tenants.

Recommendation(s):

That Cabinet make the following resolution as recommended by the Home Policy Development Group:

1. The Tenancy Agreement attached in Annex A is approved subject to any responses from new tenants signed up after the preliminary consultation ended
2. Delegated authority be given to Head of Housing and Health (in consultation with the Cabinet Member for Housing, Assets and Property Services) to review the consultation responses from the new tenants and authorise such changes to the new Tenancy Agreement as he considers necessary in the light of any late consultation responses
3. Delegated authority be given to Head of Housing and Health (in consultation with the Cabinet Member for Housing, Assets and Property Services) to draft and serve the notice of variation to existing secure/introductory tenants under section 103 of the Housing Act 1985 to vary the terms and condition of their tenancies so that they are on the terms and conditions of the new Tenancy Agreement

Section 2 – Report

1 Introduction

- 1.1 The Tenancy Agreement is the legal agreement between the Council and residential council tenants. As such it underpins our relationship with our tenants.
- 1.2 It should be noted that there has been significant change since November 2016 when the Tenancy Agreement was last reviewed and the amended version came into use. Since then, the fire at Grenfell Tower, subsequent legislative and regulatory changes, the pandemic, and the cost of living crisis have all impacted the work of MDH as a landlord. It is important that the tenancy agreement in use reflects the external operating environment. In particular, the implementation of the Social Housing Regulation Act 2023 has brought about significant changes, with the aim of putting tenants at the heart of the work of Registered Providers. Recent policy reviews have taken account of some of the required changes and the tenancy agreement also needs to be updated to ensure that conditions of tenancy are aligned with policy commitments.
- 1.3 The Homes PDG set up a working group to look at tenure reform. As a result of this a recommendation was made to Cabinet that the use of flexible tenancies be halted. This means that we will need to issue a new Tenancy Agreement which reflects this new approach.

2 Consultation approach

- 2.1 We sent a preliminary notice of variation to all secure and introductory tenants after this was approved by Cabinet on 1st April 2025. The Preliminary Notice, Notice of Variation (a document outlining the changes to the Tenancy Agreement), Tenancy agreement changes at a glance leaflet, Informative Table

of Substantive Changes and reasons for the changes and a consultation form were posted to all secure and introductory tenants, inviting them to comment on the proposed changes.

2.2 Tenants were able to respond to the consultation in the following ways:

- Writing to Tenant Involvement at Mid Devon Housing; Phoenix House, Phoenix Lane Tiverton EX16 6PP;
- Emailing comments to tenantinvolvement@middevon.gov.uk;
- Contact the Tenant Involvement team on 01884 255255;
- Contacting MDH on Facebook – www.facebook.com/middevonhousing;
- By making a comment on our consultation page at - letstalk.middevon.gov.uk/tenancy-agreement-consultation
- Attending one of four drop in sessions.

Scan the QR code to
view the consultation
documents and submit
your comments online



- 2.3 We started consulting with existing tenants on 2nd June 2025 and we invited them to comment on the proposed tenancy agreement. Tenants were able to find detailed information on the consultation process, consultation documents, existing documents and a table of substantive changes which detailed what amendments were proposed via a dedicated website. In addition three in person consultation 'drop in' sessions and an 'on line' session were provided where tenants could meet with staff to discuss face to face.
- 2.4 In compliance with Section 103 of the Housing Act 1985, the statutory consultation took place over a 28-day period ending on 30th June 2025. Tenants were given 28 days to comment on the proposals and all the responses received were collected, replied to and noted.
- 2.5 New secure and introductory tenants whose tenancies started after 2nd June 2025 were informed of the variation to their tenancies when they signed up to their new tenancy. They were able to make comments if these were received during the consultation period.
- 2.6 New secure and introductory tenants whose tenancies started after the consultation ended on 30th June 2025 were informed of the variation to their tenancy agreement when they signed up to their new tenancy. They were able to make comments on the proposed variation individually within 28 days of signing the original agreement. Comments received from those tenants is being collated and delegated authority has been given to the Head of Housing and Health to take these into consideration when finalising the Tenancy Agreement.

- 2.7 In total 3,179 consultation packs were posted to tenants 2nd June 2025 – 1st August 2025. (Note: joint tenants each received a separate pack as dictated by legislation).

3 Responses to Consultation

- 3.1 As of 1st August 2025, 214 responses had been received. (135 feedback forms and 79 telephone call-backs requested)
- 3.2 A majority of tenants were happy with the new tenancy agreement and stated that it was easy to understand.
- 3.3 A sample of comments received were:

We have received preliminary notice of variation to the terms and conditions of our tenancy. We have read through this and are more than happy to agree to them.

Well it seems just common sense. Most I would have no issue with.

I think it is a well thought out agreement and suitable for this day and age

Good evening. Following receipt of the proposed new tenancy agreement today, we have decided to email our response. The agreement was fairly easy to read. We can just understand the document. We have far too many comments to put on here. You only have to look at XXXXX to see more or less all the rules are broken.

- 3.4 Some of the suggestion changes received included:

I would like to comment that people who are living in flats with communal outside space and gardens should be allowed areas, specific to themselves for a few seats or pots, so they have something to go outside for. This should be monitored to ensure safety but I have noticed increasingly, especially older residents, feel like prisoners in their homes and have made this comment to me because they are not allowed items outside their properties. I.e. growing some tomatoes in a pot. This person was told he is not allowed. Surely this is a human right. A lot of people have very little to keep themselves interested in life. Rules are good and appreciate they have to be there, but a blanket no in my opinion is not the way forward. In the interest of people's lives surely we could make provision for this to be allowed, even if it is monitored. I would be interested to learn the reasons behind the decision to not allow this.

I've received your new tenancy agreement and there are two things that concern me. Firstly is paragraph 5.61 no mobility scooter must be parked on the home. As the housing officer was aware I had one when viewing the property and didn't say it would be a problem. Secondly not to lay laminate flooring which I had already done as soon as moving in and had this laid because I'm unable to Hoover as it's too heavy for me to push a Hoover because of my disability.

Unfortunately, I cannot agree with point 8.14 and therefore cannot sign new terms of the agreement. On the day of signing the agreement in 2016 and collecting the keys, we were shocked when opening the flat. Each wall was a different colour, blue, red, a shade of black, grey and magnolia. To confirm this, we have photos of the flat before it was painted. The only thing the Council did was leave a bucket of white paint and a bucket of magnolia colour. We had to do everything ourselves, it took me two weeks. It would be very inappropriate to expect us, the tenants, to paint the apartment in colours that the Council approved before leaving the property, taking into account the condition of the property we received.

Section 4.5

I am not happy with how you can make us responsible for a visitor once they have left my property anyone is free to go and do what they like once they have left my home so how does that make me responsible for their actions even if they was with me before hand or even after . Once we have said our good bye they are no longer a visitor at my home.

- 3.5 These points have been addressed in the tenancy agreement where possible, in particular where we remain consistent with recent policy updates, legislation and best practice or the wider balance of responses received.
- 3.6 This feedback will also support ongoing policy reviews and updates, for example mobility scooters where it was linked into the new, draft policy which is a separate agenda item for the PDG.
- 3.7 Many tenants who responded had specific issues with their property or estates which were not directly part of the new tenancy agreement. Any issues raised were passed onto the relevant teams to be actioned.

4 Next Steps and Implementation

- 4.1 Subject to Cabinet approval, we will plan and implement the introduction of the new Terms & Conditions.
- 4.2 For **NEW** tenants, after a date to be agreed, this will simply mean signing them to the new Tenancy Agreement.
- 4.3 For **EXISTING** tenants, we are required Under Section 103, of part IV of the Housing Act 1985, to give formal notification of any changes by serving the notice of variation with a minimum of 28 days' notice. It is proposed this will be issued in November 2025 with the new tenancy agreement to take effect from December 2025.

5 Recommendation

- 5.1 In accordance the above and to enable effective, compliant introduction of the new Tenancy Agreement, the following recommendations are made:

The Homes PDG recommends to Cabinet that:

- 1. The Tenancy Agreement attached in Annex A is approved subject to any responses from new tenants signed up after the preliminary consultation ended**
- 2. Delegated authority be given to Head of Housing and Health (in consultation with the Cabinet Member for Housing, Assets and Property Services) to review the consultation responses from the new tenants and authorise such changes to the new Tenancy Agreement as he considers necessary in the light of any late consultation responses**
- 3. Delegated authority be given to Head of Housing and Health (in consultation with the Cabinet Member for Housing, Assets and Property Services) to draft and serve the notice of variation to existing secure/introductory tenants under section 103 of the Housing Act 1985 to vary the terms and condition of their tenancies so that they are on the terms and conditions of the new Tenancy Agreement**

Financial Implications

There will be financial costs incurred as part of this process. A Notice of Variation will be sent to all secure and introductory tenants (circa 3000) by 2nd class post. We have no option legally but to send hard copies of notices and one to each individual tenant.

Legal Implications

As a registered provider (RP) of social housing, the Council is obliged to comply with the requirements of the Housing Act 1985. The specific requirements within the Act with regard to the legal requirements for introducing a new Tenancy Agreement are set out within the report.

The Council's legal team have been closely engaged through this process with regard the updated Tenancy Agreement itself and the notice/adoption process to ensure legal compliance.

Risk Assessment

It is good practice to review tenancy agreements on a regular basis to take account of changes to legislation, regulatory requirements, policy and good practice. RPs also need to ensure that those responsible for housing management can rely on a robust tenancy agreement which can be used in support of efficient and effective management of tenancies and the housing stock.

Impact on Climate Change

The Housing Act 1985 requires local authority landlords to undertake consultation and also to print out various documents and to send these through the post when reviewing conditions of tenancy. This will, of course, have an impact upon emissions but cannot be avoided, in line with legislative requirements.

Equalities Impact Assessment

The regulatory framework currently includes the Transparency, Influence and Accountability Standard and, in line with the provisions of this, RPs are required to treat all tenants with fairness and respect; and also to demonstrate that they understand the different needs of their tenants, including in relation to the equality strands and tenants with additional support needs.

Officers working in MDH have training in support of this and are mindful that the Public Sector Equality Duty applies in the discharge of their duties. Work has started to refresh the information held on tenants in MDH records and, to this end, diversity information will be sought at most contacts starting once teams have been briefed.

An Equality Impact Assessment has been completed and no significant impacts have been identified. Those tenants who may have difficulty using standard means of written communication, including those who with literacy issues or whose first language is not English can request alternative forms of communication, including telephone calls, face to face contact and alternative formats including information in large print.

Relationship to Corporate Plan

We will work closely with our tenants to ensure they feel safe, secure and happy in their homes.

Section 3 – Statutory Officer sign-off/mandatory checks

Statutory Officer: Andrew Jarrett

Agreed by or on behalf of the Section 151 Officer

Date: 24 October 2025

Statutory Officer: Maria de Leburne

Agreed on behalf of the Monitoring Officer

Date: 24 October 2025

Chief Officer: Stephen Walford

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

Date: 24 October 2025

Performance and risk: Steve Carr

Agreed on behalf of the Corporate Performance & Improvement Manager

Date: 22/08/2025

Cabinet member notified: Yes

Section 4 - Contact Details and Background Papers

Contact: Simon Newcombe – Head of Housing & Health

Email: snewcombe@middevon.gov.uk

Telephone: 01884 244615

Background papers:

Current Tenancy Agreements:

<https://www.middevon.gov.uk/residents/mid-devon-housing/your-tenancy/tenancy-agreements/>

Housing Act 1985

<https://www.legislation.gov.uk/ukpga/1985/68/contents>



YOUR TENANCY AGREEMENT

This agreement contains the terms and obligations of your tenancy.
You should read it carefully.

If you do not understand this agreement or anything in it, we strongly suggest that you ask for it to be explained to you before you sign it.

You can speak to your Housing Officer, a Solicitor, or the Citizens Advice Bureau for advice.

**This Tenancy agreement is available in other languages and formats.
Please contact Mid Devon Housing on Tel 01884 255255 for further
information.**

1	Introduction – Welcome to Mid Devon Housing	3
2	The following definitions apply in this agreement.	5
3	Your rent and other charges	9
4	Living in your community	12
5	In and Around Your Home	15
6	Repairs and Improvements	25
7	Other Tenant Rights	35
8	Ending Your Tenancy	37
9	General	40
10	Signing Your Tenancy Agreement	43
11	Declaration	45



1 Introduction – Welcome to Mid Devon Housing

- 1.1 This tenancy agreement is the document you sign when you become a tenant of Mid Devon District Council. It is a legally binding contract between you and us. It sets out your rights and responsibilities as a tenant and our responsibilities to you as the Landlord.
- 1.2 We want you to enjoy living in your new Home. We feel it is important that we make it clear from the start of your tenancy what you can expect from us and in turn, what we expect from you during your tenancy.
- 1.3 This tenancy agreement is used for:
- Introductory tenancies
 - Secure tenancies
- 1.4 Your offer of tenancy letter will tell you which type of tenancy you have. The type of tenancy you have is also set out at page 44 of this agreement.
- 1.5 An introductory tenancy is a probationary tenancy for a trial period of 12 months which can be extended by 6 months (if you breach the terms of this agreement). At the end of this period if we have not taken steps to obtain possession it will become a Secure Tenancy.
- 1.6 An introductory tenant does not have as many rights as secure tenants and does not have security of tenure because it is a probationary tenancy.
- 1.7 A Secure Tenancy is a periodic tenancy and not a fixed term.
- 1.8 The Terms and conditions set out in this document apply to all tenancy types unless stated otherwise.
- 1.9 If you have signed this tenancy agreement with someone else you are jointly responsible for the tenancy. Even if you leave your Home, you and the tenant(s) who remain are still responsible for abiding by this agreement including paying the rent.
- 1.10 A joint tenant of an introductory or secure tenant can unilaterally terminate the tenancy without the other joint tenant's agreement. You are advised to contact us if you require further advice.



- 1.11 You are also responsible for the actions of members of your household and also visitors (including children) to your Home. This means they too have to respect the terms and conditions of your tenancy and if any of these are breached, this may impact on your tenancy.
- 1.12 We are committed to ensuring that your Home and the services we provide are to a decent standard. We want you to live in a peaceful neighbourhood free from anti-social behaviour. We expect you to look after your Home, and, therefore if any damage is caused to it whether this was intentional or accidental, you will be recharged for putting it right. We ask that you treat your neighbours in the way you would like to be treated. You must pay your rent and any other charges on time. These are reasonable expectations.
- 1.13 If we fail to meet our responsibilities under this agreement, we expect you to tell us and to give us the opportunity to put things right. If you break your side of the agreement, we will normally tell you and give you a chance to put things right (unless matters are so serious that immediate action is required). If you fail to take this opportunity, then we will use the tools and powers available to us to take enforcement action which could include demoting the security of your tenancy or starting possession proceedings against you.
- 1.14 The Anti-social behaviour (ASB), Crime and Policing Act 2014 introduced simpler, more effective powers to tackle ASB and provides better protection for victims and communities. We will work with other agencies to tackle this unwanted behaviour. If we take any legal action against you or your household, your tenancy of your Home is at risk and you will be responsible for any costs incurred for taking such action. It may also prevent you from being re-housed with us in the future.
- 1.15 This firm approach is only to ensure that we provide a safe environment in a place where people want to live. We deliver a housing service that tailors its services to meet the diverse needs of individuals and we encourage and foster good relations with people when providing our services, to eliminate discrimination and to promote opportunity of equality.
- 1.16 Other useful information we provide to help you to manage your tenancy include the Tenant and Repairs Handbooks. The Tenant Handbook is an explanatory booklet which will be given to you at the beginning of your Tenancy. It does not form part of this tenancy agreement but it contains useful information.
- 1.17 The Repairs Handbook contains handy tips on what to look out for and how to sort out minor repairs yourself. We also have a range of policies which complement your Tenancy agreement. These can be provided on request or available to view on the Council's website.



- 1.18 Most importantly, you are entering into a legal contract with us. Please read this agreement carefully before accepting the tenancy and keep it in a safe place so that you can refer to it when needed. If you do not understand anything in your tenancy agreement, then please speak with us or obtain independent advice from a solicitor or Advice Centre.
- 1.19 When you sign for your Home, we will require photo ID or a certified photo of you and ID for all other household members.
- 1.20 We hope you enjoy your new Home and have a happy experience being a tenant of Mid Devon Housing.

2 The following definitions apply in this agreement.

Definition:	Meaning:
Assignment By Way Of Exchange	Under s.92(1) of the Housing Act 1985 assignment of the Tenancy to another Secure/Flexible tenant or an Assured tenant of a Social landlord as part of an exchange of properties
Central FIT Register	Means the register kept and maintained by OFGEM
Communal area	(including buildings) that tenants of MDH share or can use including stairs, landings, paved areas, shared gardens and parking areas
Conservation area	An area with a special character or quality because of its architectural and/or historical importance
Council land	Land owned by Mid Devon District Council, including all estates or amenity, residential and permit holder car parks
Demoted Tenancy/Demoting the security of Tenancy	A tenancy which has reduced rights compared to a Secure tenancy. Only a court can order a demoted tenancy. Under certain circumstances,



	we may apply to court to have a Secure reduced to a Demoted Tenancy
Employees	Includes our Employees and any contractor, agent or anyone instructed by us
Evict or Eviction	This is when you are required to leave your Property. We will not Evict you without a Court Order
Family Provisions	<p>A Court Order transferring the Tenancy under:</p> <ul style="list-style-type: none"> (i) Section 24 of the Matrimonial Causes Act 1973 (Property adjustment orders in connection with matrimonial proceedings); (ii) Section 17(1) of the Matrimonial and Family Proceedings Act 1984 (Property adjustment orders after overseas divorce, etc.); (iii) Paragraph 1 of Schedule 1 to the Children Act 1989 (orders for financial relief against parents); or (iv) Part 2 of Schedule 5, or paragraph 9(2) or (3) of Schedule 7, to the Civil partnership Act 2004 (Property adjustment orders in connection with civil partnership proceedings or after overseas dissolution of civil partnership)
Feed in Tariff (FIT)	Means the sums paid by energy companies and/or the government and/or any other buyer in consideration for the electricity generated from the Solar PV Panel System and/or the electricity which is exported to the grid or sold to any other buyer, and any other benefits that arise from the micro- generation of electricity by the Solar PV Panel System including carbon credits or CO2 savings
FIT Period	Means the period of twenty-five years from the date that the Solar PV Panel System is installed at the Property and is recognised under the MCS as satisfying the relevant equipment and



	installation standards and has been entered into the Central FIT Register by OFGEM
Gang	Means “a group of individuals involved in persistent criminality for some form of personal gain (this includes profit and/or to gain or to demonstrate status) which is causing significant harm to the community”
Garden	Includes lawns, hedges, flowerbeds, trees, shrubs, outside walls that are part of your Home fences
Household	All those living in your Home, including pets
Improvement	Any alteration, addition or extension to the Property
Introductory Tenancy	A Tenancy under Part 5 of the Housing Act 1996, which lasts for a trial period of twelve months - trial period maybe extended.
Joint Tenancy	A tenancy granted to two or more (up to a maximum of four) people. Each tenant is jointly and separately liable for the tenant’s obligations in the tenancy agreement and the Council can enforce the tenancy obligations against all or one of the joint tenants in the agreement
MDH, Mid Devon Housing, Landlord, Council, we, Us, us Our Housing Service	Mid Devon District Council
Listed building	A listed building is a building or structure which is considered to be of special architectural or historic interest
Locality	The area around your Home that includes the road, street or estate where your Home is located
Lodger	A person who pays you money to live in your Property and does not have any exclusive rights to any parts of it
MCS	Means the Microgenerator Certification Scheme or equivalent schemes accredited under EN45011



Neighbours	Everyone living in the local area , including people who own their own Homes and other tenants
Notice of Seeking Possession	A legal document that is served prior to taking possession action against a tenant
Notice period	The period of notice required by either party to bring the Tenancy to an end. This is normally at least four weeks' notice when a notice to quit is served
OFGEM	Means the Office of Gas and Electricity Markets Authority or such other authority that takes over its functions in respect of the Feed in Tariff
Partner	A husband, wife or someone who lives with you as a husband or wife. Partner also includes a Partner of the same sex
Person Qualified to Succeed- Introductory/pre-1st April 2012 Secure Tenancy	<p>Provided the tenancy of the deceased is an introductory tenancy or is a secure tenancy entered into before the 1 April 2012</p> <p>The deceased tenant's spouse or civil partner if they occupied the Home as their only or principal Home at the time of the tenant's death.</p> <p>If there is no spouse or civil partner, a cohabitee or member of the tenant's family if they:</p> <ul style="list-style-type: none"> • occupied the Home as their only or principal Home at the time of the tenant's death • resided with the tenant for the 12 months before the tenant's death
Person Qualified to Succeed- Secure Tenancy	<p>Provided the tenancy of the deceased is a Secure Tenancy which began on or after the 1 April 2012</p> <p>The deceased tenant's spouse, civil partner or cohabitee succeeds if they occupied the Home as their only or principal Home at the time of the tenant's death.</p>



Property or Home	The property let to you under this agreement
Secure Tenancy	A Secure Tenancy under Part 4 of the Housing Act 1985 which is a periodic weekly Tenancy and not a Flexible Tenancy
Solar PV Panel System	Means any Solar PV Panels, fixings and ancillary equipment including the cables, inverter meter and monitoring equipment installed or to be installed in or on your Property
Tenancy	This agreement containing the terms, conditions and obligations of the Tenancy
The Provider	Means any person appointed by us to install, maintain, operate, repair or replace the Solar PV Panel System and includes their successors in title
Vacant possession	The Property is unoccupied and empty of possessions
Vehicles	Includes: car, bus, lorry, motorbike, boat, caravan, trailer, scooter, motorised transport or similar
Visitors	People not living with the tenant but who come to the tenant's Property
Written consent	A letter from us giving you permission/consent to do something. If you do need our consent we will ask you to put your request in writing
You, you	You as the tenant of us and in the case of joint tenants any one or all of the joint tenants

3 Your rent and other charges

- 3.1 The **rent amount and charges** you must pay are set out in page 44 of this agreement. Charges may include, but are not limited to, water, sewerage, heating, and charges for support services. You must pay the rent and charges weekly in advance on every Monday unless we inform you otherwise.



- 3.2 You are responsible for paying your rent and other charges on time. You must not run a debt for any period.
- 3.3 If you fall behind with payments, we may start possession proceedings against you which will put your tenancy at risk. We may at our discretion consider entering into an arrangement with you for you to pay the arrears off by instalments. You must keep to any such agreed arrangement to avoid losing your tenancy.
- 3.4 If you receive any further services which we will charge you for, we will notify you of the charges when the service starts.
- 3.5 If you pay for an alarm service and fall behind with payments, we may terminate the service you receive. You will be responsible for finding an alternative provider. We may at our discretion consider entering into an arrangement with you for you to pay the arrears off by instalments. You must keep to any such agreed arrangement to avoid losing your service.
- 3.6 If you have an insolvency arrangement in place, you must pay your rent/charges including any arrears. If you don't pay the insolvency arrangement will not prevent us from seeking possession.
- 3.7 If you are a joint tenant, you are jointly responsible for all of the rent, charges and any arrears. This means that we can ask any individual joint tenant to pay the full amount due and recover any arrears or unpaid sums owed for your Property. We will not split the charges between you.
- 3.8 If your rent account goes into credit, we may deduct any other debt owed by you to the Council from any money that we may owe you. This could include recharges, Council Tax or other sundry debts. We will check if you owe any money before refunding any credit. This is to ensure that you do not have any other debts with the Council.
- 3.9 We may vary the rent or other charges by giving you at least four weeks' written notice before any changes take effect. These charges may increase or decrease from time to time – usually once a year.



3.10 Debts from previous Homes

- 3.11 If you owe us money for any former tenancy or for any other debt related to your former tenancy with us; it is a condition of this tenancy that you pay that debt in addition to the current total charges. This must be paid in full unless the Council agrees an instalment arrangement with you which you keep to.
- 3.12 If there are any unpaid sums at the end of the tenancy we may still pursue them by passing your details onto debt collection agencies and/or making a claim through the County Court which will affect your credit rating.

3.13 Household Bills

- 3.14 You are responsible for paying household bills, for example, Council Tax, water charges, sewage, electric, gas and any other outgoings whether metered or billed. We may forward your details to the relevant utility company at the start and end of a tenancy, and at additional times when required requested.

3.15 Financial Assistance

- 3.16 You may get help with paying your rent by claiming benefit. It is your responsibility to make a benefit claim. You need to apply as soon as you think you qualify and to provide all the information that is requested to support your claim. If your circumstances change, you must inform the relevant organisation where you claim help for housing costs immediately. If you are paid too much benefit you will be asked to pay it back by the organisation which paid it to you.
- 3.17 If you are eligible to receive benefit for housing costs and this benefit is paid directly to you or to a member of your household, it will be your responsibility to make payments to cover your rent/ charges.
- 3.18 If you fail to pay your rent, where possible we will apply to the Department of Works & Pensions (DWP) for deductions from your benefit for direct payments for your monthly rent and an amount on top for any arrears you have.



3.19 **Advice and Support Services**

- 3.20 We work in partnership with agencies that provide debt and financial advice and we will provide you with information to seek further advice and help you sustain your tenancy. We will not pass your details onto agencies without your consent.

4 **Living in your community**

- 4.1 We take complaints of anti-social behaviour and nuisance seriously. Your Home will be at risk if you cause or permit anti-social behaviour.

- 4.2 You must respect other people who live in your neighbourhood.

- 4.3 Our aim is to bring communities together by making your neighbourhood a better and safer place to live by helping people to resolve differences peacefully. We expect you to try to resolve disputes with your neighbours and to be tolerant of different lifestyles. You are encouraged to make use of mediation services to resolve any differences. In more serious cases, we will take the most appropriate action to resolve the situation.

4.4 **Antisocial and Illegal Behaviour**

- 4.5 You are responsible for the behaviour of every person in your household including children and people living in or visiting your Home. You are responsible for their behaviour in the Home, in common areas and in the Locality around your Home including public areas such as local shops and bus shelters, which serve the housing estate your Home is situated in.

- 4.6 You must not harm, intimidate, threaten or act in any manner that causes or is likely to cause nuisance, annoyance, alarm, harassment or distress to any person living in, visiting or otherwise engaging in lawful activity in or in the Locality of your Home. You will be held responsible if anyone else is involved in such behaviour on your behalf or for your benefit.

- 4.7 You must not vandalise or cause damage to any property or any other persons' possessions. You will be held responsible if anyone else is involved in such behaviour on your behalf or for your benefit.



- 4.8 You must not use threatening behaviour, domestic violence or abuse (including but not restricted to physical, psychological, sexual, financial or emotional) towards anyone living in your Home or anyone with whom you currently have or have previously had a personal relationship. This includes but is not restricted to spouses, partners, girlfriends, boyfriends and any member of your family. You will be held responsible if anyone else is involved in such behaviour on your behalf or for your benefit.
- 4.9 You must not use or allow your Home to be used for any illegal purpose.
- 4.10 You must not threaten, be violent, aggressive or abusive towards any of our employees or our representatives, agents or contractors. You will be held responsible if anyone else is involved in such behaviour on your behalf or for your benefit.
- 4.11 You must not supply from your Home or within the locality of your Home, or allow to be supplied from your Home or within the locality of your Home on your behalf or for your benefit, any controlled drug or other substance contrary to the Misuse of Drugs Act 1971 or any other current relevant legislation.
- 4.12 You must not allow any animal owned by you, any member of your household or accompanying any visitor to your Home, to cause a nuisance, to behave or be used in a dangerous or intimidating manner, or to foul any communal area, footpath or play area within the Locality without cleaning it up immediately. All dogs must be kept on a lead in Communal areas and any dog encountered, which is not on a lead will be considered a stray and can be confiscated by us.
- 4.13 You, your children, friends, relatives, any other person living in your Home and visitors must not harass or threaten to harass or do anything that is likely to disturb or cause a nuisance/annoyance to any person on the grounds of their race, colour, ethnic or national origin, their religion, age or gender or sex or because of any disability they may have.
- 4.14 You or anyone living with you must not become a member of a Gang or allow a member of a Gang to visit your Home.



4.15 Examples of Anti-social behaviour include, but are not limited to:

Verbal abuse, intimidation, threatening behaviour and harassment	Threats to cause harm to an individual(s), persistent behaviours which cause harm or upset
Hate Crimes	Hate crime incidents based on race, sexual orientation, belief, gender, disability
Domestic Violence	Abuse of a partner or household member
Noise nuisance	Where there is a noise from persistent dog barking, loud music, DIY or loud music during unsociable hours
Communal nuisance	Where people are congregating near and around our properties and are causing rowdy/threatening behaviour or vandalism to MDH property
Animal related problems	Animals fouling in Communal areas and animals not under proper control
Environmental abuse	Fly-tipping in communal areas, bonfires, graffiti, tagging etc.
Drugs, substance or alcohol abuse	Use and supply of illegal drugs. Alcohol related ASB. Cuckooing, prostitution and related behaviours
Vehicle related nuisance	Abandoned cars, unnecessary noise pollution from cars and car repairs on communal land
Other criminal behaviour	Violence against people and property. Arson, prostitution and other sex related offences, Gang related activities, gun and knife crime, social media abuse.

4.16 You must obtain written consent from us to securely store a licensed weapon at your Home. This must be kept in a locked cabinet as per your firearm licencing conditions and no one must be able to access this other than the person who holds the licence. You will at all times remain responsible for the security of the licensed weapon.

4.17 **Threats to Employees and Contractors**

4.18 If your or your household's behaviour is perceived as posing a risk to our employees or contractors we may flag your account which may mean that we adjust the way in which we interact with you. If we do flag your account we will write to you and explain how we will interact with you in the future. This could mean that we will only attend your Home with two operatives present which may delay repairs or maintenance to your Home.



4.19 **Misrepresentation**

4.20 This Tenancy is granted to you on condition that prior to the grant of this Tenancy, you have made in respect of any previous accommodation occupied by you, whether provided by us or not, full disclosure to us in writing about any complaints made against you that you have behaved in an anti-social manner or been a nuisance to former neighbours or those in the neighbourhood, or committed any incident of tenancy fraud.

4.21 If we find out that you have not made full disclosure of any relevant information under clause 4.20 this will be treated as a breach of this agreement and we will take steps to end the tenancy.

5 In and Around Your Home

5.1 **Living in your Home**

5.2 You must use and occupy your Home as your only or principal Home.

5.3 If we have reason to believe that you are not living in your Home as your only or principal Home or you have abandoned it, we will take action to obtain possession.

5.4 If we obtain possession in these circumstances, you may not be eligible for another Council Property.

5.5 **Overcrowding**

5.6 You must not allow your Home to become overcrowded. The permitted number of people who can live in your Home is shown on page 44 of this agreement. If you are unsure about this, please contact Mid Devon Housing for advice.

5.7 **Lodgers and changes to the Household**

5.8 Secure tenants have the right to take in Lodgers without our consent but must not allow their Home to become overcrowded.



- 5.9 You must provide us with the following information for any lodger or any other person you allow to live in your Home:
- Their full name and former address;
 - Their National Insurance number and
 - Their date of birth
- 5.10 You must also notify of us of permanent or temporary changes to your household.
- 5.11 If you receive any help with housing costs or Council Tax, you are responsible for updating the relevant organisation.
- 5.12 You must not take in Lodgers if you have an Introductory Tenancy.
- 5.13 **Subletting**
- 5.14 If you have a Secure tenancy you must not sublet part of your Home without our written consent.
- 5.15 If you have a Secure tenancy you must not sublet or part with possession of the whole of your Home.
- 5.16 Secure tenants are responsible for the behaviour of any sub-tenants and/or Lodgers, this includes making sure they comply with the terms and conditions of this agreement.
- 5.17 You are not permitted to use your Home as a bed and breakfast (including Airbnb).
- 5.18 You must not sublet or part with possession of the whole or any part of your Home if you have an Introductory Tenancy.



5.19 Changed Circumstances

5.20 During your tenancy you must not (either solely or jointly) own, purchase or rent any other residential property which it would be reasonable for you to live in as your main Home. You must not obtain another social housing property whilst you are our tenant. You must inform us if you own a residential property or have another residential lease or tenancy or inherit a property. This includes overseas properties.

5.21 Using your Home

5.22 You must keep your Home, including any garages and outbuildings, in a clean and tidy condition and in the same condition as at the start of the tenancy (except for fair wear and tear). It must be kept free from excessive build-up or poor placement of belongings or refuse that could cause a health and safety or fire risk to you, anyone else or to property.

5.23 You must ensure that you are able to evacuate your Property in the event of a fire or other emergency situation.

5.24 If we need to undertake any repair or Improvement works to your property, you must provide our Employees, with clear access and clean conditions to all work areas. You must remove any possessions, for example, furniture or flooring, where access is needed for repairs or improvements. If asked you must remove any animal from the room the Employee is working in or present in. We may refuse to carry out works until such time as clear access to all work areas is available. You must contact us in advance of any appointment if you anticipate you will have difficulties in complying with this clause.

5.25 You must not use or enter any loft space of the Home without our written consent. We accept no liability for personal injury or damage to your personal property should you use or enter the loft space without our consent. If you enter or use the loft space and cause damage including to any services such as electrical cables, water pipes, insulation, ceilings, the Solar PV Panel System you must pay the costs of repairs or replacement.

5.26 You must

- Provide a smoke-free environment when our Employees, are visiting or working in your property. You will extinguish any cigarettes lit when we visit;



- Keep chimneys and flues free from obstruction and ensure chimneys, where in use, are swept at least once a year, or more frequently if necessary and provide proof that this has been done;
- Only use fuel suitable for the particular appliance or open fire (a list is available from the Council). Failure to do so may cause damage or inefficient running. You should not burn any plastics, food, pet(s)/animal(s) waste, recyclable material or timber that has been painted or treated with a preservative.

5.27 You must not interfere with any property that belongs to a gas, electricity, water, broadband or telecommunications company or a supplier of other similar services.

5.28 You must not set light or launch any sky lanterns from your Home.

5.29 You are responsible for pest control (rodents, hornets, fleas, bedbugs and cockroaches) at your Home. You may be eligible for financial assistance to pay for pest control. We can provide a service for treatment of pest control for a charge. Please speak with MDH for further advice.

5.30 You are responsible for the treatment of ants and the removal of wasp nests at your Home.

5.31 You must not install CCTV or camera doorbells unless we give you written permission.

5.32 **Running a Business**

5.33 You must not run a business from your Home without first obtaining written consent from us. If we give you permission and the business creates a nuisance or annoyance we reserve the right to withdraw our permission giving you twenty eight days' notice. You must then cease to run the business from your Home.

5.34 Each case will be judged on its merits and you are responsible for obtaining your insurance relating to the business and for paying business rates. You are responsible for the disposal of any business waste and ensuring there is no nuisance caused to neighbours including additional traffic movements due to running the business.



5.35 **Gardens**

5.36 You are responsible for looking after your Garden; if you cannot maintain the Garden by yourself you will need to make appropriate arrangements for this to be maintained by family/friends or employing a gardening service.

5.37 You must also:

- Keep your Garden in a well maintained condition (this includes cutting the grass, removing weeds, trimming hedges and cutting back flowerbeds);
- Ensure that any hedges do not grow more than two metres high;
- Keep neat and tidy any hedge on your boundary, by trimming your side and also topping the hedge, including the main structure of the hedge. Your neighbour will be responsible for trimming the side facing their property. If your hedge borders a public footpath or road, you will be responsible for trimming both sides;
- Ensure that plants, trees, boundary hedges or large shrubs, do not become dangerous or overgrown, cause nuisance to your neighbours or damage to any property;
- Notify us if you believe that tree roots may be affecting underground services or foundations so we can arrange an inspection;
- Not store or hold any rubbish (except in a designated bin), household furniture, appliances, scrap materials, vehicle parts, in your Garden area;
- Give your neighbours fair consideration whenever you light bonfires in your Garden;
- Not do anything to encourage pests or vermin into your Home or any communal or garden areas;
- Ensure that all plants, trees or shrubs do not obstruct windows, doors, outhouses, footpaths, public right of ways, Solar PV Panels or energy efficiency systems.

5.38 You must not plant a tree or hedge without our written consent. We reserve the right to refuse consent for certain types of fast growing trees, such as Leyland cypress conifers or willow trees.

5.39 Where any trees or shrubs are causing a nuisance/annoyance or are dangerous, we may give you written notice asking you to remove or cut back within a certain timescale. If you do not do so we may enter your Home and carry out the works. You will be liable for our reasonable costs in carrying out any such works.



- 5.40 You must not remove any trees or boundary hedges without our consent.
- 5.41 You are responsible for notifying us if there is a good reason you are unable to look after your Garden or arranging for someone to look after it on your behalf. You cannot give away land that forms part of your tenancy but if you are struggling to maintain it you can ask someone to maintain it on your behalf.
- 5.42 You must obtain written consent from us before you or members of your household wish to do any of the following:
- Place, build or erect any greenhouse, garage, shed, patio, decking, aviary, fencing, conservatory, pigeon-loft, fishpond, pool or similar structure in your Garden or Communal area or anywhere in/or on council property;
 - Place, build or erect any gate or barrier across a Communal path;
 - Replace or erect fencing. Any fencing with written consent should be no higher than one metre at the front or two metres at the back of your Home;
 - Make changes to boundary walls, outbuildings or hard surfaces.
- 5.43 Where your Home is a Listed building or in a Conservation area this will be a special consideration to be taken into account when we decide whether or not to give consent.
- 5.44 **Communal Areas**
- 5.45 If you live in a block of flats where you do not pay a service charge for communal cleaning services, you are responsible, together with your neighbours, for keeping all Communal areas clean and tidy.
- 5.46 MDH have a zero tolerance policy on clutter in Communal areas, in the interests of delivering fire safety.
- 5.47 You must not do the following:
- Block or obstruct Communal areas (for example, entrance, hallways, landings, stairwells or lifts) this includes leaving items such as gardening materials, prams, motorcycles, bicycles, play items or mobility scooters in these areas;



- Leave any items or articles within or on Communal areas;
- Fly tip on Communal areas –fly tipping is an offence and we will prosecute;
- Wedge open any Communal doors;
- Litter, dirty or allow any pet(s) to foul in Communal areas;
- Allow dogs to be off the lead when in Communal areas;
- Store harmful or explosive materials in your Home, Garden, Communal areas, sheds or storage areas;
- Throw anything or allow anything to fall from any windows, balconies or Communal areas;
- Leave refuse or recycling boxes in Communal areas except where designated facilities are provided;
- Tamper, damage or deface any door entry system, emergency alarm equipment, smoke or carbon monoxide detectors, gas, electric or water supplies or meters, Solar PV Panel Systems, Communal aerials or damage any fire doors, escapes or lifts;
- Smoke or drink alcohol in enclosed Communal areas;
- Misuse the Communal area;
- Bonfires and/ or mini fires on Communal land, owned and managed by MDH will not be permitted. Disposable BBQ's are not permitted to be used in communal areas.

5.48 Communal areas are not to be seen as an extension to your Home. You must seek written consent from us if you would like to place any of your belongings in or on Communal areas. This includes, for example, installing hanging baskets or plant boxes.

5.49 **Pets and Animals**

5.50 You must not keep any pet(s)/animal(s) at the Property without our written consent unless it is a registered support dog, a small domestic caged animal or small fish. Any consent we grant will be at our absolute discretion.

5.51 You must apply to keep a pet or an animal on our approved pet application form and provide such additional information we require in order to process the application. We may impose terms and condition on the consent which you must comply with. If you do not comply with the terms and conditions we may withdraw the consent.

5.52 You must not keep or allow any dangerous pet(s)/animal(s) into your Home. This includes those covered by The Dangerous Dogs Act 1991, The Dangerous Wild Animals Act 1976 or any other relevant legislation.



5.53 You must ensure the following for any pet(s)/animal(s) you keep at your Home:

- It has a suitable environment;
- It is kept securely and cannot escape;
- It is provided with a suitable diet and fresh water; and
- It is protected from pain, suffering, injury and disease.

5.54 We reserve the right to withdraw our consent for you to have a pet(s)/animal(s) at any time. If our consent is withdrawn you will immediately remove the pet(s)/animal(s).

5.55 You must not allow intentional breeding of any pet(s)/animal(s) at your Home. You must not sell any pet(s)/animals (s) which are kept at your Home.

5.56 You do not need our consent to keep a registered support dog (e.g. guide dog for the blind, hearing dog, etc.) provided you supply us with evidence of the need for a registered support dog. If we are not satisfied that there is a need you must remove the animal from your Home. Evidence of the need for a registered support dog can be obtained from a secondary health services or the charity that provides the animal.

5.57 If you move out of your Home, you must not leave any pet(s)/animal(s) at the property. If you do so you will be liable for our costs in dealing with such pet(s)/animals.

5.58 You must not bury your pet(s)/animal(s) in any part of the Home or Communal Gardens.

5.59 You must not look after someone else's pet(s) or animal(s) at the Home without our written consent. If you do look after someone else's pet all the relevant clauses in this agreement relating to pets and animals will apply whilst it is staying in your Home.

5.60 **Vehicles and Parking**

5.61 You must not:

- Park any boat, trailer, caravan, motor home or similar on any part of your Home without our prior written consent (we will not unreasonably withhold this); Tenants in flats above the ground floor will not be granted permission to store a mobility scooter in their home.



- Park any motor vehicle, boat, trailer, caravan, motor home or similar on any part of your Home unless on a suitably constructed hard standing, driveway or a garage, with the relevant planning permissions, with direct access from the highway and an appropriate dropped kerb entrance installed by an approved contractor;
- Park or leave any motor vehicle on our land, including Communal grassed areas other than in an area set aside for parking and in accordance with the our rules/regulations for parking in those areas set aside for parking
- Park any vehicle which is untaxed, un-roadworthy or not insured at your Home or on any other Council land;
- Park any vehicle that exceeds 2000kg unladen weight at your Home or on our land;
- Carry out major repairs to vehicles at your Home. You are allowed to carry out general maintenance and repairs such as topping up windscreen washer fluid, oil or water, changing tyres, putting in a new sound system or changing windscreen wipers etc. but you must not cause a nuisance;
- Keep any motor vehicles (for example a motorcycle or moped) inside your Home, or in any indoor Communal area;
- Sell, rent or give away any parking space or garage let to you;
- Park in a designated disabled parking bay unless you have a valid blue badge; or
- Abandon any unwanted motor vehicle, caravan trailer or boat on any our land. We reserves the right to remove any such vehicle and recharge you the costs of its removal.

5.62 Where we deem applicable, you are required to display clearly on the front windscreen/dashboard of the vehicle a valid parking permit when parking in designated permit car parking areas.

5.63 You must not park anywhere which may obstruct access to other properties in the Locality of your Home or prevent the Emergency Services gaining access or cause inconvenience, nuisance or potential danger to others.

5.64 You must take precautions to minimise the possibility of an outbreak of fire and materials must be disposed of correctly when carrying out Vehicle repairs.

5.65 **Refuse**

5.66 You must not dispose of any medical waste in refuse bags, bins, food caddies or recycling boxes.



- 5.67 You must ensure that you dispose of all refuse securely, safely and hygienically.
- 5.68 You must ensure that you comply with the Council's rules for recycling and that all recycling is placed in the correct bins or seagull bags.
- 5.69 You are responsible for your refuse until it is collected by the Council. Refuse must not be put out on the street until the evening before or the morning of collection prior to collection.
- 5.70 You must dispose of any other material that we do not normally collect by paying for it to be collected or by taking it to a refuse disposal centre.
- 5.71 Unwanted items must not be left in Gardens or on Council land. You are responsible for making arrangements for the removal of such items. Fly tipping is an illegal offence and those responsible for it will be prosecuted.
- 5.72 You must not leave refuse or recycling boxes in enclosed Communal areas except where designated facilities are provided.
- 5.73 **Being Away from Home**
- 5.74 If you leave your Home for more than twenty eight days, you must beforehand:
- Inform us in writing of the dates you will be away and the contact details of you or those of someone else in the Locality who can deal with any emergency on your behalf;
 - Ensure your Home will be looked after and kept secure while you are away;
 - Inform us in writing if anyone else will be staying in your Home whilst you are away and provide full name, address, DOB, contact telephone number and confirm the dates they will be there from and to.
- 5.75 If you do not inform us when you are away, we may treat you as having parted with possession of the property and take action to repossess your Home.
- 5.76 **Insurance**
- 5.77 We have a responsibility to insure the structure of the building of your Home and any fixtures and fittings that belong to us.



- 5.78 We will not be liable for the actions of an independent contractor we instruct where they are negligent or in breach of any duty owed to you. We will ask that all contractors carry adequate insurance to cover third party damage.
- 5.79 You are responsible for insuring your own contents such as your personal belongings, furniture, carpets or decorations. We strongly advise you to take out your own Home contents insurance cover.
- 5.80 You must not do anything that may invalidate or increase the premium for the insurance that we provide for the structure of the building and any fixtures or fittings that belong to us.

6 Repairs and Improvements

6.1 Our responsibilities as a Landlord

6.2 We will keep in repair:

- The structure and exterior of your Home, including chimneys and chimney stacks, roofs, external walls and doors, window frames, internal walls, floors, ceilings, skirting boards, doors and door frames;
- Gutters, drains, sewers and external pipes (except those adopted by a water company);
- Service installations where originally fitted or adopted by us, such as those provided for the supply of water, gas, electricity (but not the Solar PV Panel System);
- Sanitation wear, such as basins, sinks, baths, toilets and installations for room and water heating;
- The external decoration of your Home in accordance with our programmed cycle for such work; (any communal parts of the building will be treated in the same way);
- Integral garages and outhouses;
- Communal areas, such as door entry systems, aerial systems and other installations provided by us, hallways, stairways, lifts and other common parts;
- Hard wired smoke detectors and where installed, hard wired carbon monoxide and heat detectors and hard wired pull cord systems;
- Pathways, walkways, hallways, balconies, passageways, alleys, garage access ways, steps or other means of access (that are owned by the Council). You should report any hazards you find on an estate in order for them to be rectified.

6.3 We will not be liable for any of the above if:



- The repair becomes necessary because you damage these items, whether by accident or deliberately;
- An installation, alteration or Improvement that was not part of your Home at the start of the tenancy, nor was later provided by us.

6.4 We are not liable for repairs or decorations that were the responsibility of the previous tenant where you have undertaken a mutual exchange. We are also not liable to remove any belongings/goods left by the previous tenant where you have undertaken a mutual exchange. If you have concerns after moving in about the state of property due to the previous tenant's actions you will need to consider raising these concerns with the previous tenant or seek redress from them.

6.5 Details of how to report a repair, the different types and how these are prioritised are shown in your Repairs Handbook.

6.6 **Your responsibilities as a tenant**

6.7 You must use your Home in a "tenant-like manner". You must take good care of your Home, carry out daily maintenance tasks and not do anything that directly leads to a deterioration of the fabric of the building or the installations and facilities provided. For example, you should:

- Keep your Home clean;
- Heat and ventilate your Home appropriately.

6.8 You are responsible for minor repairs and decorating inside the Home. You must not decorate the outside of your Home unless you have our written consent.

6.9 Where your Home is either Listed Building or built in a Conservation area, you must not carry out internal decorations before seeking our written consent.

6.10 Where your Home is newly converted or built you must seek guidance from MDH prior to decorating your Home.

6.11 You are responsible for reporting any repairs needed to your Home or shared areas that we are responsible for. We are not responsible for any loss or damage because a tenant fails to report any disrepair or fault immediately.



- 6.12 If you fail to report a repair, you must pay for any damage caused by you failing to tell us.
- 6.13 You must not steal or sell any goods from any property, building or grounds owned by us. This will result in MDH's reporting this to the Police as a criminal offence.
- 6.14 You are responsible for reducing damp, mould and condensation through heating, ventilating and controlling moisture. A failure to use, or to report defects of, the provided manual and mechanical ventilation is likely to lead to mould issues. In extreme circumstances, where there is a risk of damage to a property or health, MDH may request access to automate the ventilation. Any damage to the contents, decorative finish and fabric of the building will be your responsibility.
- 6.15 You are responsible for carrying out minor repairs to your Home. This includes, but is not limited to:
- Plumbing in domestic appliances such as washing machines or dishwashers;
 - Maintaining fittings such as WC seats, covers, hinges, chains and handles, and plugs for baths, basins and sinks;
 - Replacing electrical fuses, light bulbs, electric plugs, fluorescent tubes and starters (except those in Communal areas), resetting trip switches;
 - Repairing or replacing washing lines (unless you share them with other people);
 - Clearing outside gullies;
 - Repairing and maintaining the Garden (except Communal gardens) including patios and hardstanding's;
 - Repairing any equipment, fixtures or fittings left in your Home fitted by a former tenant and left in place at your request;
 - Providing any additional keys, replacement keys or locks and gaining access to the Home (except where a crime number is provided);
 - Replacing cracked or broken glass (except where we accept responsibility);
 - Testing any smoke detector provided by us. In particular, you are responsible for checking and replacing batteries;
 - Outbuildings, sheds, garages, driveways, fences (unless it is a post and wire fence provided by us) or greenhouses at your Home other than those we have provided permanently for you;
 - Ensuring that your own fittings (such as cookers) are installed correctly by a suitably qualified person and meet current safety standards;
 - Installing TV aerials (except Communal aerials), aerial sockets;
 - Resetting heating time clocks or programmers;



- Keeping drains inside and outside your Home clear;
- Small jobs around the house such as putting up curtain rails, blinds, shelves, doorbells, minor superficial plaster cracks and any such fittings or structures not installed by us.

6.16 If you have a chimney flue and it is defective or blocked in any way you must report this to us without delay.

6.17 You are responsible for maintaining and servicing any appliance not provided or adopted by us and providing evidence of this when requested by the Council's appointed gas servicing engineer at their annual service visit.

6.18 You are responsible for repairing or renewing any alterations or Improvements that you have carried out, including associated items. Unless the work is minor repairs you must ask our consent in writing to carry out any such works. You must not carry out any alterations or Improvements without are written consent

6.19 You are advised to keep a spare key to your Home safe, so that it can be used to gain entry if you lose your keys. Payment in advance is required for a locksmith to attend to grant you access to the property.

6.20 **Major Repairs and Redevelopment**

6.21 We may require possession of your Home if we need to carry out major work or if we need to redevelop the site. In such circumstances we have a legal right to possession. However, if we are required to decant you either on a permanent or temporary basis, we will offer you suitable alternative accommodation. In addition you may receive some form of compensation or assistance with removal costs, depending on your circumstances, in accordance with published policy.

6.22 If we have to decant you due to neglect or wilful damage to your property caused by you, we will not provide any compensation or financial assistance to move. You will be recharged for the cost of having any work carried out to repair your Property.



6.23 **Gas Safety**

- 6.24 As your landlord we are under a duty to check any gas fitting and the flues serving it in the Property at least once a year in order to minimise the risk of explosion or carbon monoxide poisoning. We will always give you reasonable notice in writing of any inspection. You must provide access for the inspections and to pay for any reasonable expenditure we incur as a result of any failure by you to provide access.
- 6.25 You must ensure that you have sufficient credit on gas and electric meters to enable the engineer to carry out your annual service.
- 6.26 We employ qualified gas engineers to carry out servicing to all appliances that we are responsible for, however, they will at the same time carry out a visual inspection of any non- Council mains gas appliances. Any non-Council appliances failing the safety check will be isolated or decommissioned. It will be your responsibility to repair or replace any appliances failing the safety check.
- 6.27 All tenant owned mains/Liquid Petroleum Gas (LPG) appliances must be serviced annually at your own expense. You must supply evidence of this when requested by the Council's servicing engineer.
- 6.28 You must obtain written consent from us if you would like to install any gas appliances at your Home, for example gas fires, Liquid Petroleum Gas (LPG). Any installations must be completed by a qualified gas engineer.
- 6.29 You must not use as bedroom accommodation, any room where an open flued gas appliance is installed.

6.30 **Access to your Home**

- 6.31 You must allow us or our employee's access to the Property at all reasonable hours to carry out repairs, Improvements, planned programmes, gas servicing and any safety checks, to inspect its condition and to complete new Tenancy visits and Tenancy Home checks. If we believe there to be a risk of personal injury or a risk of damage to your Home or an adjoining property or in order to comply with our statutory duties, you must allow us or our employee's immediate access to your Home. In these circumstances or if we consider there to be an emergency we will force entry into the Property if necessary.



- 6.32 You will reimburse us for any reasonable expenditure we incur as a result of your failure to allow access on a pre-arranged appointment.
- 6.33 You should ask all callers for official identification before you allow them access to your Home. If in doubt, contact us or the police.
- 6.34 Where we have requested access to your Home and you are unable to be present at the appointment, you are allowed to ask a responsible person to be present to act on your behalf. This person must be eighteen years old and above.
- 6.35 If no one is at your Home when an emergency occurs, we will attempt to contact you or your designated contact by all means available to us, however if this is unsuccessful we reserve the right to force entry to your Home to rectify the issue. We will repair any damage we cause when we enter your property and we will ensure it is secured against unauthorised entry.
- 6.36 We visit our properties periodically in order to carry out inspections, such as Tenancy Home checks. Tenancy Home checks are unannounced visits, however if you do not wish to give us access, we will give you twenty four hours' notice of a further visit.
- 6.37 **Improvements and Alterations**
- 6.38 Secure tenants have the right to apply for written consent to make Improvements. Examples of Improvements include:

- Any structural change or alteration to your property including the removal or replacement of any walls, the building of any parking space, garage, hard standing, patio, driveway, conservatory or similar structure;
- Any erection of outbuildings, sheds, greenhouses, fencing, the replacement of a kitchen or bathroom suite, as well as any other internal or external alterations;
- The fitting of an aerial or satellite dish including CB aerials, radio masts to your property or communal area;
- Any electrical, gas or heating installations or alteration including additional electrical circuitry (for example, showers, cookers or additional sockets);
- Laying flooring such as laminated or wooden flooring.



- 6.39 Secure tenants must not make any alterations or improvements, without our written consent.
- 6.40 If you are an Introductory tenant you must not make Improvements
- 6.41 Clauses 6.42-6.47 apply to Secure tenants only.
- 6.42 You must submit requests to make Improvement in advance and in writing and you must support this with diagrams, drawings or plans as appropriate.
- 6.43 In respect of any Improvements to your Home, these become part of it and must be left when you vacate unless we agree otherwise.
- 6.44 You are responsible for repairing and maintaining all Improvements that you have had installed at your Home.
- 6.45 Unless you otherwise agree with us, you must ensure that your Home is returned to the Council's end of tenancy standard before you vacate.
- 6.46 You must prior to carrying out any alterations or Improvements check with us to see if there is asbestos at your Home. Where asbestos is identified and will be affected by your Improvements you must arrange for a qualified asbestos removal service to dispose of the asbestos before works are carried out. You must supply us with a certificate from the asbestos removal service prior to commencing work. All costs associated with this will be your responsibility.
- 6.47 Any works for Improvement we give consent for must be carried out in good and workman like manner.
- 6.48 **Solar PV Panel System**
- 6.49 Clauses 6.51 to 6.72 are express terms of your tenancy if Solar PV Panels have been installed at your Home.
- 6.50 General Terms relating to the Solar PV Panel System:
- 6.51 We or the provider will maintain the Solar PV Panel System at your Home.



- 6.52 During the Feed in Tariff (FIT) Period, the Solar PV Panel System belongs to the provider and is not part of your Home.
- 6.53 We or the provider may connect the Solar PV Panel System into and use the existing electrical system within your Home.
- 6.54 The provider is exclusively entitled to the benefit of the FIT.
- 6.55 Any electricity generated by the Solar PV Panel System may be used by you and we will not charge you for that electricity.
- 6.56 Any electricity that you do not use will be exported to the national grid for the sole benefit of the provider.
- 6.57 The part of the Solar PV Panel System known as the inverter may use a small amount of electricity from the electricity supply in your property and you will not charge us or the provider for that electricity.
- 6.58 We or the provider may at any time alter the Solar PV Panel System or remove it from your Home either permanently or for a period of time.
- 6.59 Our obligation in this tenancy agreement to repair service installations for the supply of electricity does not include an obligation to maintain or repair the Solar PV Panel System.
- 6.60 In the event of the Solar PV Panel System or any part thereof failing and being uneconomic to repair or replace, the Solar PV Panel System can be left in situ until such time as it is economic to repair or replace or the Solar PV Panel System is removed.
- 6.61 The amount of free electricity that the Solar PV Panel System may generate and which may be used by you may vary. Neither we nor the provider are liable in any way to compensate you for any variation to the amount of free electricity that may be used by you whether as a result of:



- Us or the provider carrying out repairs, works or alterations to the Solar PV Panel System or removing it from your Home;
- Us carrying out repairs, works or alterations to your Home;
- The weather, season or other factors beyond our control or the control of the provider;
- The age of the Solar PV Panel System (Solar PV Panels may become less efficient with age);
- The Solar PV Panel System or any part thereof failing and being uneconomic to repair or replace; or
- Any other reason.

6.62 In the event that you apply to exercise the right to buy of your property and you wish to continue to receive the electricity generated by the Solar PV Panel System, you should let us know so that we can advise the provider. If your Property is a house, the Provider may offer to enter into a contract (lease) with you, under which you allow the Solar PV Panel System to remain at your property and in return you will still get free electricity from the Solar PV Panel System. If your property is a flat, the arrangements described in this tenancy agreement will continue if you wish them to do so.

6.63 Our Obligations relating to the Solar PV Panel System.

6.64 We will inform you if the Solar PV Panel System is going to be removed by us or by the provider.

6.65 We will take reasonable steps to ensure that, subject to clauses 6.51 to 6.64 above, the provider keeps the Solar PV Panel System in good repair and working order during the FIT period.

6.66 Your Obligations relating to the Solar PV Panel System.

6.67 You will allow us or the provider (including employees, contractors or agents acting on our or the provider's behalf) access at reasonable times. This will be subject to reasonable notice to maintain, repair, replace or undertake other works to or inspect the condition of the Solar PV Panel System and to take meter readings (the inverter is usually installed in your loft space which means that we or the provider may need access to your loft space from time to time).



- 6.68 You will not cause any damage to or interfere with the Solar PV Panel System (including any cables serving the same). You will be responsible for paying us or the provider any costs incurred by us or the provider in respect of any damage caused to the Solar PV Panel System. You are responsible for keeping a small amount of credit on any electric meters to allow the inverter to work correctly.
- 6.69 You will make sure that no trees or vegetation at your Home grow to overshadow the Solar PV Panel System.
- 6.70 You will make sure that nothing is constructed or erected at your Home, which overshadows the Solar PV Panel System.
- 6.71 You will tell us as soon as you are aware of any damage (however the damage is caused) to either the Solar PV Panel System or any part of your Home to which the Solar PV Panel System is attached or in which it is contained.
- 6.72 You agree to use the electricity generated by the Solar PV Panel System for personal domestic use only. You must not store any electricity generated by the Solar PV Panel System in large storage batteries (this does not include rechargeable batteries in portable appliances such as a mobile phone, electric toothbrush or mobility scooter), and must not sell or attempt to sell any electricity generated by the Solar PV Panel System to anyone.
- 6.73 **Right to Compensation**
- 6.74 At the end of the tenancy, Secure tenants may have a statutory right to claim compensation from us for certain kinds of improvements (specified in the legislation) that they make to the property with our written consent provided they are carried out after 1st April 1994.
- 6.75 **General Recharges**
- 6.76 You must pay for the costs of making good any damage to your Home (including fixtures and fittings) or to other Council property caused by you or anyone instructed by you (including contractors) failing to take reasonable care.



- 6.77 If you make any unauthorised alterations or Improvements you must return your Home to its condition before the alterations or Improvements were made. You are liable for the cost of doing so. If you do not carry out the work within a period of time specified by us we may carry out the work and you will be liable for our costs.
- 6.78 If, we or any other agency, for example the Police, damage your Home, fixtures and fittings, furniture or belongings or the shared areas because we needed to gain access to your property, for example for the issue of a warrant of execution or other legal power of entry, if this was due to something you have done wilfully or illegally, you must arrange for the damage to be repaired. You must do this within a required period of time or you will be recharged for the works to be put right.

7 Other Tenant Rights

7.1 Assignment

- 7.2 If you have a Secure tenancy you must not assign your tenancy except where permitted by law as follows:

- An Assignment By Way of Exchange provided we have granted written consent;
- An assignment in pursuance of a Court Order made under Family Provision; or
- Where your tenancy began on or after the 1st April 2012 an assignment to a Person Qualified to Succeed - Secure Tenancy or
- Where your tenancy began before the 1st April 2012 to a Person Qualified to Succeed-Introductory/pre-1st April 2012 Secure Tenancy

- 7.3 If you have an introductory tenancy you must not assign or attempt to assign your Tenancy except where permitted by law as follows:

- A Court Order under the Family Provisions; or
- An assignment to a Person Qualified to Succeed-Introductory/pre-1st April 2012 Secure Tenancy.

- 7.4 Please note assignment means you transfer all your tenants' rights and obligations to the assignee including the right to live in the property. If in doubt you should take independent legal advice prior to assigning to someone.



7.5 Succession for Secure Tenancies and Introductory tenants

- 7.6 Succession is when someone inherits a tenancy after the tenant dies. Only one succession to the tenancy is allowed. If you are a successor no further succession will take place.
- 7.7 Provided you are not a successor, if you have a sole Secure tenancy, which began on or after the 1st April 2012, on your death a person may succeed to the tenancy if they are a Person Qualified To Succeed-Secure Tenancy. No further succession is allowed.
- 7.8 Provided you are not a successor if you have a sole introductory tenancy on your death a person may succeed to the tenancy if they are a Person Qualified To Succeed- Introductory/pre-1st April 2012 Secure Tenancy. No further succession is allowed.
- 7.9 Provided you are not a successor if you have a sole Secure tenancy, which began before the 1st April 2012 on your death a person may succeed to the tenancy if they are a Person Qualified to Succeed-Introductory/pre-1st April 2012 Secure Tenancy. No further succession is allowed.
- 7.10 If you have a joint tenancy and one of the tenants dies, the tenancy will pass to the other Joint tenant and this will count as the one succession allowed by the Housing Act 1985. No further succession is allowed.
- 7.11 If more than one person has a claim to take over your tenancy and they cannot agree whose claim we should consider we will choose who to give your tenancy to.
- 7.12 A successor is not liable for any rent arrears owed by you (if you are a sole tenant at the time of death). We will recover any arrears or unpaid sums, for example, recharges from your estate. However, if there is a Possession Order in force at the time of your death, your successor will be at risk of losing their property, if they do not comply with the terms of the order.
- 7.13 If a successor has succeeded to your tenancy and there is an outright Possession Order in force, we can apply to the court for a warrant of possession after the date for possession. You or anyone who may succeed to the tenancy are advised to speak with us for further advice and seek independent legal advice.
- 7.14 If there is no right to succession, the surviving person living in the Property will receive guidance relating to their housing options and will need to seek alternative accommodation.



- 7.15 If there is no one qualified to succeed to your tenancy in the event of your death your executors or administrators of the estate can end your tenancy, but must serve a minimum of four weeks' notice to quit on us or surrender the tenancy to give it up (if agreed by us). In order to do this they must also provide us with a death certificate or 'Tell us Once' completed with the registrar and a copy of the will so we know this is legally valid. We cannot end the tenancy without sight of these legal documents. If they don't serve a notice to quit we will serve a notice to quit on them.
- 7.16 If you have not left a will and no administrators have been appointed, we will end your tenancy by serving notice on the Public Trustee.
- 7.17 Where there is no person entitled to succeed your tenancy we reserve the right to charge rent up until the tenancy legally ends and any additional charges, for example, legal costs, rechargeable repairs or costs associated with items left in the property.
- 7.18 **Right to Buy**
- 7.19 Secure tenants have the right to apply to buy their Home, subject to legal conditions. Certain properties, such as housing for older people or adapted properties may be exempt.
- 7.20 You do not have the right to apply to buy your Home if you have an Introductory tenancy. Time spent under an introductory tenancy may be included in the qualifying period for your Right to Buy.

8 Ending Your Tenancy

8.1 Ending the Tenancy

- 8.2 You must give us at least four weeks' written notice to quit expiring on midnight on a Sunday when you wish to end your tenancy. All keys to your property must be returned to our offices by 10.00am at the latest, on the following day after the tenancy ends, or we reserve the right to charge you a further week's Use and Occupation charge. We will charge you full rent throughout the notice period.
- 8.3 If you are joint tenants any one of you can end the tenancy by giving a valid four weeks' written notice to quit.



- 8.4 If you or someone acting on your behalf fails to return all the keys to your Home after the tenancy ends, you agree to pay our reasonable charges for changing any locks, obtaining new keys and for any loss due to extending the void period.
- 8.5 If you vacate before the notice expires you are responsible for paying the rent and any other charges up to the end of the notice period. We are not permitted to take possession of the Property until the tenancy has terminated.
- 8.6 If you do not give the correct notice you will continue to be responsible for the rent and any other charges. If you have not completed the notice correctly we will advise you of this and expect you to complete a new notice with the correct details. You will be charged ongoing weekly rent up to the point where the tenancy is legally terminated and all of your items have been removed from the property/garden and loft space.
- 8.7 Your Home may be advertised on Devon Home Choice before you vacate.
- 8.8 We have a responsibility to carry out safety checks and routine repairs before re-letting a property. Therefore if you are moving from your Home you must let us carry out a pre-vacate inspection, and identify any damages/repairs that must be completed before you vacate.
- 8.9 If you serve a Notice to Quit on us to end your tenancy and then change your mind, the notice cannot be retracted by you. However both you and us can agree to grant you a new tenancy during the notice period but it is at our absolute discretion if we allow this. You are advised to contact a solicitor or an Advice Centre for Independent legal advice. We therefore, advise you to think carefully about serving notice to end your tenancy.
- 8.10 **Transfers**
- 8.11 You have the right to request a transfer to alternative accommodation under certain conditions. We will not normally allow you to transfer to another property owned by us if:
- You are in rent arrears or owe other unpaid sums and you have not kept to a regular arrangement plan;
 - You have caused anti-social behaviour and have been served with a 'Notice of intent to seek possession';
 - You are under a court order giving possession of your Home to us; or
 - Your tenancy has been demoted.



8.12 Moving Out

8.13 When you vacate your Home, you must:

- Give us vacant possession;
- Pay all the rent and other unpaid sums up to the date of the end of your tenancy. If you owe us money for rent and other unpaid sums when you leave your property, you must make arrangements with us to pay the debt;
- Ensure all utility bills such as gas, electric and water have been paid;
- Contact your utility suppliers that you are no longer living at the property and ask to close your account including submitting final meter readings;
- Ensure any household appliances have been disconnected safely and meets legal requirements and includes certification when appropriate;
- Return all gas and electric meter cards (you should do this at the time of returning your keys);
- Provide us with your new address and contact number;
- Make arrangements to re-direct your post;
- Remove all your furniture and personal belongings from the Property unless previously agreed by us. If you leave any items at the Property we reserve the right to dispose of these and recharge you for this service;
- Remove all rubbish from both inside and outside the Property, including the storage areas, lofts and gardens;
- Leave the Property in a clean and tidy condition (if we have to carry out any further cleaning to the Property we reserve the right to recharge these costs to you);
- Remove any greenhouses, garages, sheds, etc., that you have erected in the Garden unless you have agreed with us to leave it at the Property;
- Ensure that any member of your household or visitors vacates the Property at the same time as you;
- Ensure that no pet(s)/animal(s) remain at the Property; and
- Take steps to ensure that the Property is free from vermin or insect infestation, including fleas.

8.14 If you have decorated the Property during your tenancy ensure all walls are painted in neutral colours approved by us before leaving.



- 8.15 You must return all keys for lockable doors and windows of the Property, including Communal door keys/fobs, to our offices by 10.00am at the latest, following the day after the tenancy ends. If you do not return the keys by this date and time you will be recharged the cost of replacing the keys and locks of the property, as well as a further week's Use & Occupation charge.

9 General

9.1 Making Contact

- 9.2 If we need to make contact with you, we reserve the right to use the communication method that we deem to see as being most appropriate to your circumstances. This may be in the form of letter, email, text messaging, telephone or face to face.

- 9.3 You must inform us of any change in your contact information including telephone numbers and email addresses.

9.4 Court Orders

- 9.5 You must tell us the outcome of any legal proceedings which results in a Court Order affecting your tenancy or rights of occupation, for example, Occupation Orders or Property Adjustments Orders.

9.6 Tenancy Fraud

- 9.7 You or members of your household must not commit fraud or attempt to commit fraud in respect of your tenancy. This includes illegal subletting and knowingly making a false statement or withholding information in order to obtain a tenancy. The Prevention of Social Housing Fraud Act 2013 includes provisions that if you have committed tenancy fraud, we can take legal action against you which could result in criminal proceedings and criminal charges to include proceeds of crime act.

9.8 Consultation and information

- 9.9 We will consult with secure tenants about any changes we want to make to their Tenancy agreement. Under sections 102 and 103 of the Housing Act 1985, we may change any of the conditions of this tenancy agreement. The Act sets out a procedure we must follow when making any changes.



9.10 You have the right to be consulted over any major changes in housing management, maintenance and improvement works affecting your Home and your tenancy. We will consider your views, including carrying out any statutory consultation, before putting the changes into effect.

9.11 **Data Protection and Privacy**

9.12 We will process personal information in connection with your tenancy in accordance with the Data Protection Act 2018 and UK GDPR 2020.

9.13 The Data Protection Act sets out how we can use and store your details. The Act also gives you certain rights relating to the information we hold. You have the right to see the information we keep on your tenancy file about you. Your access to this information will be subject to current regulations. Information will be made available within reasonable timescales.

9.14 You agree that we may use any information you have provided to us about you and members of your household for housing management purposes in connection with this tenancy.

9.15 We will follow the terms of the Data Protection Act 2018 and UK GDPR 2020 and will safely manage and protect any information we hold about you. However, where the law allows us and where it is relevant, we may share information we hold about you with other business partners, contractors or statutory agencies. These may include:

- Tracing agencies or debt collection companies where you have permanently left the property owing rent and we are seeking recovery;
- Right to Buy enquiries when we have to provide tenant contact details to the valuers; and
- Repairs contractors where we need to provide tenant contact details.

9.16 **Contract rights for third parties**

9.17 A person who is not a party to this agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this agreement.



9.18 Customer service and complaints

9.19 Customer service – we aim to provide the highest possible standards of service. If you would like more information about our standards, you can find them in your Tenant Handbook online at www.middevon.gov.uk or phone 01884 255255.

9.20 Complaints procedure – we must deal with any complaints about our service effectively and speedily. As a landlord we operate a complaints procedure in accordance with the requirements of the Housing Ombudsman Service. If you feel that we have not met our obligations under this agreement, we would urge you to use our complaints procedure, details of which can be obtained from our offices or online at www.middevon.gov.uk or phone 01884 255255.

9.21 Changes in the law

9.22 All references in this agreement to sections and schedules of Acts of Parliament are to be regarded as including references to those sections and schedules as amended, varied, replaced or re-enacted from time to time.

9.23 Serving notice

9.24 Any notice that we need to serve on you under the terms of this agreement or as required by law including the Housing Act 1985 will be validly served if it is:

- Handed to you or anyone at your Home;
- Left at your Home;
- Fixed to your front door or another prominent part of your Home;
- Sent by first or second class post to your Home; or
- Left at or sent by first or second class post to your last known address.

9.25 Any notice that you wish to serve on us will need to be either hand-delivered during office hours or sent by post or recorded delivery to: Mid Devon Housing, Phoenix House, Phoenix Lane, Tiverton, Devon EX16 6PP.

9.26 We advise you to request a receipt for proof of hand-delivery. The tenancy will not legally end when you expect it to if we have not received the notice.



10 Signing Your Tenancy Agreement

Tenancy agreement (*Please tick the relevant boxes*)

This Tenancy agreement is between us, **Mid Devon District Council** (the Landlord) and **you** (the tenant/s).

Tenant number	Tenant full name	Date of birth	National Insurance Number
1.			
2.			
3.			
4.			

Household members

The people who will live in the Home with you (your household) are named below:-

Full name	Date of birth	Their relationship to you

This Tenancy agreement is for the Property at:



Property Type (House, flat, bungalow etc.)	
Number of bedrooms	
Permitted number of persons	
Is garden included?	
Is garden for sole or shared use?	

This Tenancy is an:

Introductory Tenancy	
Secure Tenancy	

Your Tenancy starts on

You will become a secure tenant on XX/XX/XXXX (unless we take action to extend or end your introductory tenancy)

You must pay us the following every week on time

Charge	Amount	Frequency
Rent		Every week
Service charge		Every week
Alarm charge		Every week
Other		Every week
Other		Every week
Total Rent		Every week



11 Declaration

This Tenancy agreement is accepted subject to the terms and conditions that I/we have read and understood. I/we understand that I/we may lose my/our Home if I/we fail to comply with the terms and conditions of this Tenancy agreement.

Signed by Tenant(s):

Signed:	Date:
Print Name:	

Signed:	Date:
Print Name:	

Signature on behalf of Mid Devon District Council the Landlord

Signed:	Date:
Print Name:	
Job Title:	

Payments you owe from a previous Council Tenancy

You are responsible for the full amount owed from your previous Tenancy at:



--

Full amount owed: £.....

You agree to pay the above amount in instalments of £ .a week, every week with your rent unless agreed by us.

Tenants' signatures:

Signed:	Date:
Print Name:	

Signed:	Date:
Print Name:	

Signature on behalf of Mid Devon District Council the Landlord

Signed:	Date:
Print Name:	
Job Title:	

Get Involved:

We are committed to listening to residents and we want to make sure you are involved in our policy and decision-making processes and that we offer a wide range of opportunities for you to



have your say, scrutinise our performance and comment on service improvements. From the selection below, please tick any methods of involvement that you would be interested in joining:

Methods of Involvement:

- ☐ *Scrutiny groups* – Scrutinise our performance, provide feedback and suggest improvements at meetings.
- ☐ *Tenant volunteer roles* – Publications, Estates, Complaints and Zero Carbon roles are available.
- ☐ *Focus groups* - When a topic or common theme is identified, we use focus groups to gather feedback.
- ☐ *Neighbourhood walkabouts* – Would you like to join your Neighbourhood Officer on your local walkabout? These take place twice a year.
- ☐ *Mystery Shopping* – Go undercover and help us assess our service.
- ☐ *Social Media* – Like and follow us on Facebook to keep up to date with housing news.
- ☐ *Let's Talk Mid Devon* – Sign up to our engagement hub to complete surveys, polls and read the latest housing news.

Scan the QR codes below to follow our Facebook or search @middevonhousing. You can also scan the QR code to sign up to Let's Talk Mid Devon and My Mid Devon where you can make rent payments online and access a range of services including bin collection reminders.



Communication Needs:

Please indicate below if you have any additional communication needs:

- ☐ Large Print
- ☐ Translation Service
- ☐ Sign Language
- ☐ Other methods (please state)



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Equality Impact Assessment

Purpose of the Equality Impact Assessment process:

The Equality Act (2010) introduced the [Public Sector Equality Duty](#) (PSED) requiring public bodies to give due regard to the need to:

- Eliminate unlawful discrimination
- Advance equality of opportunity
- Foster good relations

Consideration must be given to the protected characteristics covered by the Equality Act (2010). Assessments should consider relevant evidence relating to persons with protected characteristics in relation to assessments of potential impact.

The purpose of an Equality Impact Assessment (EIA) is to ensure that policies, functions, plans or decisions (hereafter referred to as 'policy/ decision') do not create unnecessary barriers for people protected under the Act. Where negative impacts are identified these should be eliminated or minimised, and opportunities for positive impact should be maximised. An EIA is not required for a decision in relation to an individual.

Screening is a short exercise to determine whether a policy/ decision is relevant to equalities, and if so, whether a full EIA should be conducted.

Section 1: Equality Impact Assessment Screening

Title and description of the policy/ decision:	Notice of Variation		
Job title of the person(s) undertaking the assessment:	MDH Policy Officer		
Council service:	Mid Devon Housing		
Date of assessment:	07.07.2025		
What are the aims, purposes, objectives and proposed outcomes of the policy/ decision?			
To issue a Notice of Variation to all Secure and Introductory tenants, providing 28 days' notice of changes to the tenancy agreement following a review in accordance with Section 103 of the Housing Act 1985. This follows a consultation with all affected tenants.			
Who may be affected by the policy/ decision?	All secure and introductory tenants within Mid Devon Housing		
How have stakeholders been involved in the development of the policy/ decision? E.g. a consultation exercise	Consultation under Housing Act 1985 Section 103 Engagement via social media, drop-in sessions, home visits, telephone, email, and post.		
Will there be scope for prompt, independent reviews and appeals against decisions arising from the policy/ decision?	Yes		
To which part(s) of the Public Sector Equality Duties is the policy/ decision relevant:			
	Yes	No	Details
1. Eliminate unlawful discrimination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Measures in place to ensure accessible communication.
2. Advance equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjustments provided to mitigate access barriers.
3. Foster good relations between different groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inclusive communication strengthens tenant relationships.

Which of the protected characteristics is the policy/ decision relevant to?

Tick and briefly describe any likely equalities impact (positive, negative, or neutral)

Characteristic	Positive	Negative	Neutral	Comments
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific impacts
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Older tenants may be unsettled by the process; mitigated via face-to-face support and phone communication.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mitigated by offering large print, verbal explanations, and face-to-face support.
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific impacts

Characteristic	Positive	Negative	Neutral	Comments
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any tenants who cannot read or write in English will be mitigated through the use of translation services to provide the review in alternative languages
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific impacts
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific impacts
Pregnancy/ maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific impacts
Marriage and Civil partnership*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific impacts

*Applies only to Employment and the duty to give regard to the elimination of discrimination.

Decision by Corporate Manager to recommend this policy/ decision for an Equality Impact Assessment?

Yes

If the answer is “Yes”, please continue to the Section 2 and complete the Equality Impact Assessment. If the answer is “No”, please give a brief reason here.

--

EIA Screening Complete

Section 2: Equality Impact Assessment

Evidence and Consultation

What existing sources of information have you gathered to help identify how people covered by the protected characteristics may be affected by this policy/ decision? E.g. consultations, national or local data and/or research, complaints or customer feedback. Please identify any gaps in the available information that might make it difficult to form an opinion about the effect of the policy on different groups.

- **Tenant consultation responses.**
- **Internal data on vulnerable tenants**
- **Regulatory guidance and best practice from the housing sector.**
- **Tenant diversity data.**

Please complete this table for all the Protected Characteristics. If you have identified any negative impacts you will need to consider how these can be justified or where possible mitigated either to reduce or remove them. (Please add rows where needed)

Potential Impacts/ Issues Identified/ Opportunities identified	Mitigation required (action) or Justification	Lead Officer and target completion date	What is the expected outcome from the action?
Sex			
Age			
Confusion or stress among older tenants	Offer personal communication: face-to-face visits or phone calls	Tenant Involvement Team	Improved understanding and reassurance
Disability			
Visual, cognitive, or literacy barriers	Use of alternative formats, plain English, home visits	Tenant Involvement Team	Enhanced accessibility
Religion or Belief			
Race			
Language barriers for non-English speakers	Translation services available	Housing Policy Team	Equitable access to information
Sexual Orientation			
Gender Reassignment			

Pregnancy/ maternity			
Marriage and Civil partnership (Applies only to Employment and the duty to give regard to the elimination of discrimination)			

Please provide details of arrangements to monitor and review the policy/ decision and any mitigating actions or actions to promote equality:

MDH will review this Policy every 5 years and as required to address legislative, regulatory, best practice or operational issues. However the Head of Housing and Health is given delegated authority to make minor amendments to the Policy as required by legislative changes, formal guidance or local operational considerations.

Please state where the EIA will be published (e.g. on the Mid Devon District Council website):

Mid Devon Housing Website

=====

Equality Impact Assessment Sign off

For completion by Corporate Manager

Are you prepared to agree and sign off the EIA?

☒ **Yes** ☐ **No**

If "No", provide details of why and next steps:

Name: Simon Newcombe

Job Title: head of Housing and Health

Date:

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Report for: Cabinet

Date of Meeting: 04 November 2025

Subject: Carbon Footprint 2024-2025 Briefing Paper

Cabinet Member: Cllr Natasha Bradshaw - Cabinet Member for Environment and Climate Change.

Responsible Officer: Jason Ball - Climate and Sustainability Specialist.

Paul Deal - Head of Finance, Property and Climate Resilience.

Exempt: None

which are Exempt from publication under paragraph 3, Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)

Wards Affected: All

Enclosures: Appendix A, 2024-25 Carbon Footprint Report

Section 1 – Summary and Recommendation(s)

To receive an update on the Carbon Footprint.

Recommendation(s):

1. **That Cabinet notes this report as an update on the Council's Carbon Footprint and accepts the progress on efforts to reduce its climate impact.**

Section 2 – Report

1.0 The Council's Carbon Footprint

- 1.1 Climate change actions seek to address **mitigation** (reducing greenhouse emissions) and **adaptation** (resilience to climate change risks).
- 1.2 Annual [carbon footprint](#) (organisational inventory) reports are published on the [Sustainable Mid Devon](#) website. Emissions are measured in tonnes of carbon dioxide equivalent (tCO₂e). Reports since 2018/19 (baseline year) have been produced by the University of Exeter's Centre for Energy and the Environment (CEE) via the South West Energy and Environment Group (SWEED). Analysis is based on BS EN ISO 14064-1 and the Greenhouse Gas Protocol.
- 1.3 **The latest Carbon Footprint report for the 2024/25 financial year has been produced** (Appendix A, enclosed). Please refer to the Management Summary (page ii) and the charts in the Results section (pages 21 to 25 of the report). Notes below must be read in the context of the official report.
- 1.3.1 Net emissions for the 2024/25 financial year totalled 18,364 tCO₂e. This was 2% higher than the previous year.
- 1.3.2 The chart and table for 'headline alternative categories' provides a useful overview of changes or trends in emissions for these categories, over time. (Figure 4.) Headlines from the latest changes as follows:
- Estimated emissions from the Procurement category **increased** by 1,370 tCO₂e compared to the previous year, mainly due to increased spend and revised emission factors.
 - Transport: emissions remained about the same.
 - Social Housing: the footprint **decreased** by 751 tCO₂e mainly due to a lower assumed energy consumption per dwelling.
 - Buildings excluding housing: impact **reduced** by 113 tCO₂e. Decarbonised leisure centres stopped using gas during 2024/25.
 - Offsets: **improved** by 29% - cutting an extra 95 tCO₂e. Decarbonised leisure centres used more electricity, and as the Council buys green power there is a carbon offset. The Council also exports some of its solar power.
- 1.3.3 **Net emissions for elements in the Council's direct control** (comprising Council Offices and Facilities; Transport; and Offsets) contributed just under 9% of the 2024/25 overall total footprint.
- The 1,589 tCO₂e figure for 2024/25 is circa **35% lower** than the 2,427 tCO₂e figure for the 2018/19 baseline year. (Almost 840 tCO₂e less.)
 - Reductions in this emissions subset since 2018/19 came from Council Offices and Facilities (from 1,098 to 705 tCO₂e); and Offsets (from 0 to -420 tCO₂e).
 - Since 2018/19 fleet impacts had hardly changed, although the Council now serves circa 2,500 more households (up from 35,650 to 38,150).

1.3.4 Below, Figure 4: Breakdown of emissions by headline alternative categories.

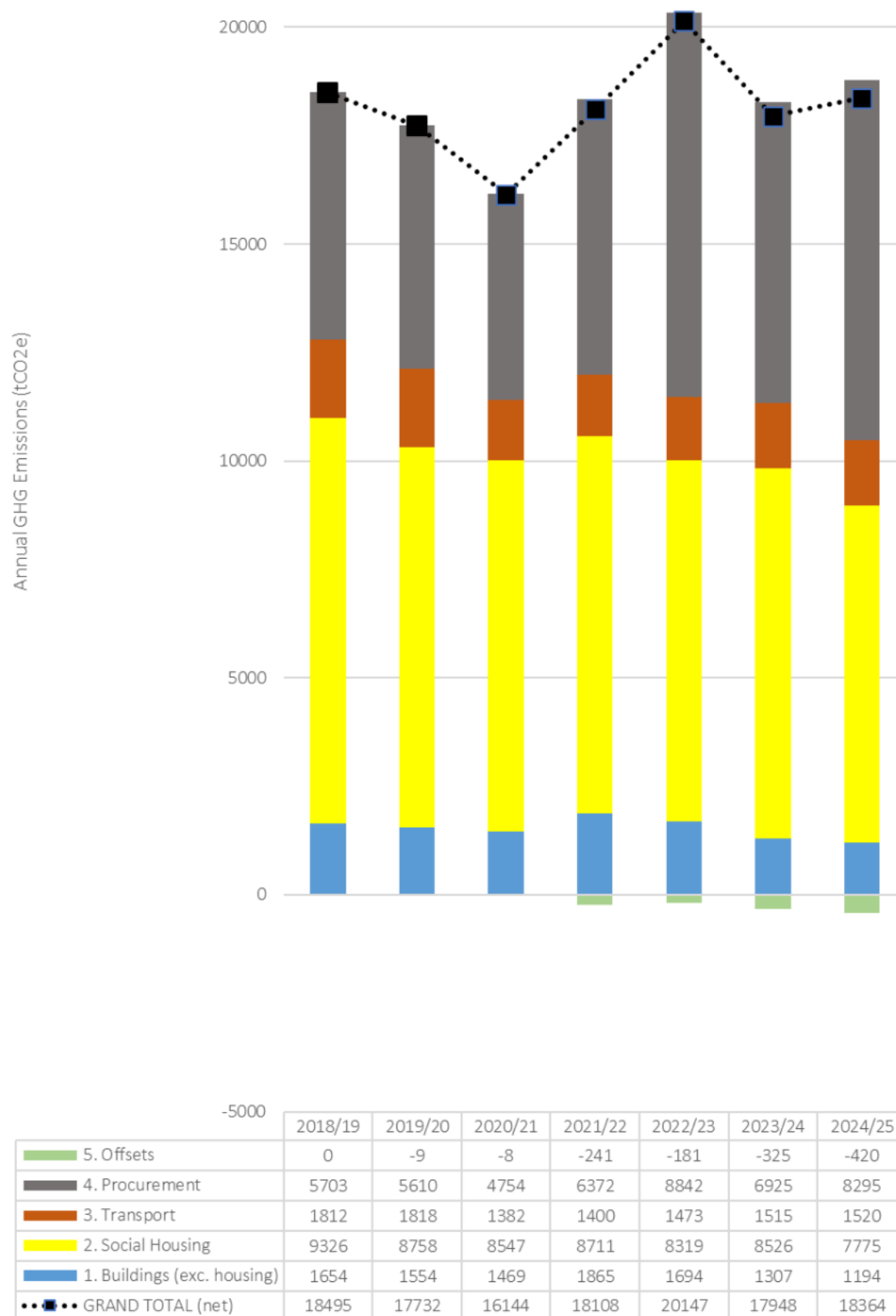


Figure 4: Breakdown of emissions by headline alternative categories

2.0 Progress Toward Council Aims

- 2.1 The Council's [Climate Change Strategy](#) aligns with the 2024/28 Corporate Plan (CP). An annual [Climate Action Plan](#) (CAP) aims to deliver corporate Net Zero at the soonest opportunity. Each PDG and team must manage their remit and operations with regard to climate adaptation and mitigation.
- 2.2 We have made good progress on CAP delivery, and we are ahead of schedule due to early progress with Net Zero Housing.
- 2.3 We have added 1 more electric van to the fleet. Our electric vehicles save more than 21 tCO₂e annually.
- 2.4 Additional to recent projects to decarbonise leisure centres, we are installing heat pumps at Active Cullompton and battery storage at Active Tiverton. We plan to install more solar power at Phoenix Lane.
- 2.5 Table below - positive progress on the CAP at Quarter 2, 2025/26.

Actions, Activities, Projects	Emissions Cut, tCO ₂ e/year	Q2 25-26 Status	Progress %
Property Services (subtotal)	218		
Pannier Market LED fixtures and controls.	2	Complete	100%
Exe Valley, additional solar car ports. (Solar now replaced with battery storage.)	37	Active	
Culm Valley, new ASHP, solar.	45	Active	
Exe Valley gas CHP 70kW. (combined heat and power)	-50 [#]	Complete	100%
Solar Car Ports, Phoenix Lane multi storey.	146	Emerging	10%
Building Management System project at Phoenix House.	38	Emerging	5%
Fleet (subtotal)	7		
Replace 1 van	2	Complete	
Replace 4 vans	5	Dropped*	
Housing (subtotal)	135		
Solid Fuel appliance removals from HRA Stock	50	Active	32%
Whole house UPVC window replacements to HRA stock	15	Active	40%
Internal Insulation upgrades, HRA stock	13	Active	60%
Whole roof Replacement to HRA stock	7	Active	50%
Renewable Heating installs, HRA stock	48	Active	10%
LED lighting to Bathrooms in HRA stock	1	Active	84%
Replace 22 properties with Net Zero stock (additional progress ahead of schedule)	(additional) 136	Active	35%

*Note, due to operational constraints, it was not possible to switch to electric vehicles at this time. Options are being considered to mitigate the operational impacts to utilise electric vehicles.

[#]Note, installing the CHP re-introduces a minimal fossil fuel requirement, but significantly reduces the electricity consumption.

Context

- 2.6 Whilst net emissions for 2024/25 had increased marginally compared to the previous year, net emissions were lower than the 2018/19 baseline.
- 2.7 The main area where the emissions grew was within Procurement. As explained in the report: “Estimation of emissions from procurement is inaccurate as it is based purely on spend data and coarse emission factors.”
- 2.8 Activities where spend has increased include construction, and this category has a particularly high impact (emissions factor). With the need to build additional social and affordable homes, there is little that can be done to prevent this.
- 2.9 Vital renovation and maintenance works are also in this category. Estimates of emissions from council homes have come down significantly, and this achievement has been partly due to works to upgrade social housing.
- 2.10 By providing new homes with Net Zero carbon performance, where viable, this is a way to invest in a low-emissions future. High standards today mean we avoid retrofit costs tomorrow. Crucially it brings major benefits for residents, such as better health and wellbeing, resilience against heatwaves, comfort during cold weather, cleaner air, and lower energy bills.
- 2.11 For the aspects that the Council has direct control over, we have made good progress. Transport is more energy efficient. Emissions from leisure facilities and offices are far lower. The annual focus on our action plan ensures that we continue the progress with carbon reduction in these areas.

3.0 Conclusion

- 3.1 The 2024/25 result was 2% higher than the 23-24 carbon footprint. That increase was chiefly down to the climate change impacts linked to spending, and construction spending had the most effect.
- 3.2 The progress we see fits our Climate Change Strategy’s prioritised approach: focus on elements in our control; act on opportunities to invest; and influence those we do business with.
- 3.3 In overall terms it is positive to see that the Net emissions for the areas in our direct control remain on a downward trend, with an overall 35% reduction since 2018/19.

Financial Implications. The financial implications associated with this report are the overall costs of the C&S Programme, budgets linked specifically to the Council's Corporate Plan, Climate Strategy and CAP.

Legal Implications. The Council's environmental sustainability duties are underpinned by legislation e.g. [Environment Act 2021](#). All local authorities have obligations under the [Climate Change Act 2008](#) with regard to climate change adaptation (resilience) and mitigation (emission reductions). [Full Council declared a Climate Emergency in June 2019](#).

Risk Assessment. Progress on Performance Indicators (PI) provided separately by Performance and Risk Reports. There are 2 main risks (to the Council): 1) that the Council does not take sufficient actions to enable it to meet its Climate Emergency declaration ambitions; and 2) that the financial implications of Climate Change are not adequately measured and reflected in the Council's decision making.

Impact on Climate Change. This paper is about impacts linked to Council activity.

Equalities Impact Assessment. There are no equality impacts associated with this report. Specific projects and policies are subject to the Public Sector Equality Duty. (Assessing the equality impacts of proposed changes to policies, procedures and practices is not only a legal requirement, but also a positive opportunity for authorities to make better decisions based on robust evidence.)

Relationship to Corporate Plan. Please refer to the Planning, Environment and Sustainability section and the performance measures for objectives 1.1, 1.2 and 1.4.

Section 3 – Statutory Officer sign-off / mandatory checks

Statutory Officer: Andrew Jarrett
Agreed by or on behalf of the Section 151 Officer
Date: 27.10.25

Statutory Officer: Maria De Leburne
Agreed on behalf of the Monitoring Officer
Date: 27.10.25

Chief Officer: Stephen Walford
Agreed by Chief Executive
Date: 27.10.25

Performance and risk: Steve Carr
Agreed on behalf of the Corporate Performance & Improvement Manager.
Date: 27.10.25

Cabinet member notified: Yes.

Report: Exclusion of the press and public from this item of business on the published agenda on the grounds that it involves the likely disclosure of exempt information. No.

Appendix: Exclusion of the press and public from this item of business on the published agenda on the grounds that it involves the likely disclosure of exempt information. No.

Section 4 - Contact Details and Background Papers

Contact: Jason Ball, Climate and Sustainability Specialist: Email: JBall@MidDevon.gov.uk Tel: 01884 255255.

Background papers: The Carbon Footprint was presented to [Planning Environment and Sustainability PDG on 23 Sep 2025](#) as part of the Climate and Sustainability update report.

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Mid Devon District Council's Organisational Carbon Footprint 2024/25

CENTRE FOR ENERGY AND THE ENVIRONMENT

Internal Document 1087

June 2025



	Author(s): D Lash Report number: Internal Document 1087 Publication date: 30 th June 2025	
	Revision number: 1	

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Management Summary

The Centre for Energy and the Environment at the University of Exeter was commissioned by Mid Devon District Council (MDDC) through the South West Energy and Environment Group (SWEEG) to develop and produce their annual carbon footprint for 2024/25. The footprint produced was based on BS EN ISO 14064-1 and the Greenhouse Gas Protocol. The inventory was produced for both traditional Scope 1 – 3 categories, and for a set of alternative categories.

Total net emissions for the 2024/25 period were 18,364 tCO₂e. Most emissions are Scope 3 (56%) with Scope 1 representing 33% of the total, and Scope 2 accounting for 12%. Net emissions in 2024/25 are 2% higher than in the previous year. Emissions from the alternative categories are broken down as follows:

- Buildings (excluding housing) 1,194 tCO₂e / 6% gross emissions: 41% of these emissions are from the leisure centres with a further 14% from the corporate estate (mainly council offices). Energy used by staff when working from home was estimated to be 6%. Emissions from this category reduced by 113 tCO₂e compared to the previous year, mainly due to switches to ASHPs and GSHPs.
- Social Housing 7,775 tCO₂e / 41% gross emissions: Whilst this is the most significant source of emissions within the footprint, it is not based on metered data and MDDC does not have direct control over energy use within these buildings. Emissions from this category decreased by 751 tCO₂e mainly due to a lower assumed energy consumption per dwelling taken from Ofgem typical domestic consumption values. The estimate from this category could be improved in future years by looking to match consumption data for each property using post codes.
- Transport 1,520 tCO₂e / 8% gross emissions: Most transport emissions were from MDDC's fleet, with the majority of these associated with waste disposal. Emissions from this category remained about the same compared to the previous year.
- Procurement 8,295 tCO₂e / 44% gross emissions: Procurement represents a significant proportion of the footprint, of which over half is associated with construction activities. Estimation of emissions from procurement is inaccurate as it is based purely on spend data and coarse emission factors. Focussing on large areas of spend and looking to quantify GHG emissions using specific activity data would improve the quality of the calculations. Emissions from this category increased by 1,370 tCO₂e compared to the previous year, mainly due to increased spend and revised emission factors. Emissions are similar to the 2022/2023 figure.

Offsets -420 tCO₂e / -2% gross emissions: Offsets are responsible for only a small reduction in overall emissions, with almost all this due to the purchase of REGO backed electricity. Nonetheless, the reduction from these offsets have increased by 29%.

Contents

1	Introduction	1
2	General Approach	1
2.1	Definition of “Carbon Footprint”	1
2.2	Guiding Principles	1
2.3	Organisational Boundaries	2
2.4	Reporting Boundaries	3
2.5	Inventory Categories	4
2.6	Reporting Periods	6
2.7	Quantifying Emissions and Removals	6
2.8	Intensity Ratios	7
3	Data Collection and Analytical Approach by Category	7
3.1	Scope 1: Direct Emissions	7
3.2	Scope 2: Energy Indirect Emissions	10
3.3	Scope 3: Other Indirect Emissions	12
3.4	Offset Carbon	20
4	Results.....	21
	References	26

1 Introduction

Mid Devon District Council (MDDC) commissioned the Centre for Energy and the Environment at the University of Exeter through the South West Energy and Environment Group (SWEEG) to quantifying their greenhouse gas (GHG) emissions (sometimes referred to as a carbon footprint) based on the most relevant standards. The Centre has produced MDDC's footprint every year since 2018/19.

There are two main standards in use that provide methods for quantifying organisational GHG emissions. The first of these is BS EN ISO 14064-1 [1] (referred to from here as ISO 14064) and the accompanying ISO/TR 14069 [2] which provides specific guidance on applying ISO 14064. The second is the Greenhouse Gas Protocol (referred to from here as the GHG Protocol) [3] which was revised in 2015, and has an accompanying documents [4] and [5] which provide more detail on quantifying emissions from supply chains. In addition, there is the UK's Environmental Reporting Guidelines (ERG) [6] (specifically Chapter 3), which is broadly based on 14064 and the GHG Protocol, but is a lot less detailed. Finally, PAS 2060 [7] enables organisations to demonstrate carbon neutrality. Within PAS 2060 (Annex C Table C.1) it lists ISO 14064, the GHG Protocol, and the ERG as the three standards that can be used by organisations to provide methods to quantify GHG emissions. In general, there is significant overlap between ISO 14064 and the GHG Protocol. It can be said that in meeting the ISO 14064 criteria, the GHG Protocol criteria and ERG will also be met.

2 General Approach

2.1 Definition of "Carbon Footprint"

A "carbon footprint" is taken here to be the net emissions of carbon dioxide equivalent by an organisation over a year (i.e., an annual GHG inventory), with the full boundaries of the organisation discussed in the sections below. The net emissions are established by calculating emissions from all sources (processes that release GHGs into the atmosphere), sinks (processes that remove GHGs from the atmosphere) and reservoirs (components other than the atmosphere that have the capacity to accumulate GHGs).

GHGs that contribute to anthropogenic climate change include carbon dioxide, methane, nitrous oxide, hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) and sulphur hexafluoride (SF₆). These each have a different contributory impact to climate change for the same fixed mass. The total impact of all GHGs resulting from the activities of an organisation is measured by multiplying the mass of each gas emitted by its Global Warming Potential (GWP) to an equivalent mass of carbon dioxide termed "carbon dioxide equivalent" (measured in tCO₂e). Typically, GHG emission factors will already be based on carbon dioxide equivalents and so no additional calculations will be necessary. Section 5.2.2 of ISO 14064 states that direct emissions should be quantified separately for each GHG. However, it is recommended here the carbon footprint is reported as carbon dioxide equivalent only (i.e., in tCO₂e) with no disaggregation into the separate GHGs.

2.2 Guiding Principles

As per Section 4 of ISO 14064 the footprint should be developed with the following principles:

- Relevance: GHG sources (and sinks and reservoirs) and methodologies should be appropriate
- Completeness: All relevant GHG emissions and removals should be included
- Consistency: Meaningful comparison in GHG-related information should be enabled
- Accuracy: Bias and uncertainty should be reduced as much as is practicable
- Transparency: Information should be sufficiently disclosed.

2.3 Organisational Boundaries

Confirming the organisational boundary is an important step at the outset of the production of the footprint. This is covered in Section 5.1 and Annex A of ISO 14064 and in more detail and with examples in Chapter 3 of the GHG Protocol. The two standards align in their approach. It is stated that organisations can comprise one or more facilities, and that at each of these GHG emissions may be produced from one or more sources or sinks. A facility is defined as a single installation, set of installations or production processes (stationary or mobile), which can be defined within a single geographical boundary, organizational unit or production process.

Facility-level emissions should then be consolidated by one of the following approaches:

- Control: The organisation accounts for all emissions over which it has either financial or operational control.
- Equity: The organisation accounts for its proportion of GHG emissions from respective facilities. This is more likely to be relevant for joint ventures (JVs)

The control approach is likely to be the most relevant here. Under the control approach 100% of GHG emissions are accounted for operations over which it has control. Emissions from operations where the organisation owns an interest but has no control are not included. Control is defined in one of two ways, and a choice must be made between them:

- Financial control: An organisation has financial control over the operation if it has the ability to direct the financial and operating policies of the operation with a view to gaining economic benefits from its activities. For example, financial control usually exists if the company has the right to the majority of benefits of the operation, however these rights are conveyed. Similarly, a company is considered to financially control an operation if it retains the majority risks and rewards of ownership of the operation's assets.
- Operational control: An organisation has operational control over an operation if it, or one of its subsidiaries, has the full authority to introduce and implement its operating policies at the operational level.

It is stated in the GHG Protocol that in most cases, whether an operation is controlled by the company or not does not vary based on whether the financial control or operational control criterion is used (though the oil and gas sector is a notable exception). In practice here, using either approach is likely to result in the same total emissions within the inventory. There may however be some differences in categorisation. For example, Annex F of the GHG Protocol outlines in detail how to account for emissions from leased assets. For each scenario emissions will fall within the footprint, though whether they are Scope 1/2 or Scope 3 (scopes will be discussed in the next section) will depend on the type of lease. There are two types of leases which are:

- Finance or Capital lease: This type of lease enables the lessee to operate an asset and also gives the lessee all the risks and rewards of owning the asset. Assets leased under a capital or finance lease are considered wholly owned assets in financial accounting and are recorded as such on the balance sheet. Under this lease the lessee is considered to have ownership and both financial and operational control of the leased asset. Conversely, the lessor does not have ownership or financial or operational control of these assets.
- Operating lease: This type of lease enables the lessee to operate an asset, like a building or vehicle, but does not give the lessee any of the risks or rewards of owning the asset. Any lease that is not a finance or capital lease is an operating lease. Under this lease the lessee is considered not to have ownership or financial control but to have operational control of the

leased asset. Conversely, the lessor has ownership and financial control of these assets but not operational control.

The allocation of emissions depending on the lease type and whether the asset is being leased or let out using the Financial Control approach is shown in Table 1. If an Operational Control approach is used instead, then the values for the Operating lease column are swapped (i.e., Scope 1/2 becomes Scope 3 and vice-versa).

Table 1: Allocating emission from leased assets under using an organisation's Financial Control boundary for lessee and lessor scenarios (adapted from Annex F GHG Protocol)

Perspective	Finance/Capital Lease	Operating Lease
MDDC are the lessee e.g., tenant	Lessee does have ownership and financial control, therefore emissions associated with fuel combustion are scope 1 and with use of purchased electricity are scope 2.	Lessee does not have ownership or financial control, therefore emissions associated with fuel combustion are scope 3 and with use of purchased electricity are scope 3.
MDDC are the lessor e.g., landlord	Lessor does not have ownership or financial control, therefore emissions associated with fuel combustion are scope 3 and with use of purchased electricity are scope 3.	Lessor does have ownership and financial control, therefore emissions associated with fuel combustion are scope 1 and with use of purchased electricity are scope 2.

It is recommended that the footprints should be produced based on a Financial Control organisational boundary.

2.4 Reporting Boundaries

Organisations should establish reporting boundaries and sources and sinks of GHG emissions within each. These are separated into direct and indirect emissions with sub-categories as discussed in the next section. This results in Scopes 1, 2 and 3 emissions as follows and shown in Figure 1:

- Scope 1 (direct emissions): Activities owned or controlled by the organisation that release emissions straight into the atmosphere, e.g., combustion in owned boilers or vehicles.
- Scope 2 (energy indirect): Emissions released into the atmosphere associated with the consumption of purchased electricity, heat, steam, and cooling.
- Scope 3 (other indirect): Emissions that are a consequence of the organisation's actions, which occur at sources which are not in ownership or control of the organisation, e.g., business travel by means other than company vehicles, waste disposal, or purchased materials.

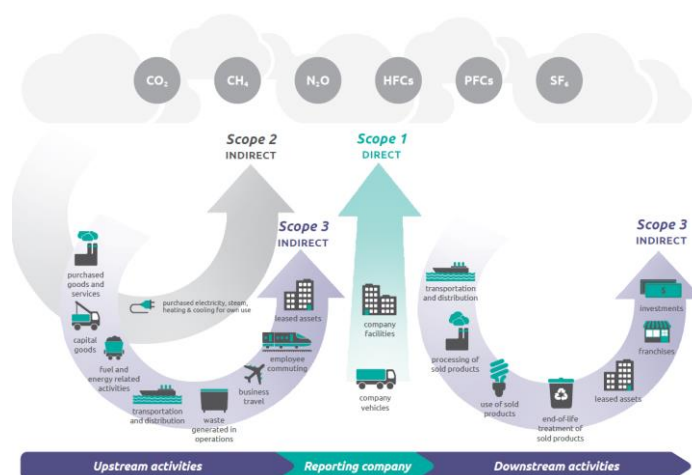


Figure 1: The relationship of direct and indirect emissions [Source: GHG Protocol]

Scope 3 emissions can occur upstream, downstream, or be designated as out of stream. This is helpful to avoid double-counting between organisations. The inclusion of indirect emissions (Scope 3) with discussion of this in Annex H of ISO 14064. Here it is stated that these criteria should be based on those stated in Section 2.2 of this report and that significance should be based on magnitude, level of influence, business risk or opportunity, sector-specific guidance, outsourcing and employee engagement. These should be assessed for significance with the help of external experts, sector-specific guidance, literature reviews or third-party databases. Often, a significance test will be clear but where it is not (for example where data is qualitative) then a “deeper analysis of the criteria may be helpful”. An example is given where it is estimated that a source is estimated to be approximately 10% of an organisation’s total indirect emissions but that relevant data would be very expensive to obtain, and the resulting accuracy would be poor. In all cases where sources of emissions are not included this should be stated in a transparent manner. The next section discusses categories in more detail.

2.5 Inventory Categories

Categories within each of the three scopes are provided by ISO 14064 and the GHG Protocol and their secondary documents respectively. These two standards were cross-referenced and in general they align, with some minor differences. These include slight category name differences, ISO 14064 having a “Client and Visitor” category and the GHG Protocol having a “Processing of Sold Products” category exclusively of one another. ISO 14064 does however have a catch-all “Other Indirect Emissions” category so in that sense is more comprehensive and has been chosen as the basis for selection of sub-categories here. A list of categories and whether they have been scoped in and out for the footprints based on initial assessments and discussions is shown in Table 2. Specific explanation of what is included within each of these together with data collection and calculation approaches is provided in Section 3.

Table 2: Inventory categories and their recommended inclusion or not within the footprint

Scope	Upstream/ Downstream	No.	Category ISO 14064-1	Include/ Exclude
Scope 1: Direct GHG emissions and removals				
1	Direct	1	Direct emissions from stationary combustion	Include
		2	Direct emissions from mobile combustion	Include
		3	Direct process related emissions	Exclude
		4	Direct fugitive emissions	Include
		5	Direct emissions and removals from Land Use, Land Use Change and Forestry (LULUCF)	Exclude
Scope 2: Energy GHG indirect emissions				
2	Upstream	6	Indirect emissions from imported electricity consumed	Include
		7	Indirect emissions from consumed energy imported through a physical network	Exclude
Scope 3: Other indirect GHG emissions				
3	Upstream	8	Energy-related activities not included in direct emissions and energy indirect emissions	Include
		9	Purchased goods and services ¹	Include
		10	Capital equipment	Include
		11	Waste generated from organisational activities	Include
		12	Upstream transport and distribution	Exclude

¹ This category is called “Purchased products” in ISO 14064 but the equivalent GHG Protocol category “Purchased goods and services” is deemed more appropriate.

		13	Business travel	Include
		14	Upstream leased assets	Exclude
		15	Investments	Exclude
	Downstream	16	Client and visitor transport	Exclude
		17	Downstream transport and distribution	Exclude
		18	Use stage of the product	Exclude
		19	End of life of the product	Include
		20	Downstream franchises	Exclude
		21	Downstream leased assets	Exclude
		22	Employee commuting	Include
	Varies	23	Other indirect emissions not included in the other 22 categories	Exclude

In addition to the above categories, there is value in reporting against categories that better align with the internal organisation of MDDC. For example, emissions from buildings may arise from stationary combustion (category 1 in Table 2), imported electricity (6), energy related activities (8), capital equipment (10) i.e., the construction of new buildings, and upstream leased assets (14) i.e., buildings that MDDC are tenants in. Reporting emissions under a “buildings” category with additional sub-categories as required, may be more informative. A secondary reporting category list can be produced by mapping all the categories (including splitting categories where necessary) into the new list. Following discussions with MDDC, a secondary category list has produced as follows:

1. Buildings (exc. housing)
 1. Corporate Estate
 2. Leisure Centres
 3. Other Non-Domestic
 4. Waste from Buildings
 5. Homeworking Energy
2. Social Housing
 1. Operational emissions
3. Transport
 1. Own Vehicles
 2. Grey Fleet
 3. Business Travel
 4. Commuting
4. Procurement
 1. Goods
 2. Construction
 3. Services
5. Offsets
 1. Exported Renewable Energy
 2. REGO Electricity
 3. Land Use Change
 4. Purchased Offsets

2.6 Reporting Periods

The carbon footprint should be undertaken for a period covering one year and should be updated on an annual basis. Here, the footprint will be aligned to the financial year April 2024 to March 2025.

The underlying data and emission factors used in the calculations should be based on the chosen reporting period. Where there is no data available covering the full reporting period, the following hierarchical approach should be taken:

1. If data is available for part of the period, then it should be used to provide an average value for that period of time and then multiplied up to estimate the total for a year. For example, if consumption data is only available for half of the year, then it should be doubled to estimate consumption for a full year. In the case of data that is sensitive to the time of year (for example gas consumption in buildings), then efforts should be made to normalise the consumption for the time of year (for example degree day data can be used in this case).
2. If partial data is not available, then data from the previous year's footprint should be used.
3. If no data from previous years are available, then estimates should be made using secondary sources of data e.g., benchmark data in the case of building energy consumption.

In all cases, if data is not available for a full year, then measures should be put in place to enable the data to be available for the next year's footprint. In addition, it should be clearly stated where estimates have been made in the absence of data being available.

2.7 Quantifying Emissions and Removals

Calculation methodologies should be selected to minimise uncertainty and yield accurate, consistent, and reproducible results. This should consider technical feasibility and cost of data gathering. Within each category, sources and sinks should be identified. Annex C of ISO 14064 provides detailed supplementary guidance on selecting data and developing models and methods for quantifying emissions and removals. It is stated that data that is typically used includes:

- Activity data e.g., mass, volume, energy or monetary value
- Calorific values
- Emission factors, usually expressed as tCO₂e/quantity of activity data
- Composition data, usually expressed as carbon content, often used for higher accuracy and primary and site-specific emission factor calculations
- Oxidisation factors
- Conversion factors
- Emissions, usually on a mass basis per a reference period (e.g., hourly);
- Monetary values, usually amounts spent on certain products, materials or services

Some of the above are likely to be more relevant than others here. In general, calculating emissions from an activity will depend on the data available from the organisation. As it is not practicable to directly measure the actual mass of GHGs emitted from an activity, the calculation will take the form of multiplying some input activity data with an emission factor.

The choice of activity data will depend on what is available, but in principle a data hierarchy approach should be taken that prioritises primary data (i.e., that collected by the organisation) and site-specific data over secondary data and other estimates. For example, for emissions from vehicles, it would be preferable to use the actual amount of fuel used to the amount spent on fuel, which in turn would be more accurate than knowing the distance travelled. Where a mix of data is available within a category then the hierarchy approach should still be followed. For example, if fuel consumption data exists for

some vehicles and mileage data exists for all vehicles, then the fuel consumption data should be used for those vehicles, and the mileage data for the remainder. In addition, steps should be put in place to capture fuel consumption data for all vehicles for the following year's inventory. Specific guidance on the expected hierarchy for each category identified in Section 2.5 is provided in Section 3.

Emission factors may come from a range of sources, however the most extensively used will be the UK GHG Conversion Factors for Company Reporting [8] (referred to from here as the "Government EFs"). These provide consistent emission factors to be used for a range of activities and are updated annually.

In all cases, as a minimum an aggregate value should be quantified for each category. However, there will be benefits to maintaining as fine a level of granularity as the source data enables within the calculations and reporting. For example, for buildings this would include calculating emissions on a per-building basis if metered data is available for each building, rather than just as the sum-total of all buildings within the estate. For reporting it may be preferable to only separate out the most significant sources within the category to avoid long unmanageable lists e.g., for large buildings, with smaller buildings or sites aggregated together. The full detail should however be retained within calculation tools or spreadsheets to enable onward analysis.

Any emissions offset using carbon credits should be separately reported and the guidance in Section 9 and Annex C of PAS 2060 should be used to ensure the integrity of those offsets.

It is stated in ISO 14064 that uncertainty in the outputs should be quantified and documented, and guidance for doing so is given in ISO/TR 14069. However, this approach relies on knowing in quantified terms the uncertainty associated with each part of the calculation (activity data and emission factors), and as this will not be known it is recommended that at this time, quantifying of uncertainty will not be possible and should not be pursued.

2.8 Intensity Ratios

The headline inventory should be reported in absolute terms as tCO₂e. In addition, normalising the emissions (either totals, sub-totals, or for individual categories) by some common variable to produce "intensity-based" emissions enables the result to be contextualised, and some comparison between different organisations to be made. This has not been done here.

3 Data Collection and Analytical Approach by Category

3.1 Scope 1: Direct Emissions

3.1.1 Direct emissions from stationary combustion

Description

Direct emissions arising from the combustion of fuels (for example, natural gas or oil) on-site in plant (for example boilers or generators) within the organisational boundaries of the reporting organisation. In practice, this is likely to be predominantly gas boilers in owned buildings.

Data Hierarchy and Calculation Approach

The aim should be to establish emissions at a building level of granularity. The following hierarchy should be followed for data collection (best to worst):

1. Quantity of Fuel: Amount of fuel obtained from metered or measured data e.g., kWh natural gas or litres of fuel.

2. Spend on Fuel: Amount spent per fuel which can then be converted to quantity of fuel using the gas and electricity prices in the non-domestic sector dataset [9] that is produced annually (for oil, the local price should be used).
3. Floor Area: The gross internal floor area of each building together with the building type (e.g., office). If this is not available then CIBSE TM46 [10] which provides average benchmark energy consumption values for different building types can be used to establish fuel consumption.

For the first two of these, if data is only available for part of the year then to extrapolate for a full year, degree day analysis as described in CIBSE TM41 [11] should be used so that the annual estimate is not biased by the period for which data is available.

In all the above, once the quantity of fuel used has been established in kWh, then this can be converted to GHG emissions using the Government EFs.

Allocations of emissions from boilers etc. has the potential to be allocated either here (direct emissions) or under “Upstream leased assets” (Section 2) depending on the type of lease as described in Section 2.3, though the data gathering and calculation method is the same.

Approach Taken for Footprint

MDDC own both non-domestic buildings, and social housing. The non-domestic building is a mix of council offices, leisure centres, other council buildings, and buildings that are owned but leased out to others. Metered data was generally available for the offices and leisure centres, and a small number of the other buildings. For the remainder, annual energy consumption was estimated based on floor area and the CIBSE TM41 benchmarks. These were then combined with the Government EFs to calculate GHG emissions.

Metered data from social housing was not available. Social housing emissions were calculated based on estimated energy consumption from a dwelling asset list. The dwelling heating system was used to establish the fuel type. Ofgem average metered consumption for gas heated dwellings was assumed for all non-electric heating systems. For electrically heated buildings (Scope 2), electricity profile class 2 was assumed for electricity consumption. For dwellings heated by heat pumps, the same energy use as for a gas heated home was assumed, though adjusted for an ASHP with an assumed efficiency of 2.5. Adjustments were made for any PV (based on a derived generation of 892 kWh/kWp from MDDC data and a presumption of 50% self-consumption) or SWH systems (assumed 1,439 kWh saving for gas heated dwellings or 428 kWh savings for electrically heated dwellings, inferred from an Energy Savings Trust guide). All energy consumption was combined with the Government EFs to calculate GHG emissions.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category should be allocated to:

- Buildings (exc. housing) > Corporate Estate > *By Site*
- Buildings (exc. housing) > Leisure Centres > *By Site*
- Buildings (exc. housing) > Other Non-Domestic > *By Site*
- Social Housing > Operational Emissions > *Aggregate Total*

3.1.2 Direct emissions from mobile combustion

Description

Direct emissions arising from fuel burnt in transport equipment within the organisational boundaries of the reporting organisation. In practice, this will be emissions from owned vehicles. Emissions from other transport will be accounted for within Scope 3 categories.

Data Hierarchy and Calculation Approach

The aim should be to establish emissions for each vehicle within the fleet, with reporting aggregated to sensible summary headings e.g., vehicle types, or departments. Where individual vehicle data is not available (e.g., a department only knows total fuel consumption for that department) then this would provide the same overall result but would offer less opportunity to identify potential improvements. The following hierarchy should be followed for data collection (best to worst):

1. Quantity of Fuel: Amount of each fuel (e.g., diesel or petrol) obtained from recorded data. This can then be multiplied by the fuel emission factors (kgCO₂e/litre) from the Government EFs.
2. Spend on Fuel: Amount spent per fuel which can then be converted to quantity of fuel using the weekly road fuel prices dataset [11] that is produced annually. This can then be multiplied by the fuel emission factors (kgCO₂e/litre) from the Government EFs.
3. Distance and vehicle emission factor: The annual distance travelled by each vehicle should be multiplied by the vehicle specific emission factor (gCO₂e/km) provided by the vehicle manufacturer. This is likely to under-estimate emissions, as these emission factors are typically more optimistic than those observed under real world conditions.
4. Distance and Mode: Where the above information is not available, then the annual distance travelled by each vehicle should be multiplied by the emission factors from the Government EFs which are available for a range of different vehicle types in kgCO₂e/km.
5. Where none of the above are available, then estimates of distance should be made and steps taken to better capture activity data (ideally quantity of fuel) for the forthcoming year of reporting.

Approach Taken for Footprint

Total litres of diesel for each of District Officer, Grounds Maintenance, Property Services, Recycling, Refuse, Street and Trade Waste was provided. This was combined with the Government EFs to calculate GHG emissions. For this year, improved consumption data was available extending back annually to 2018/19, and so this was used to update the historic footprints as reported here.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category should be allocated to:

- Transport > Own Vehicles > *By Service*

3.1.3 Direct process related emissions

This category has been taken to be out of scope as it is not relevant.

3.1.4 Direct fugitive emissions

Description

These are direct uncontrolled emissions of GHG, with any process that directly utilises GHG being a potential source of emissions. In practice, this will mean emissions of refrigerants for space conditioning systems in buildings (e.g., cooling or heat pumps) and potentially vehicles owned by the organisation.

Data Hierarchy and Calculation Approach

The aim should be to calculate emissions at a building resolution. Emissions from vehicle cooling systems are likely to be very small. The following hierarchy should be followed for data collection (best to worst):

1. Amount and type of refrigerant: The mass (kg) of refrigerant (by type) available from each system within a building. It is noted that systems above 12 kW are required under the Energy Performance of Buildings Directive to undertake regular air conditioning inspections. This can then be multiplied by the emission factor for the relevant GHG (kgCO₂e/kg) from the Government EFs.
2. Equipment list: Where the above is not available, then an asset list should be produced outlining each relevant unit within a building including the refrigerant type and charge mass (kg). Annex C of the ERG provides a method for converting this to total mass leakage during installation, operation, and disposal years which can then be multiplied by the emission factor for the relevant GHG (kgCO₂e/kg) from the Government EFs.
3. Where neither of the above is available then this category should be excluded, and steps taken to capture the relevant data for the forthcoming year.

Approach Taken for Footprint

No data was available and so this was left excluded this year.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category should be allocated to:

- Buildings (exc. housing) > Corporate Estate > *By Site*
- Buildings (exc. housing) > Leisure Centres > *By Site*
- Buildings (exc. housing) > Other Non-Domestic > *By Site*

3.1.5 Direct emissions and removals from Land Use, Land Use Change and Forestry (LULUCF)

This category has been taken to be out of scope.

3.2 Scope 2: Energy Indirect Emissions

3.2.1 Indirect emissions from imported electricity consumed

Description

These are indirect emissions associated with the import of electricity by the organisation. It excludes upstream emissions associated with the production of fuels feeding power stations, embodied emission associated with the production of generation plant, and the transmission and distribution network (these are captured within Scope 3). In practice, this will be electricity consumption from buildings, and increasingly vehicles.

Data Hierarchy and Calculation Approach

The aim should be to establish emissions at the same level of resolution as direct emissions of buildings and vehicles described earlier. As such, the same data hierarchy and calculation methods described in Sections 3.1.1 and 3.1.2 should be followed for buildings and vehicles respectively regarding activity data and emission factors when using a “location-based” approach to imported electricity as discussed in Annex E of ISO 14064. This approach uses grid-averaged emission factors and are available within the Government EFs. If time-specific emission factors are available and can be used in conjunction with

corresponding electricity consumption data, then this may be used instead of average grid emission factors.

An alternative approach regarding emission factors is to use a “market-based” approach. This allows the organisation to use an emission factor provided by the electricity supplier provided that the energy contract (e.g., a Power Purchase Agreement [PPA] or Renewable Energy Guarantee of Origin [REGO]):

- Conveys the information associated with the unit of electricity delivered together with the characteristics of the generator
- Is ensured with a unique claim
- Is tracked and redeemed, retired, or cancelled by or on behalf of the reporting entity
- Is as close as possible to the period to which the contractual instrument is applied and comprises a corresponding timespan

The ERG recommended that if the market-based approach is used, then in addition that these results are presented alongside the location-based approach.

Where the organisation generates renewable energy (for example from photovoltaic panels on the roof of a building), then of the generated electricity a portion will be self-consumed (and so will be reflected in a reduced demand for imported electricity), and the remainder will be exported. Annex G of the ERG states that this component can be used to reduce the net tCO₂e figure, and that in addition the total offset arising from exported generated electricity must not be greater than gross Scope 2 emissions. In this case, to account for the offset within the inventory metered data from an export meter would be required. The ERG also state that organisations can also report on the amount of consumed generated renewable energy, though this is not a requirement.

To summarise, it is proposed that:

- Scope 2 emissions arising from imported electricity for buildings and vehicles should be calculated using the aforementioned activity data and location-based emission factors e.g., from the Government EFs
- If the organisation generates renewable electricity and there is metered export kWh data available, then this should be multiplied by the location-based grid average Scope 2 “electricity generation” emission factor from the Government EFs, and this value reported as an offset (negative value) at the end of the inventory in Section 3.4. This offset can be used to demonstrate an overall reduction in emissions from the gross total to result in a net total and cannot be greater than the total gross Scope 2 emissions.
- Where the organisation has a contract with a supplier to provide low carbon electricity e.g., via a PPA, then the emission factor from that supplier can be used to calculate the equivalent offset compared to the location-based approach and reported as an offset to enable a net emissions to be calculated as described above. It is important that any renewable energy used within the supply contract can be demonstrated to be additional.
- There is no need to establish or report emissions that are avoided via the self-consumption of renewable electricity.
- Upstream emissions arising from electricity consumption are captured within Scope 3 of the footprint.

Approach Taken for Footprint

For buildings, the same process as described in Section 3.1.1 was followed. Exported renewable energy and REGO purchased electricity was also reported separately as offsets.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category should be allocated to:

- Buildings (exc. housing) > Corporate Estate > *By Site*
- Buildings (exc. housing) > Leisure Centres > *By Site*
- Buildings (exc. housing) > Other Non-Domestic > *By Site*
- Social Housing > Operational Emissions > *Aggregate Total*
- Offsets > Exported Renewable Electricity > *Aggregate Total*
- Offsets > REGO Electricity > *Aggregate Total*

3.2.2 Indirect emissions from consumed energy imported through a physical network

This category has been taken to be out of scope as it is not relevant.

3.3 Scope 3: Other Indirect Emissions

3.3.1 Energy-related activities not included in direct emissions and energy indirect emissions

Description

These are indirect emissions associated upstream activities associated with fuel and electricity consumption by the reporting organisation. Examples include the extraction, production, transport, and distribution of fuel and energy. In practice, this will be an additional well to tank (WTT) uplift on all fuel use from stationary and mobile construction (Sections 3.1.1 and 3.1.2), imported electricity (Section 3.2.1), business travel (Section 3.3.6), upstream leased assets (Section 3.3.7) and employee commuting (Section 3.3.15).

Data Hierarchy and Calculation Approach

The data collection will be exactly the same as for emissions from direct combustion from stationary and mobile equipment and imported electricity, but rather than using the emission factor in those sections, the emission factor for WTT as stated in the Government EFs should be used instead. In practice, this will uplift the total emissions arising from a building or vehicle. For fuel combustion (e.g. natural gas or oil), there is a single WTT factor associated with that fuel. For electricity, the upstream emissions include WTT emissions associated with combustion at the generation plant (e.g., remote power stations), the transmission and distribution (T&D) network, and then WTT emissions on the T&D network. It would be reasonable to sum these three emission factors to get a single additional “WTT” emission factor for imported electricity consumption. This electricity total WTT emission factor should be applied only to any imported electricity (i.e., not to onsite generated and exported electricity).

Approach Taken for Footprint

These were calculated automatically in the spreadsheet created for the analysis by establishing these emissions in parallel to the main emission source, as described above.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category should be allocated to:

- Buildings (exc. housing) > Corporate Estate > *By Site*
- Buildings (exc. housing) > Leisure Centres > *By Site*
- Buildings (exc. housing) > Other Non-Domestic > *By Site*
- Social Housing > Operational Emissions > *Aggregate Total*
- Transport > Own Vehicles > *By Service*
- Transport > Grey Fleet > *Aggregate Total*

- Transport > Business Travel > *By Mode*
- Transport > Commuting > *Aggregate Total*

3.3.2 Purchased products and services

Description

These are emissions associated with the consumption of goods and services by the reporting organisation that are not otherwise included elsewhere in the inventory. For example, capital equipment, business travel, or electricity consumption are all examples of goods and services that are consumed, but they are already accounted for within specific sub-categories in the inventory that have been created within the standards to improve transparency and consistency. These scope of these emissions are “cradle to gate” i.e., all emissions that occur up to the point of sale by a producer e.g., raw material extraction, transport to a manufacturing facility, processing etc., but not including onward transport to the customer (the reporting organisation here), which is covered in Section 3.3.3 “upstream transport and distribution”. In practice, this category will rely heavily on engagement with both procurement departments, and supply chain partners.

Data Hierarchy and Calculation Approach

The ultimate goal to aim for would be to have specific quantified emissions for each good or service purchased by the organisation. In practice, this will not at this moment be achievable, and there will need to be a balance found between having sufficient granularity and accuracy of outputs against the time and effort required to calculate emissions from supply chains. Reporting may be by supplier and/or sector.

An initial scoping exercise based on the “spend-based” calculation method (see point 4 in the list below) should be adopted to establish significance within the procurement activities of the organisation. The GHG Protocol contains examples where capturing 80% of spend using more detailed calculation approaches and then extrapolating for the remaining 20% may be appropriate.

The GHG Protocol supply chain guidance documents discuss four calculation methods, of which only first and last are likely to be practicable here. The following hierarchy should be followed for data collection (best to worst):

1. Supplier-specific method: This involves obtaining product level data directly from the supplier, and three methods ranked best to worst are described here:
 - a. The emissions from the product will have been calculated by the supplier ideally following the BS EN ISO 14067 standard [12] of Environmental Product Declarations (EPDs) [13]. The product emission factors used should be “cradle to gate” and not full lifecycle. These standards would provide the assurance that a fair and recognised approach has been adopted.
 - b. If a supplier has undertaken product calculations but has not followed these standards then it may still be possible to use their data though this should be done with caution and in discussion with the supplier to understand the calculations.
 - c. If this is not available, then the supplier may have produced their own emissions intensity value (e.g., kgCO₂e/£ spent) based on their own specific data, which could then be used with the value of the contract to estimate emissions.
2. Hybrid method: This approach effectively relies on gathering all the relevant data from a supplier (for example Scope 1 and 2 emissions, plus data such as mass of upstream materials) to enable the reporting organisation to then calculate the emissions. This option is discounted here as likely to be too resource-intensive to be applicable in most/all cases.

3. Average-data method: This method involves gathering quantified activity data (other than cost) such as mass of product, number of., hours spent etc. which can then be used with secondary data e.g., published databases, government statistics, literature studies, and industry associations. The GHG Protocol provides examples of databases [14], some of which are commercial. Adopting this method would rely on both capturing activity data using quantities other than contract value, and collectively deciding on the appropriate database for each product and applying it. As the former is not routinely undertaken and certainly not holistically across all categories of procurement, this option is discounted at this moment.
4. Spend-based method: This method involves assigning a sector (e.g., using the Standard Industry Classification [SIC] codes) to each item of spend, and then multiplying the value with a sector-specific emission factor. It may be more time-efficient to aggregate spend items by supplier and then rank suppliers by total spend. It is likely that a pareto principle will apply meaning that manual allocation of sector can be applied to the highest spend suppliers and then for the “tail” an average can be applied based on the top suppliers. This is the approach outlined in the ERG and Annex E, though the emission factors there are very out-dated. The most recent and applicable emission factors to be used are from the UK’s carbon footprint dataset [15] in the “SIC multipliers” sheet. Whilst this method is effective at being able to relatively quickly calculate emissions arising from anywhere in the economy, it is important to recognise it is not likely to be accurate and cannot distinguish emissions between spend within a category or between suppliers, and is only really useful as an initial rough “snapshot” rather than as a tool that can identify specific opportunities or track changes over time (as the only two factors in the calculation are amount spent and the emission factor).

In all cases, it is important to avoid the potential for double counting by excluding calculation of emissions that are already accounted for elsewhere. For example, in the case of adopting a spend-based analysis, the amount spent on suppliers of energy and business travel should not be included here as they will be included elsewhere in the inventory.

Approach Taken for Footprint

Spend data broken down into detailed account codes was provided. These account codes were cross referenced against the list of codes provided in past footprint exercises. The previous years’ allocations were then used to allocate a sector to all account codes in the current period. Any spend that was being included using a more specific method (e.g. energy use), or that was outside of the scope of the footprint, was excluded from the calculations. The spend in each sector was multiplied by the emission factor given in the UK Carbon Footprint. As these are always available only two years in arrears, these emissions factors were adjusted for inflation. In addition, this year saw the government make changes to previously published historic emission factors, and so this may result in some small changes to reported emissions from previous years.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category should be allocated to:

- Procurement > Goods > *Aggregate Total*
- Procurement > Construction > *Aggregate Total*
- Procurement > Services > *Aggregate Total*

3.3.3 Capital equipment

Description

These are emissions associated with the purchase of capital goods. There is the potential for overlap in the categorisation of either purchased goods/products, and capital goods and so it is important that they are only accounted for in one place. The GHG Protocol states that *“Capital goods are final products that have an extended life and are used by the company to manufacture a product; provide a service; or sell, store, and deliver merchandise. In financial accounting, capital goods are treated as fixed assets or as plant, property, and equipment (PP&E). Examples of capital goods include equipment, machinery, buildings, facilities, and vehicles”*. Whilst purchased products are sometimes referred to as “consumables” and are used over a short period of time (e.g., days or usually less than a year), capital goods are used for much longer periods (e.g., 5 to 50 years). Whether a good is classified as a “purchased product” or “capital good”, the reporting should make clear which category it is being accounted for in.

In practice this is likely to include:

- The construction of new buildings: Emissions should be reported on a per building basis.
- Major refurbishment of existing buildings, including replacement of major plant: Emissions should be reported on a per building basis for refurbishment, whilst major plant can be aggregated.
- New vehicles: Emissions can be reported as aggregated values with descriptions e.g., 20 new cars for Division X etc.

Data Hierarchy and Calculation Approach

Emissions can be calculated in the same way as for purchased products and services (Section 3.3.2). For the “supplier-specific method”, for buildings and general plant there is guidance and standards available from LETI [16] and CIBSE [17] respectively that can help with quantifying cradle-to-gate emissions from projects. As with the purchased products and services section, the “supplier-specific method” and “spend-based method” are likely to be the only two relevant calculation methods.

There is some disagreement between ISO 14064 and the GHG Protocol on handling amortisation of emissions. This is where emissions can be divided by the time period of the capital good, for example if a vehicle is expected to be amortised over 10 years in the organisation’s accounts, then the cradle-to-gate emissions can be divided by 10 and added in each of the next 10 years of the inventory. Whilst ISO 14064 states that this is an allowable approach, the more recent guidance from the GHG Protocol states that in accounting for emissions from capital goods *“...companies should not depreciate, discount, or amortize the emissions from the production of capital goods over time. Instead companies should account for the total cradle-to-gate emissions of purchased capital goods in the year of acquisition, the same way the company accounts for emissions from other purchased products in category 1. If major capital purchases occur only once every few years, scope 3 emissions from capital goods may fluctuate significantly from year to year. Companies should provide appropriate context in the public report (e.g., by highlighting exceptional or nonrecurring capital investments)”*. This guidance should be followed here.

Approach Taken for Footprint

The procurement spend from Section 3.3.2 was used to capture capital spend i.e. no distinction was made in the source data between capital and revenue spend. All emissions were reported within Section 3.3.2.

Alternative Categorisation and Mapping

See section 3.3.2.

3.3.4 Waste generated from organisational activities

Description

Waste can impact on organisational GHG emissions in several ways, including:

- The use of recycled materials in the products the organisation purchases (already potentially accounted for in the purchase of those materials).
- The transport and subsequent processing of waste generated by the organisation. This is what is covered within this section. Technically, the transport of waste from the organisation to the waste treatment facility would constitute “upstream transport and distribution”, however as the Government EFs combine the transport and waste processing impact, they are assumed to be included within this section.
- The onward disposal of waste from products sold by the organisation. This is not applicable here.

For waste generated by the organisation that is recycled, this has two potential GHG reducing benefits, firstly the reuse of material can lower embodied emissions from purchased products (this is accounted for in the purchase of those products), and secondly by avoiding sending that waste to be processed (e.g., preventing material from entering landfill sites). The second of these can be optionally reported as “avoided emissions”, however as the supporting data is likely to be hard to obtain and the overall impact minimal, it is recommended that this is not reported.

Data Hierarchy and Calculation Approach

The aim should be to obtain data at building resolution (i.e., waste produced at each site), however this may not be possible and given the predicted low overall impact from this section, a single aggregated value may be acceptable. The following hierarchy should be followed for data collection (best to worst):

1. Site data: Where the specific mass of data is available then this should be used. If this is available at building/site resolution then this should be used, or if not then aggregated. Where mass is broken down by waste stream (e.g., paper, plastics, electrical equipment etc.), then this should be used. Otherwise, the generic “commercial and industrial waste” category should be assumed. The mass of each waste stream (or total) should be allocated a waste processing method (e.g., landfill, energy from waste, open-loop recycling etc.). If this is not known, then an assumption should be made based on knowledge of waste contracts within the organisation. The derived annual mass of waste (tonnes) can then be multiplied by the corresponding emission factor from the Government EFs. It should be noted that these factors include an allowance for typical transport distances to a waste processing site and for the processing itself. As the benefit of recycling and energy recovery from waste are accounted for in the supply of recycled material and energy, for most EFs that values are low as they only include the transport component. The notable exception to this is any organic waste (and the generic “commercial and industrial waste” category) sent to landfill.
2. Benchmark data: Where specific site data is not available, then benchmark data waste generation data [18] may be applicable. This can be multiplied by the number of staff (FTE) and then applied with the Government EFs.
3. Spend data: Alternatively, if the value of the waste contract is known (£) then this can be multiplied by the “Waste collection, treatment and disposal services; materials recovery services” category from the SIC sectors as described in Section 3.3.2.

Approach Taken for Footprint

An estimate of waste produced by MDDC was made by multiplying the capacity of the bins at each site by an assumed collection frequency. It was assumed that all waste was either recycled, or processed at an energy from waste plant.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category should be allocated to:

- Buildings (exc. housing) > Waste from Buildings > *Recycled/Residual waste aggregates*.

3.3.5 Upstream transport and distribution

This category has been taken to be out of scope as it was not meaningfully possible to establish these emissions, for example associated with purchased goods.

3.3.6 Business travel

Description

This section includes emissions from business travel in vehicles owned or operated by third parties and also includes emissions associated with hotel stays on business trips. The aim should be to report emissions by mode of transport and for hotel stays as follows.

- Cars – hire cars
- Cars – “grey fleet” (employee-owned vehicles other than employee commuting)
- Taxis
- Air travel
- Rail travel
- Bus and coach travel
- Hotel stays

Emissions associated with travel in vehicles owned or leased by the organisation, or from commuting, are covered in other sections.

Data Hierarchy and Calculation Approach

The aim should be to establish emissions for each mode. The following hierarchy should be followed for data collection (best to worst):

1. Fuel-based method: Where fuel usage is known (e.g., from fuel cards used in hire cars or the grey fleet), these should be used with the Government EFs (“average car unknown fuel” emission factor, unless better records are available within the organisation) as described in Section 3.1.2). In some cases, mileage claims will be available in which case the distance can be used directly, or converted from spend to distance using the claim rate (e.g. 45p/mile). The amount of fuel used will not be obtainable for other modes e.g., public transport.
2. Activity-based method: For vehicles, the distance and mode for each vehicle type can be multiplied by the applicable emission factor (kgCO₂e/passenger.km) from the Government EFs. For hotel stays, the number of nights can be multiplied by the kgCO₂e/room per night emission factor from the Government EFs.
3. Spend-based method: Where specific data is not known, then spend data can be multiplied by the applicable emission factor from the relevant SIC sector as described in the Section pm purchased products and services.

Approach Taken for Footprint

Data was available as total annual mileage for each of 'grey fleet' and 'councillor'. This was combined with the Government's EF for an 'average car with unknown fuel' to estimate emissions.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category should be allocated to:

- Transport > Grey Fleet > *Aggregate Total*

3.3.7 Upstream leased assets

This category has been taken to be out of scope as it is not relevant.

3.3.8 Investments

This category has been taken to be out of scope.

3.3.9 Client and visitor transport

This category has been taken to be out of scope as it is not relevant.

3.3.10 Downstream transport and distribution

This category has been taken to be out of scope as it is not relevant.

3.3.11 Use stage of the product

This category has been taken to be out of scope as it is not relevant.

3.3.12 End of life of the product

This category has been taken to be out of scope as it is not relevant.

3.3.13 Downstream franchises

This category has been taken to be out of scope as it is not relevant.

3.3.14 Downstream leased assets

This category has been taken to be out of scope as it is not relevant. Any buildings that are owned by MDDC but leased to others (downstream) would be accounted for in sections 3.1.1 and 3.2.1 as under financial control reporting and an operating lease, these would be Scopes 1 and 2 respectively.

3.3.15 Employee commuting

Description

This includes transport of employees between their homes and workplaces. This can cover a range of modes but in practice will be mainly driving (either single driver or car sharing) as well as potentially public transport modes and walking/cycling. Also included in this section is 'home working' i.e., emission arising from energy used to heat homes and operate work equipment whilst staff are home working.

Data Hierarchy and Calculation Approach

There are different ways that the data can be reported, for example by site, mode, department etc. and there is potential for a standardised approach to be taken. In the first instance, the lack of specific data is likely to limit any usefulness of more granular categorisation. This is an issue that could be revisited as data quality improves.

The following hierarchy should be followed for data collection (best to worst):

1. Fuel-based method: Where fuel consumption from commuting is known it should be used in the calculations, however this is expected to be generally not applicable.
2. Distance-based method: Organisation-specific data is gathered to establish total distance for each travel mode. This would need to be captured from an organisation travel survey that should be updated on an annual basis. It should establish for each employee the one-way distance from home to the place of work and the annual distance by number of days worked per year commuted by each mode, and assuming a two-way journey each day. This data can then be multiplied by the appropriate modal emission factor (kgCO₂e/passenger.km) from the Government EFs. For car sharing it should be assumed that the emission factor for a car ("average car with unknown fuel") is divided by two (assuming typically car-sharing involves two people sharing a journey) and for walking and cycling the emission factor will be zero. In the case of a travel survey 100% coverage of staff will not be possible, and so the results of the survey should be extrapolated to cover all staff.
3. Average-based method: This method can be used when organisation-specific data (i.e., from a staff commuting survey) is not available. Here, details on distance and mode can be estimated from the National Travel Survey [19], and in particular Tables NTS0303 (average distance travelled by mode) and NTS0412 (commuter trips by employment status and main mode). This can be combined with staff numbers, number of days worker per year, and the Government EFs to calculate commuting emissions.

To calculate emissions from homeworking, the total number of hours worked at home need to be established e.g., from records or based on proportion of contracted hours worked at home. These can be multiplied by the "Homeworking (office equipment + heating)" emission factor (kgCO₂e per FTE working hour) from the Government EFs. The results can be broken down into sub-categories (e.g., departments) if required, or otherwise aggregated as a single organisational total.

Approach Taken for Footprint

No specific staff travel survey was available. MDDC provided staff numbers as FTE of either 'non-hybrid' and 'hybrid' staff. Non-hybrid were assumed to travel to work every day. Hybrid staff were assumed to work at home for 50% of the time with the rest at their place of work. The National Travel Survey provides average annual commuting distances by mode. These were used with the FTE data to estimate total mileage by mode. These were combined with the Government's EFs to establish commuting emissions.

Homeworking emissions were calculated by multiplying the hybrid FTE number by 50% assumed worked at home by annual hours worked (based on 230 days/year, 7.5 hours/day) to establish total annual homeworking hours, and then multiplying this by the Government EF for homeworking.

Alternative Categorisation and Mapping

For the alternative categories, emissions from this category should be allocated to:

- Buildings (exc. housing) > Homeworking Energy > *Aggregate Total*
- Transport > Commuting > *Aggregate Total*

3.3.16 Other indirect emissions not included elsewhere

No other sources of emissions have been identified.

3.4 Offset Carbon

Description

This includes any GHG offsets, for example purchased voluntary offsets, or exported renewable energy.

Data Hierarchy and Calculation Approach

Offset emissions from purchased voluntary offsets will be available directly from the purchase of those credits. Offsets from exported generated electricity can be established as described in Section 3.2.1.

Approach Taken for Footprint

There were no purchased offset carbon credits in this year. Offsetting associated with export of renewable energy and purchase of REGO backed electricity are discussed in Section 3.2.1.

Alternative Categorisation and Mapping

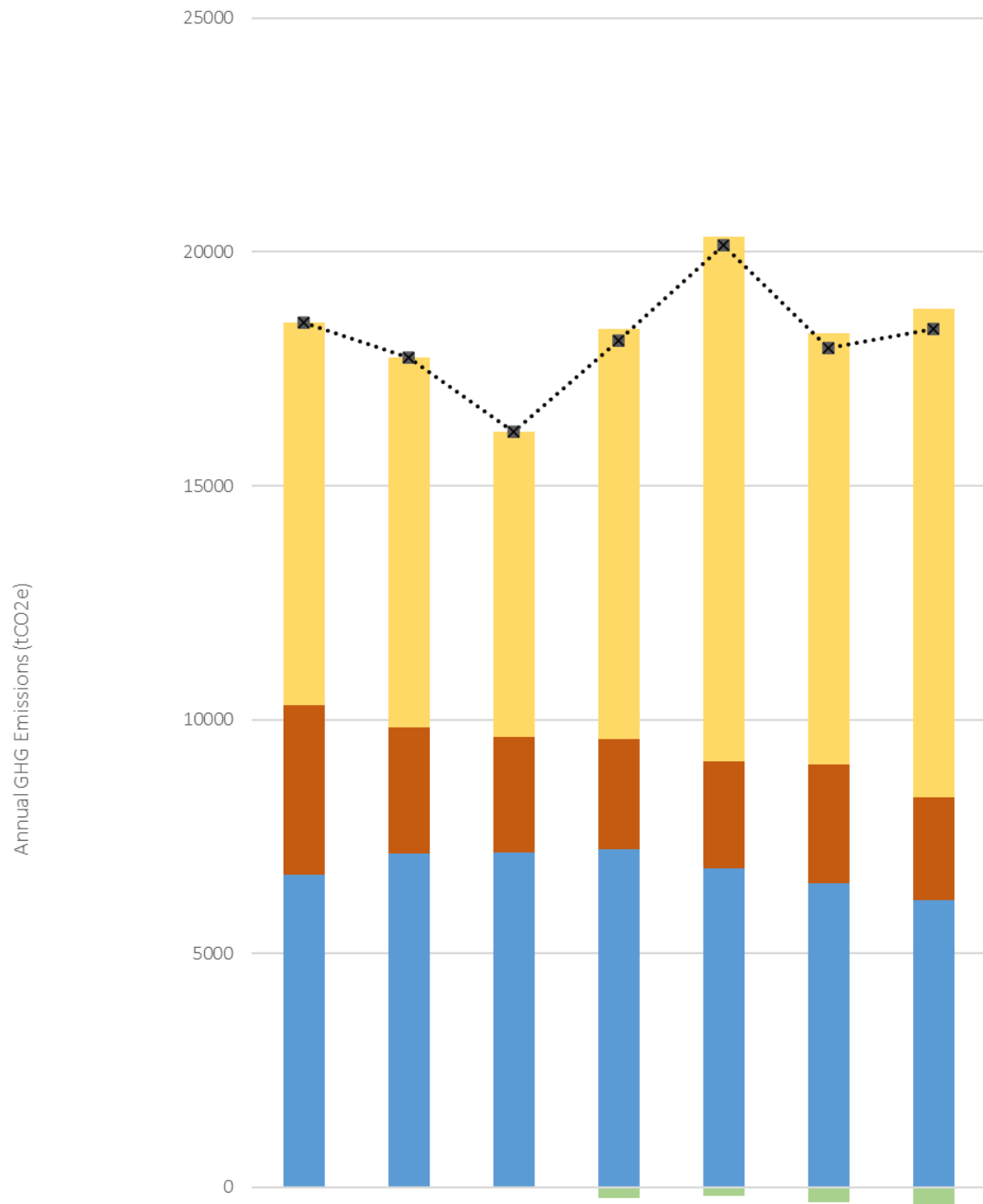
For the alternative categories, emissions from this category should be allocated to:

- Offsetting > Exported Renewable Energy
- Offsetting > Purchased voluntary offsets

4 Results

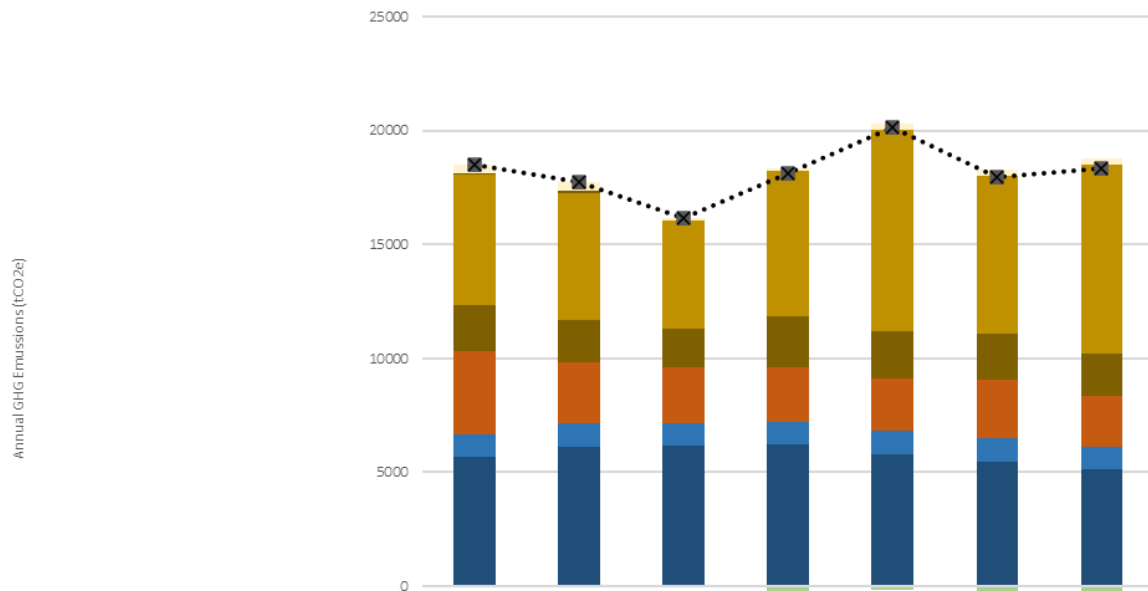
The results of the calculations for the ISO 14064 categories are shown in Figure 2 and Figure 3. The results for the alternative categories are shown in Figure 4 and Figure 5. Total net emissions for the 2024/25 period were 18,364 tCO₂e. Most emissions are Scope 3 (56%) with Scope 1 representing 33% of the total, and Scope 2 accounting for 12%. Net emissions in 2024/25 are 2% higher than in the previous year. Emissions from the alternative categories are broken down as follows:

- Buildings (excluding housing) 1,194 tCO₂e / 6% gross emissions: 41% of these emissions are from the leisure centres with a further 14% from the corporate estate (mainly council offices). Energy used by staff when working from home was estimated to be 6%. Emissions from this category reduced by 113 tCO₂e compared to the previous year, mainly due to switches to ASHPs and GSHPs.
- Social Housing 7,775 tCO₂e / 41% gross emissions: Whilst this is the most significant source of emissions within the footprint, it is not based on metered data and MDDC does not have direct control over energy use within these buildings. Emissions from this category decreased by 751 tCO₂e mainly due to a lower assumed energy consumption per dwelling taken from Ofgem typical domestic consumption values. The estimate from this category could be improved in future years by looking to match consumption data for each property using post codes.
- Transport 1,520 tCO₂e / 8% gross emissions: Most transport emissions were from MDDC's fleet, with the majority of these associated with waste disposal. Emissions from this category remained about the same compared to the previous year.
- Procurement 8,295 tCO₂e / 44% gross emissions: Procurement represents a significant proportion of the footprint, of which over half is associated with construction activities. Estimation of emissions from procurement is inaccurate as it is based purely on spend data and coarse emission factors. Focussing on large areas of spend and looking to quantify GHG emissions using specific activity data would improve the quality of the calculations. Emissions from this category increased by 1,370 tCO₂e compared to the previous year, mainly due to increased spend and revised emission factors. Emissions are similar to the 2022/2023 figure.
- Offsets -420 tCO₂e / -2% gross emissions: Offsets are responsible for only a small reduction in overall emissions, with almost all this due to the purchase of REGO backed electricity. Nonetheless, the reduction from these offsets have increased by 29%.



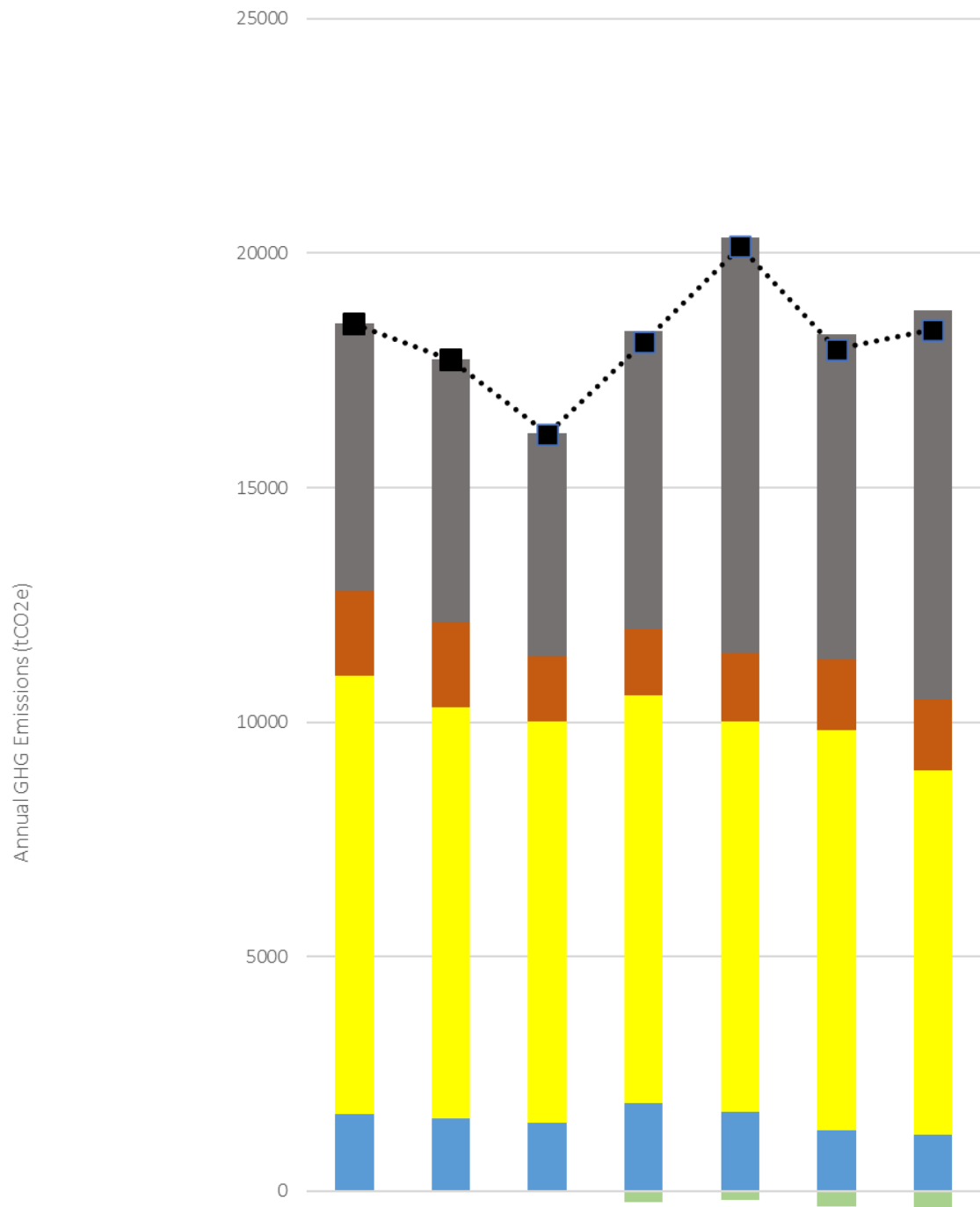
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Offset Carbon	0	-9	-8	-241	-181	-325	-420
Scope 3	8185	7902	6532	8760	11233	9227	10449
Scope 2	3625	2705	2460	2367	2270	2537	2198
Scope 1	6685	7134	7160	7222	6825	6509	6137
GRAND TOTAL (net)	18495	17732	16144	18108	20147	17948	18364

Figure 2: Breakdown of emissions by Scope 1, 2 and 3 from ISO 14064-1



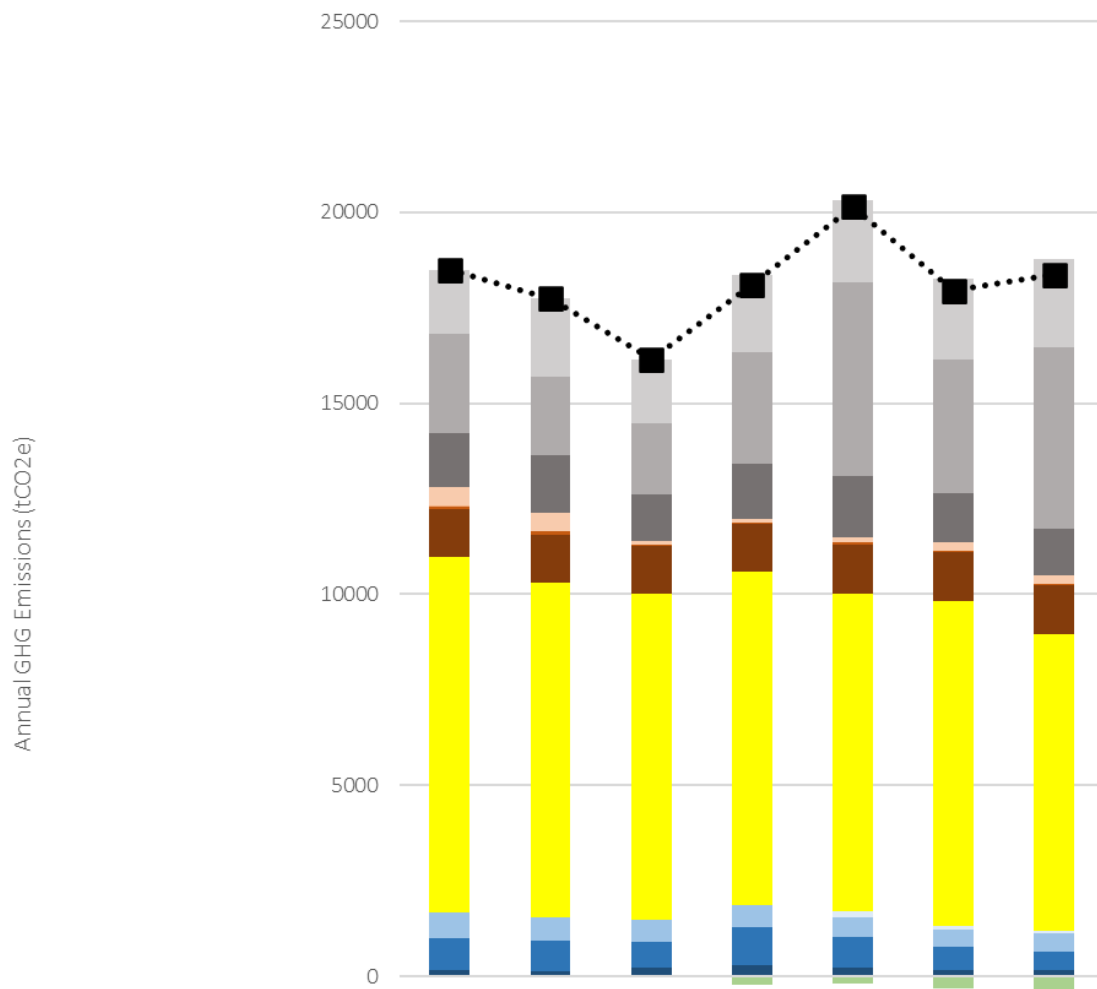
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Offset Carbon	0	-9	-8	-241	-181	-325	-420
Other indirect emissions not included in the other 22 categories	0	0	0	0	0	0	0
Employee commuting	385	385	89	87	262	237	246
Downstream leased assets	0	0	0	0	0	0	0
Downstream franchises	0	0	0	0	0	0	0
End of life of the product	0	0	0	0	0	0	0
Use stage of the product	0	0	0	0	0	0	0
Downstream transport and distribution	0	0	0	0	0	0	0
Client and visitor transport	0	0	0	0	0	0	0
Investments	0	0	0	0	0	0	0
Upstream leased assets	0	0	0	0	0	0	0
Business travel	59	75	8	30	28	27	35
Upstream transport and distribution	0	0	0	0	0	0	0
Waste generated from organisational activities	2	2	2	2	2	2	1
Capital equipment	0	0	0	0	0	0	0
Purchased products	5703	5610	4754	6372	8842	6925	8295
Energy-related activities not included in direct emissions and energy indirect emissions	2036	1830	1678	2269	2099	2036	1872
Indirect emissions from consumed energy imported through a physical network	0	0	0	0	0	0	0
Indirect emissions from imported electricity consumed	3625	2705	2460	2367	2270	2537	2198
Direct emissions and removals from Land Use, Land Use Change and Forestry (LULUCF)	0	0	0	0	0	0	0
Direct fugitive emissions	0	0	0	0	0	0	0
Direct process related emissions	0	0	0	0	0	0	0
Direct emissions from mobile combustion	1016	1003	1016	1008	1048	1025	1012
Direct emissions from stationary combustion	5669	6131	6144	6214	5777	5484	5125
GRAND TOTAL (net)	18495	17732	16144	18108	20147	17948	18364

Figure 3: Breakdown of emissions by detailed sub-category from ISO 14064-1



	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
5. Offsets	0	-9	-8	-241	-181	-325	-420
4. Procurement	5703	5610	4754	6372	8842	6925	8295
3. Transport	1812	1818	1382	1400	1473	1515	1520
2. Social Housing	9326	8758	8547	8711	8319	8526	7775
1. Buildings (exc. housing)	1654	1554	1469	1865	1694	1307	1194
GRAND TOTAL (net)	18495	17732	16144	18108	20147	17948	18364

Figure 4: Breakdown of emissions by headline alternative categories



	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
5.4 Purchased Offsets	0	0	0	0	0	0	0
5.3 Land Use Change	0	0	0	0	0	0	0
5.2 REGO Electricity	0	0	0	-241	-178	-323	-415
5.1 Exported Renewable Energy	0	-9	-8	0	-2	-2	-5
4.3 Services	1673	2050	1666	2022	2174	2147	2307
4.2 Construction	2599	2064	1887	2912	5054	3493	4761
4.1 Goods	1430	1496	1201	1438	1614	1285	1227
3.4 Commuting	483	483	112	110	140	208	217
3.3 Business Travel	4	15	0	0	0	0	0
3.2 Grey Fleet	69	79	11	38	35	34	45
3.1 Own Vehicles	1256	1241	1259	1253	1298	1274	1258
2.1 Operational emissions	9326	8758	8547	8711	8319	8526	7775
1.5 Homeworking Energy	0	0	0	0	151	74	76
1.4 Waste from Buildings	2	2	2	2	2	2	1
1.3 Other Non-Domestic	669	612	569	578	529	478	464
1.2 Leisure Centres	835	798	659	1007	778	585	484
1.1 Corporate Estate	148	143	239	278	233	168	169
••• GRAND TOTAL (net)	18495	17732	16144	18108	20147	17948	18364

Figure 5: Breakdown of emissions by detailed alternative categories

References

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- [19] Department for Transport, National Travel Survey, (n.d.).
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Report for: Cabinet

Date of Meeting:	4 November 2025
Subject:	2026/27 Draft Budget Update
Cabinet Member:	Cllr John Downes – Cabinet Member for Governance, Finance and Risk
Responsible Officer:	Andrew Jarrett – Deputy Chief Executive (S151)
Exempt:	N/a
Wards Affected:	All
Enclosures:	Appendix 1a – Emerging 2026/27 – 2030/31 Capital Programme for the General Fund Appendix 1b – Emerging 2026/27 – 2030/31 Capital Programme for the Housing Revenue Account

Section 1 – Summary and Recommendation(s)

To approve the budget options as previously recommended by the Policy Development Groups to mitigate the forecast Medium-Term Financial Plan (MTFP) shortfall covering the period 2026/27 to 2028/29. Also, to trail the emerging Capital Programme covering the period 2026/27 to 2030/31.

Recommendation(s):

That Cabinet Members:

1. Consider and agree to leave amber budget options in as budget planning assumptions until clarity is received from the government financial settlement announcement;
2. Consider and comment on the emerging Capital Programme covering the period 2026/27 to 2030/31 within Appendix 1a and 1b;
3. Note that there remains little clarity on the financial settlement currently and that this is likely to require additional ad hoc updates as and when greater information is known, particularly following the announcement of the Local Government Finance Settlement.

Section 2 – Report

1.0 Introduction and purpose of the Medium-Term Financial Plan

- 1.1 The main purpose of the MTFP is to show how the Council will strategically manage its finances to support the delivery of the priorities detailed in the Corporate Plan 2024 – 2028 and years beyond that.
- 1.2 On 02 September, the first draft MTFP covering the period 2026/27 to 2028/29 for the General Fund and Housing Revenue Account (HRA) was presented to Cabinet. For the General Fund, this estimated a funding shortfall for 2026/27 within the range £846k to £3,350k, due to the significant uncertainty surrounding future funding streams.
- 1.3 During the summer, Leadership Team and senior service managers have been reviewing a range of budget options that could be considered to help mitigate that remaining budget shortfall across this MTFP, with a particular focus on 2026/27. In putting forward the budget options, officers have applied a risk level to them based upon Red, Amber, Green as follows:

Red – indicates the saving could be taken, but there are higher risks/ implications associated with it and therefore officers would not recommend it;

Amber – indicates the saving could be taken, but there are risks and implications associated that members need to be aware of / accept;

Green – indicates a saving that is recommended by officers – previously approved.

- 1.4 On 07 October, Cabinet agreed the Green Budget Options summing to a net pressure of £974k (£1,325k pressures and £351k savings). Based on the original assumptions, this increases the current projected funding shortfall to a range of £1,820k to £4,324k.

Table 1

General Fund	Option 1a	Option 1b	Option 1c
Initial forecast Shortfall	£919k	£846k	£3,350k
Net Impact of decision on 7 October	+£974k	+£974k	+£974k
Current Forecast Shortfall	+ £1,893k	+ £1,820k	+ £4,324k

- 1.5 For the HRA, an estimated funding shortfall of £541k in 2026/27 rising to £1,796k by 2028/29 was presented. The future years shortfall is a cumulative figure without any remedial action taken, i.e. if the £546k is found to balance the 2026/27 position, the overall budget gap will reduce to £1,255k. Also on 07 October, Cabinet agreed the Green Budget Options summing to £27k, thereby reducing the forecast shortfall to £514k for 2026/27 and £1,769k over the MTFP timeframe.

Table 2

Housing Revenue Account	Budget Shortfall
Initial forecast Shortfall	£541k
Net Impact of decision on 7 October	- £27k
Current Forecast Shortfall	£514k

1.6 Cabinet deferred consideration of the Amber and Red Budget Options until this meeting.

1.7 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 agreed to apply the four main principles for balancing the budget and therefore need to take the necessary decisions and actions to manage net spending within affordable limits.

2.0 2026/27 Budget Options – General Fund

2.1 Following the deferral of the Amber and Red Budget Options, this report seeks approval for those Budget Options in line with the recommendations of the Policy Development Groups (PDGs). Since the last meeting, Leadership Team and senior service managers have further reviewed these budget options and updated narrative or values and risk rating as required, based upon the latest position. This has not materially altered the options as previously considered.

2.2 Officers continue to recommend approving the Green and Amber Pressures and Savings. However, during the PDG discussions, the following recommendations were made, with the officer response included below:

- **SD & CI PDG – that only the Green (option 1) savings were accepted**

The relevant Amber savings within that PDG sum to £260k. However, the bulk of those relate the potential level of Extended Producer Responsibility Grant (saving ref 40). Within 2025/26, the indicative level of grant is £1,380k, whilst within the MTFP assumptions, £1,000k has been included. This amber option increases that to £1,200k, well below the current year allocation. Whatever the level of grant award, this will be included within the base budget, and therefore the officer's view of the applicable risk that this value doesn't materialise is considered relatively low.

The other Amber savings (savings ref 30 and 31) relate to an option to amend the sports offering at the leisure centres – this is time specific, and any further delay could mean less income.

- **Community PDG – that Appendix 3 – saving ref 20 – Cease Community Development Grants – (£120k red saving) was rejected.**

As a red saving, this is not the recommendation of officers anyway.

- **Economy & Assets PDG – that Cabinet positively and more flexibly consider the red saving proposal for letting out further space within Phoenix House (Appendix 3 – saving ref). Consideration should be given to identifying a suitable partner organisation to maximise the usage of the building and potentially build greater working relationships.**

Whilst this is possible, with Local Government Reorganisation on the horizon, the pool of potential partners wishing the rent is extremely limited. Letting space at below commercial rate does not return the potential value included within this option. Hence the red risk rating.

- **PES PDG – the PDG were concerned about a potential reduction in Section 106 monitoring fees (Appendix 2 – saving ref 15 from October report) and whether this would affect the quality of the facilities being provided. The committee asked that S106 income be considered further.**

This is a green pressure and therefore this increases the budget for S106 Monitoring Fees. This was accepted at October Cabinet.

- **Homes PDG – no comments were received, and all proposals were supported.**

2.3 There clearly remains a significant budget shortfall in 2026/27 for the General Fund. Therefore, tacit approval is sought for those budget options in line with the recommendations of the PDGs. A further review of all the budget options will be undertaken once full clarity is available on the funding position and the 2026/27 budget is finalised in February.

2.4 Similarly, if tacit approval is given for the HRA budget options in line with the recommendations of the Homes PDG, a small shortfall will remain. This could be mitigated by the inclusion of the red risk saving (Convergence option 2 - using up to a £2 per week cap – if the Government consultation outcome enables this). The November Homes PDG will consider this in more detail.

2.5 Further updates will be brought forward as necessary and available, and further budget options will be investigated and proposed for consideration over the next few months in the run in to setting the 2026/27 budget in February 2026.

3.0 2026/27 – 2030/31 Capital Programme The Overall Capital Programme includes new bids for capital funding to support new programmes as well as updated to 'rolling' approvals from current and prior year's Capital Programmes.

3.2 The draft Capital Programme has been reviewed/challenged by the Corporate Strategic Asset Advisory Group (CSAG) prior to being proposed. The final programme being brought forward for approval in February.

- 3.3 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.
- 3.4 **Appendix 1a** provides a summary of the new bids received for the new 2026/27 – 2030/31 Capital Programme from General Fund services areas and **Appendix 1b** for the Housing Revenue Account. In February, Members' will be asked to approve the Year 1 programme and note the indicative future years.
- 3.5 Table 3 below shows the forecast capital expenditure profile during the life of the MTFP and the Deliverable Budget for each year.

Table 3

Expenditure Profile	2026/27 £k	2027/28 £k	2028/29 £k	2029/30 £k	2030/31 £k	Total £k
General Fund	2,178	903	20	20	3,354	6,485
Housing Revenue Account	5,797	17,477	-305	-14,275	4,265	12,959
Overall Deliverable Budget	7,975	18,380	-285	-14,245	7,619	19,444

Note, the minus figures show an acceleration of expenditure from previous assumptions.

- 3.6 In terms of associated funding, a prudent forecast of capital receipts is factored into the model, with no major asset sales anticipated. 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.
- 3.7 Currently any revenue contribution to the Capital Programme is limited to funding held within Earmarked Reserves (i.e. Sinking Funds). Ultimately, any outstanding funding requirement after utilising revenue contributions, reserves and any external funding sources will need to be funded through Prudential Borrowing. This will be refined and updated as we move through the MTFP timeframe.

4.0 Conclusion

- 4.1 The potential significant General Fund budget shortfall remaining if only Green and Amber options are agreed, or if option 1c becomes reality, is a significant challenge and the identification of further budget reductions is critical to balancing the budget for 2026/27 and indeed future years.
- 4.2 Whilst every effort will be made to identify efficiency savings, given the scale of the likely funding reductions it is unlikely that a sufficient level can be identified to fully balance the 2026/27 budget without significant implications on service provision. Also, there is an extremely limited timeframe available between finalisation of the funding settlement and setting the budget for 2026/27.

- 4.3 As Members are aware, the Autumn Budget is now set for 26 November which means any settlement announcement is going to be later than previously advised which will result in the detail at local authority level potentially being announced later than anticipated. In addition to this challenge, changes in key senior ministerial positions are also likely to potentially build further uncertainty and delay into these announcements. This may require additional information being presented to members either late or outside of the standard committee papers process.
- 4.4 Therefore, because of this combination of issues, it is highly likely that some level of draw from reserves may be required, and a full review of Earmarked Reserves will be necessary to see what can be realigned, and whether a minimum balance of £2m in General Reserves can be maintained.
- 4.5 The MTFP will continue to be updated to ensure it is a live document. It is subject to amendment and review by Leadership Team and Members and will provide a clear guide prior to commencing the annual budget setting process in future years.
- 4.6 To conclude the statutory budget setting process, updates to the draft budget position will be brought as and when greater clarity emerges in the run up to the budget being agreed at Full Council on the 18 February 2026. During this period Officers will continue to identify and examine further savings possibilities that can reduce the longer-term budget gap.

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, several 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 several key 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 and further evaluation/consideration will be made as the draft budget passes through the PDGs over the next few months. 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 Officer

Date: 27 October 2025

Statutory Officer: Maria De Leburne

Agreed on behalf of the Monitoring Officer

Date: 27 October 2025

Chief Officer: Andrew Jarrett

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

Date: 27 October 2025

Performance and risk: Dr Stephen Carr

Agreed on behalf of the Corporate Performance & Improvement Manager

Date: 24 October 2025

Cabinet member notified: Yes

Section 4 - Contact Details and Background Papers

Contact: Andrew Jarrett – Deputy Chief Executive (S151)

Email: ajarrett@middevon.gov.uk

Telephone: 01884 234242

Background papers:

- 2025/26 Budget
- 2025/26 Qtr. 1 Budget Monitor
- 2025/26 Qtr. 2 Budget Monitor
- 2 September Cabinet report – 2026/27 – 2028/29 MTFP
- 7 October Cabinet report – 2026/27 Budget Update

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Row number	Sub Area	Project Title	Description	Category of project	Operational Lead Officer	Total Project Budget Approval						Spend Profile for NEW Indicative Capital Programme					
						2026/27 £000's	2027/28 £000's	2028/29 £000's	2029/30 £000's	2030/31 £000's	Total £000's	2026/27 £000's	2027/28 £000's	2028/29 £000's	2029/30 £000's	2030/31 £000's	Total £000's
1	MDDC Depots	Twiga side arm flail	Machine replacement for GM (replaced every seven years)	3. Essential Asset Replacement/Enhancement	Darren Beer					30	30					30	30
2	Other Projects	Kubota Mini Excavator (Digger)	Machine replacement for GM (replaced every seven years)	3. Essential Asset Replacement/Enhancement	Darren Beer					31	31					31	31
3	Other Projects	Wood-chipper Timberwolf	Machine replacement for GM (replaced every seven years)	3. Essential Asset Replacement/Enhancement	Darren Beer					22	22					22	22
4	Other Projects	Wood-Chipper Elite	Machine replacement for GM (replaced every seven years)	3. Essential Asset Replacement/Enhancement	Darren Beer					23	23					23	23
5	GF Vehicles	New Vehicle Leases (replaced every seven years)	Vehicle replacement for GM (replaced every seven years)	3. Essential Asset Replacement/Enhancement	Darren Beer					320	320					320	320
6	HRA Vehicles	New HRA Leases (replaced every seven years)	Vehicle replacement for HRA Fleet - New Leases (replaced every seven years)	3. Essential Asset Replacement/Enhancement	Darren Beer			50		488	538			50		488	538
7	GF Vehicles	New Vehicle Leases (replaced every seven years)	Vehicle replacement for Caretaking Fleet - New Leases (replaced every seven years)	3. Essential Asset Replacement/Enhancement	Darren Beer					50	50					50	50
8	GF Vehicles	New Vehicle Leases (replaced every seven years)	Vehicle replacement for Street Cleansing Fleet - New Leases (replaced every seven years)	3. Essential Asset Replacement/Enhancement	Darren Beer					64	64					64	64
9	GF Vehicles	New Vehicle Leases (replaced every seven years)	Vehicle replacement for Recycling Fleet - New Leases (replaced every seven years)	3. Essential Asset Replacement/Enhancement	Darren Beer					2,186	2,186					2,186	2,186
10	GF Vehicles	New Vehicle Leases (replaced every seven years)	Vehicle replacement for Property Services Fleet - New Leases (replaced every seven years)	3. Essential Asset Replacement/Enhancement	Darren Beer					50	50					50	50
11	ICT Projects	Server & Storage Hardware Refresh 2030	Replacement For Servers and Storage Area Network in Phoenix house (Disk storage)	3. Essential Asset Replacement/Enhancement	Brian Trebilcock					- 30 -	30					- 30 -	30
12	ICT Projects	UPS Replacements	Replacements of Uninterruptable Power Supply (UPS) - Battery backup for Servers and Switches. (7 in total 5 large 2 smaller)	3. Essential Asset Replacement/Enhancement	Brian Trebilcock			- 30	30		-			- 30	30		-
13	ICT Projects	User Device Replacements' Refresh 30/31	On-going annual Laptop refresh program	3. Essential Asset Replacement/Enhancement	Brian Trebilcock					120	120					120	120
14	Leisure - Other	Exe Valley CCTV	Replace the current outdated system	3. Essential Asset Replacement/Enhancement	Keith Ashton	35					35	35					35
15	Other Projects	Kingsmill/Simmons Industrial Units	Roof/Wall Sheets/Sky Lights/Facia/Gutter Replacement	2. Health & Safety (Liability includes DFG)	Keith Ashton	150					150	75	75				150
16	Other Projects	Market Walk	Removal of paparpit overhang/new porches	2. Health & Safety (Liability includes DFG)	Keith Ashton	50					50	50					50
17	Other Projects	Market Walk	Roof area replacment	2. Health & Safety (Liability includes DFG)	Keith Ashton	150					150	100	50				150
18	Other Projects	Market Walk Communal Areas	Communal Area Enhancement	3. Essential Asset Replacement/Enhancement	Keith Ashton	25					25	25					25
19	Phoenix House	Wall / Window Inspection & Repairs	Curtain Walling Repairs, Deep Cleaning, Sofa Repairs & Cleaning and Masonary Repairs	3. Essential Asset Replacement/Enhancement	Keith Ashton		27				27		27				27
20	Phoenix House	Lift Upgrades / Replacement Panels	Replace obsolete control boards and general overhaul	3. Essential Asset Replacement/Enhancement	Keith Ashton		65				65		65				65
21	Phoenix House	AHU, Extracts, Control Panel, Comfort Cooling (Split Units), Ancillary TRV Pipework	Replace associated equipment	3. Essential Asset Replacement/Enhancement	Keith Ashton	330					330	180	150				330
22	Phoenix House	Lighting Upgrades	Lighting Upgrades (Internal / External), Small Power Upgrades (generator point, Distribution Boards)	3. Essential Asset Replacement/Enhancement	Keith Ashton	339					339	339					339
23	Phoenix House	Intruder Alarm	Replacement of current system	3. Essential Asset Replacement/Enhancement	Keith Ashton	40					40	40					40
24	Exe Valley Leisure Centre	Glazing, Steel Work & Timber Purlin Repairs / Treatment	Glazing, Steel Work & Timber Purlin Repairs / Treatment	2. Health & Safety (Liability includes DFG)	Keith Ashton	85					85	85					85
25	Exe Valley Leisure Centre	Swimming Pool Motorised Pool Cover	Replace pool cover	3. Essential Asset Replacement/Enhancement	Keith Ashton	20					20	20					20
26	Exe Valley Leisure Centre	AHU x2	Bring into service / replace	3. Essential Asset Replacement/Enhancement	Keith Ashton		120				120		120				120
27	Exe Valley Leisure Centre	Pool Side Assets	UV, Ballast Tank, Control Panel	2. Health & Safety (Liability includes DFG)	Keith Ashton	41					41	41					41
29	Culm Valley Sports Centre	External Fabric	Fascias, Soffits, Flashing, Glazing	3. Essential Asset Replacement/Enhancement	Keith Ashton	25					25	25					25
30	Culm Valley Sports Centre	Internal Fabric	Reception, Toilets, Stores & Halls	3. Essential Asset Replacement/Enhancement	Keith Ashton	46					46	46					46
31	Culm Valley Sports Centre	Internal Fabric MEP	Toilets, Circulation Routes - Plumbing	3. Essential Asset Replacement/Enhancement	Keith Ashton	20					20	20					20
32	Culm Valley Sports Centre	Internal Fabric MEP	Toilets, Circulation Routes - Electrical	2. Health & Safety (Liability includes DFG)	Keith Ashton	30					30	30					30
33	Culm Valley Sports Centre	Internal Fabric MEP	Toilets, Circulation Routes - Mechanical (HVAC), Split Units, Local Duct Repairs	3. Essential Asset Replacement/Enhancement	Keith Ashton	25					25	25					25

Row number	Sub Area	Project Title	Description	Category of project	Operational Lead Officer	Total Project Budget Approval						Spend Profile for NEW Indicative Capital Programme					Total £000's
						2026/27 £000's	2027/28 £000's	2028/29 £000's	2029/30 £000's	2030/31 £000's	Total £000's	2026/27 £000's	2027/28 £000's	2028/29 £000's	2029/30 £000's	2030/31 £000's	
34	Lords Meadow Leisure Centre	External Fabric	Gutter Joint Replacement	3. Essential Asset Replacement/Enhancement	Keith Ashton	20					20	20					20
35	Lords Meadow Leisure Centre	External Fabric	Brickwork / Masonry Repairs	3. Essential Asset Replacement/Enhancement	Keith Ashton	20					20	20					20
36	Lords Meadow Leisure Centre	Internal Fabric	Squash Courts & Viewing Gallery	3. Essential Asset Replacement/Enhancement	Keith Ashton		44				44		44				44
37	Lords Meadow Leisure Centre	Internal Fabric	Sports Hall	3. Essential Asset Replacement/Enhancement	Keith Ashton		22				22		22				22
38	Lords Meadow Leisure Centre	Internal Fabric	Main Pool (Timber Ceiling)	3. Essential Asset Replacement/Enhancement	Keith Ashton		35				35		35				35
39	Lords Meadow Leisure Centre	Internal Fabric	Male & Female Toilets	3. Essential Asset Replacement/Enhancement	Keith Ashton	20					20	20					20
40	Lords Meadow Leisure Centre	Pool Side Assets	UV, Ballast Tank, Control Panel	2. Health & Safety (Liability includes DFG)	Keith Ashton		65				65		65				65
41	Lords Meadow Leisure Centre	Internal Fabric MEP	Toilets, Circulation Routes - Plumbing	3. Essential Asset Replacement/Enhancement	Keith Ashton	30					30	30					30
42	Lords Meadow Leisure Centre	Internal Fabric MEP	Toilets, Circulation Routes - Electrical	2. Health & Safety (Liability includes DFG)	Keith Ashton	45					45	45					45
43	Lords Meadow Leisure Centre	Internal Fabric MEP	Toilets, Circulation Routes - Mechanical (HVAC)	3. Essential Asset Replacement/Enhancement	Keith Ashton	62					62	62					62
44	Other Projects	Pannier Market Secure Storage	Storage and additional traders secure area	3. Essential Asset Replacement/Enhancement	Keith Ashton	50					50	50					50
45	Other Projects	Pannier Market Café	Ventilation/Floor and internal walls	3. Essential Asset Replacement/Enhancement	Keith Ashton	35					35	35					35
46	Other Projects	Pannier Market Roof	Parapets/roof area stone work	3. Essential Asset Replacement/Enhancement	Keith Ashton		30				30		30				30
47	Parks & Play Areas	Cullompton Skatepark	Replacement	3. Essential Asset Replacement/Enhancement	Keith Ashton		200				200		200				200
48	Parks & Play Areas	Cullompton Crossparks Play Area	Refurbishment to consolidate local provision following other closures	3. Essential Asset Replacement/Enhancement	Keith Ashton	50					50	50					50
49	General Car Parks	Cullompton Station Road Car Park	Flood defence drainage improvements	3. Essential Asset Replacement/Enhancement	Keith Ashton	20					20	20					20
50	Parks & Play Areas	Crediton Newcombes Meadow Jubilee Garden	Refurbishment of 1977 Jubilee Garden enhance park and seek to discourage ASB	3. Essential Asset Replacement/Enhancement	Keith Ashton	25					25	25					25
51	Parks & Play Areas	Crediton Queen Elizabeths Drive Play Area	Refurbishment to retain local provision	3. Essential Asset Replacement/Enhancement	Keith Ashton	75					75	75					75
52	Other Projects	Crediton St Lawrence Green	Enhancement of western gateway to town	3. Essential Asset Replacement/Enhancement	Keith Ashton	20					20	20					20
53	Other Projects	Crediton Queen Elizabeths Drive/ Avranches	Reconstruction of steps to linking path between estates/ routes to school/ public transport	3. Essential Asset Replacement/Enhancement	Keith Ashton	20					20	20					20
54	Other Projects	Crediton Cemetery Chapel	Refurbishment	3. Essential Asset Replacement/Enhancement	Keith Ashton	20					20	20					20
55	Parks & Play Areas	Tiverton Amory Park Hardcourt	Refurbishment	3. Essential Asset Replacement/Enhancement	Keith Ashton	200					200	200					200
56	Parks & Play Areas	Tiverton Westex Rec Paths	Improved access esp for those with reduced mobility	3. Essential Asset Replacement/Enhancement	Keith Ashton	30					30	30					30
57	Parks & Play Areas	Parks	Replacement seating	3. Essential Asset Replacement/Enhancement	Keith Ashton	40					40	20	20				40
58	Other Projects	Closed Church Yards	Reconstruction of boundary walls	2. Health & Safety (Liability includes DFG)	Keith Ashton	150					150	150					150
59	Leisure - Other	Assisted Lifeguard Technology	Lifeguard technology at Crediton and Tiverton to improve safety and reduce cost	1. Spend to Save/Income Generation	Andy Mackie	50					50	50					50
60	Leisure - Other	Reformer Pilates equipment	Introduction of hugely popular form of pilates to grow revenue / membership sales and retention. Each reformer pilates table/unit is approx £2k, look to invest in 15 units.	1. Spend to Save/Income Generation	Andy Mackie	30					30	30					30
61	Economic Development	EUE Community Centre	Support to submit a planning application for a new community centre at the Tiverton EUE site.	4. Economic Development	Adrian Welsh	50					50	50					50
General Fund Subtotals						2,473	608	20	30	3,354	6,485	2,178	903	20	30	3,354	6,485

Row Number	Project Title	Detailed Project Description	Category of project	Total Project Budget Approval						Spend Profile for NEW Indicative Capital Programme						
				2026/27 £000's	2027/28 £000's	2028/29 £000's	2029/30 £000's	2030/31 £000's	Total £000's	2026/27 £000's	2027/28 £000's	2028/29 £000's	2029/30 £000's	2030/31 £000's	Total £000's	
1	Roofing	Replacement roofing to HRA stock	5. Housing					450	450					450	450	
2	Decent Homes	Decent Homes	5. Housing	1,250					1,250	250	250	250	250	250	1,250	
3	Fire Safety	Fire Safety	5. Housing	30			15	30	75	30			15	30	75	
4	Windows/Doors	Replacement of UPVC Windows and doors	5. Housing					400	400					400	400	
5	Heating	Replacement of Gas and Electric Heating	5. Housing					480	480					480	480	
6	Renewables	Installation of renewable Heating Systems - income generation	5. Housing	1,750					1,750	350	350	350	350	350	1,750	
7	Adaptations	Disabled Adaptations to HRA stock	5. Housing	-20	-30	-40	-50	280	140	-20	-30	-40	-50	280	140	
8	Responsive Capital works	Modernisation works to Responsive Properties	5. Housing	-20	-10	-10	0	80	40	-20	-10	-10	0	80	40	
9	Void Capital Works	Modernisation works to Void Properties	5. Housing	-25	-30	-35	-40	125	-5	-25	-30	-35	-40	125	-5	
10	Structural	Major Structural works to HRA Properties	5. Housing					300	300					300	300	
11	Double Glazed Unit Replacement	Double Glazed Unit Replacement	5. Housing					20	20					20	20	
12	Housing Development Project No5	Housing Development Project No5	5. Housing	-233	0	0	0	0	-233	-233	0	0	0	0	-233	
13	Housing Development Project No8	Housing Development Project No8	5. Housing	18	0	0	0	0	18	18		0	0	0	18	
14	Housing Development Project No12	Housing Development Project No12	5. Housing	-901	0	0	0	0	-901	0	-50	-851	0	0	-901	
15	Housing Development Project No22	Housing Development Project No22	5. Housing	431	0	0	0	0	431	431	0	0	0	0	431	
16	Housing Development Project No23	Housing Development Project No23	5. Housing	431	0	0	0	0	431	0	0	431	0	0	431	
17	Housing Development Project No35	Housing Development Project No35	5. Housing	-1,003	0	0	0	0	-1,003	0	-103	-900	0	0	-1,003	
18	Housing Development Project No52	Housing Development Project No52	5. Housing	6	0	0	0	0	6	6	0	0	0	0	6	
19	Housing Development Project No54	Housing Development Project No54	5. Housing	5	0	0	0	0	5	5	0	0	0	0	5	
20	Housing Development Project No55	Housing Development Project No55	5. Housing	505	0	0	0	0	505	505	0	0	0	0	505	
21	Housing Development Project No57	Housing Development Project No57	5. Housing	300	0	0	0	0	300	0	300	0	0	0	300	
22	Housing Development Project No58	Housing Development Project No58	5. Housing	300	0	0	0	0	300	0	300	0	0	0	300	
23	Housing Development Project No59	Housing Development Project No59	5. Housing	-300	0	0	0	0	-300	0	0	0	-300	0	-300	
24	Housing Project Buy Back	Right To Buy, Buy Backs	5. Housing	2,000				1500	3,500	500	500	500	500	1,500	3,500	
25	MDH Depot Relocation	MDH Depot Relocation	5. Housing	3,000	0	0	0	0	3,000	1,000	2,000	0	0	0	3,000	
26	HRA Development Strategy	HRA Development Strategy	5. Housing	-30,000					-30,000			-15,000	-15,000		-30,000	
27	Housing Development Project No60	Housing Development Project No60	5. Housing	32,000	0	0	0	0	32,000	3,000	14,000	15,000	0	0	32,000	
				9,524	-70	-85	-75	3,665	12,959	5,797	17,477	-305	-14,275	4,265	12,959	

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Report for: Cabinet

Date of Meeting:	4 November 2025
Subject:	2025/26 QUARTER 2 BUDGET MONITORING
Cabinet Member:	Cllr John Downes, Cabinet Member for Governance, Finance and Risk
Responsible Officer:	Andrew Jarrett, Deputy Chief Executive (S151)
Exempt:	N/a
Wards Affected:	All
Enclosures:	Appendix A – General Fund Summary Appendix B – General Fund Service Variances Appendix C – Employee Cost Summary Analysis Appendix D – Income Summary Analysis Appendix E – HRA Summary and detail variances Appendix F – Capital Programme Summary

Section 1 – Summary and Recommendation(s)

To present the forecast Outturn position for the General Fund, Housing Revenue Account and Capital Programme for the financial year 2025/26.

Recommendation(s):

1. The Cabinet are asked to:

- a) **Note the financial monitoring information for the income and expenditure for the three months to 30 September 2025 and the projected outturn position;**
- b) **Recommend to Full Council the increase to the Capital Programme of £526k in respect of additional Grant funding received (£276k – see par 5.3) and extra budget to further increase the HRA Housing Stock (£250k – see para 5.5)**
- c) **Delegated approval is sought for the Head of Housing and Health in association with the Deputy Chief Executive (S151) to dispose of a derelict social house which is uneconomic to renovate, and where there**

is no need for such a home and use the capital receipt generated to reinvest in the provision of additional social housing- see para 5.6.

- d) **Note the use of Waivers and Direct Awards for the Procurement of goods and services as included in Section 7;**
- e) **Note the performance achieved in respect of resolving the Social Rent errors within our direct control and recognise the impact of the delays in responses from partner organisations, as outlined within Section 8;**
- f) **Note the update on future funding given in paragraphs 9.2.**

Section 2 – Report

1.0 Introduction

- 1.1 This report contains information relating to the Council's overall financial performance for the 2025/26 financial year. Monitoring the Budget is an important part of the Council's performance management framework. The aim is to keep a tight control on spending on services within a flexible budget management framework.
- 1.2 The purpose of this report is to highlight to Cabinet the current financial status and the likely reserve balances at 31 March 2026. It encompasses the General Fund, the Housing Revenue Account (HRA), and Capital Programme. The detail underpinning these projections is included within the body of report in the following sections / appendices:
 - The projected General Fund outturn position for 2025/26 (**Section 3 + Appendices A to D**);
 - The projected HRA Outturn position for 2025/26 (**Section 4 + Appendix E**);
 - The projected Capital Outturn position for 2025/26 (**Section 5 + Appendix F**);
 - Collection Fund (**Section 6**);
 - Procurement Waivers (**Section 7**)
 - Social Rent Update (**Section 8**).
- 1.3 Favourable variances generating either increased income or cost savings are expressed as credits (negative numbers), whilst unfavourable overspends or incomes below budget are debits (positive numbers). Any variance against the agreed budget will impact on the Council's reserves. This monitoring focuses on significant budget variances (+/- £20k), including any remedial action where necessary leading to an estimated overall Outturn position.
- 1.4 The Council's financial position will be constantly reviewed to ensure its continued financial health and delivery of excellent Value for Money.
- 1.5 Members should note that officers have also identified areas where some unbudgeted expenditure can be mitigated using earmarked reserves. Therefore, this is shown in Appendix A within the individual service areas enabling clarity on the overall forecast outturn variance that will affect General Reserves.

- 1.6 This report also includes Section 7, which updates Members on the use of Procurement Waivers and Direct Award Contracts during this quarter. A procurement waiver is where contract procedure regulations have not been applied due to exceptional circumstances, such as urgency of the goods/services being required, or the specialist nature of the goods/services where there is no effective competition to provide it. A direct contract award through a framework agreement is when a contract is awarded to a pre-qualified supplier on the framework for various goods, services, or works.

2.0 Executive Summary of 2025/26

- 2.1. The report indicates a projected General Fund Outturn variance of £156k overspend and a HRA outturn variance of £745k overspend. In respect of the Capital Programme, there is forecast spend of £26,282k against the deliverable budget of £41,860k, leaving forecast variances of £3,966k under spend, £2,379k overspend and slippage of £13,874k across various projects, with £117k no longer required. However, it should be noted that at only halfway through the financial year, further movement in the projected outturn position is possible. That this early within the financial year it is difficult to identify trends and robustly forecast the future year-end position.
- 2.2. The Council has continued to struggle to recruit to some key vacancies, particularly within Waste, Finance, Legal and Planning Enforcement, which has continued the above budget spend on agency staff, costing nearly £140k above the salary savings. However, recruitment and sickness remain close to that experienced in the last financial year.
- 2.3. Overall income is below target with several service areas slightly down. The prevailing economic conditions continue to impact Planning and Building Control income. Waste and Recyclate income is behind expectations due to lower tonnages and lower sales prices per tonne. The only service exceeding budget expectations is Leisure which continues to show the good growth in membership numbers.
- 2.4. If the forecast level of overspend is delivered, this will indicatively decrease the General Reserve balance to £1,868k, below the agreed minimum £2m balance. This position will be reviewed at year end where we reflect on levels of reserves and the significant uncertainty of central government changes to core funding, plus any short-term implications of preparing for Local Government Reform / Devolution.

3.0 The General Fund

- 3.1. The forecast General Fund over spend for the current year is £156k after transfers to and from earmarked reserves. A summary explanation of these key variances is shown in **Appendix A**, service by service. **Appendix B** also

provides the detail of the key variances and those above £20k (+ or -) at individual service level to enable full transparency of the position. Similarly, within **Appendix F** (Capital Programme) the detail of the key variances at individual project level are included.

- 3.2. The table below shows the overall Budget, Forecast and Variance, summarised for 2025/26.

Table 1 – General Fund Summary

Financial Summary for 2025/26	2025/26 Budget	2025/26 Forecast After EMRs	2025/26 Variance After EMRs
	£	£	£
Total Net Cost of Services	14,163,370	14,189,645	26,275
Other Income and Expenditure	(19,070)	110,930	130,000
Total Net Budgeted Expenditure	14,144,300	14,300,575	156,275
Total Funding	(14,144,300)	(14,144,300)	0
Net Income and Expenditure	0	156,275	156,275

- 3.3. The current incomes from our major fee income streams are shown in **Appendix C**. It shows that the full year forecast Income variance is £120k below budget, although overall is up year-on-year. Leisure income continues to show the good growth in membership numbers, although this is slightly lower than reported in Qtr 1. Planning income remains low following the trend experienced in the previous year, with a worsening position being recorded within Building Control. Garden Waste and Recyclate income is down due to lower tonnages and lower sales prices per tonne. However, this is offset by the increase in the 2024/25 Devon Shared Savings which has been confirmed as £93k higher than the initial prudent projection, reflecting the increase in recycling performance. Car Parking Permit income is also behind the ambitious budget set. Other main income streams broadly track the budget at this stage in the year.
- 3.4. The current employee costs are shown at **Appendix D**. It shows a full year forecast under spend of £517k, after considering the £282k vacancy target included within Corporate Management (with the actual savings shown against the respective service areas). Notable savings are being made in Corporate Management relating to delays in recruiting to the planned apprenticeship scheme, and due to vacancies within Property, Finance, Legal and Democratic Services, Waste, Leisure and Economic Development / Planning. The only service with any notable overspend is Revenues and Benefits and these additional costs will be covered by Earmarked Reserves. To cover some of the longer-term vacancies, Finance, Legal and Waste have required the use of agency staff to ensure services are delivered. However, the cost of the agency staff exceeds the corresponding underspends on the service's staffing establishment, giving an overall net pressure of nearly £140k on General Fund staffing. All vacancies are fully reviewed to consider if the position can be removed permanently or temporarily managed without.

- 3.5. The table below shows the opening position of key reserve balances of the Council, the forecast in year movements and final predicted position at 31 March 2026:

Table 2 – Summary of Key Reserves

Usable Reserves	Actual 31/03/2025	Forecast In Year Movement	Forecast 31/03/2026
REVENUE	£000's	£000's	£000's
General Fund (See above)	(2,025)	156	(1,868)
GF Earmarked Reserves	(15,806)	(580)	(16,386)
Housing Revenue Account (Section 4)	(455)	745	290*
HRA Earmarked Reserves	(20,327)	0	(20,327)

* Note that should the HRA overspend not be mitigated to a level that could be covered by the existing HRA Reserve, an additional draw on the Housing Maintenance Reserve would be required.

- 3.6. However, the actual reserves will be increased or decreased by the surplus or deficit generated in the year.

4.0 Housing Revenue Account (HRA)

- 4.1. This is a ring-fenced reserve in respect of the Council's housing landlord function. It is increased or decreased by the surplus or deficit generated on the HRA in the year. The forecast year-end budget position has changed since the Qtr 1 position and is now forecast as a net deficit of £745k. An explanation of the key variances and those above £20k + or -) are highlighted within **Appendix E**.

- 4.2. The main variances relate to:

- £55k Net income below budget – lost rent due to voids;
- (£228k) Salary underspend resulting from vacancies;
- £43k Unbudgeted post for fixed-term staff dealing with rent correction refunds;
- £62k Reduction in treasury income due to increases in internal borrowing leading to reduced cash balances;
- £512k Increased spend on contractors and materials across Housing Operations, following above inflationary costs for materials, high void numbers and rising void costs. Some contractors spend is front loaded and will be refined over the remainder of the year; and
- £295k increase in Premises Insurance premium following the last tender. The previous contract had protected us from a large proportion of this increase due to the contract terms.

4.3. Clearly with a forecast overspend position, the service is considering how it can mitigate this as far as possible, with the following opportunities being considered:

- Review and reprofile contractor spend due to some front loading of costs (setup costs for example);
- Review void staffing resources to reduce future contractor spend and wider ongoing recruitment to vacant positions currently covered by contractors. This can partially be achieved through the increase in the number of apprentices within the service (8no.), enabling the service to grow from within.
- As highlighted within the general fund variance within Financial Services, the need for agency staff has significantly increased the cost of providing financial support to the service. Further recruitment should stem this cost;
- Review of procurement for new works and the ongoing contract renewal to limit inflationary price rises; and
- Additional income to offset expenditure including private sector recovery of adoptions costs.

4.4. The review of the above matters will also feed into the ongoing review of the 2026/27 budget and future MTFP. In the longer-term rent convergence and the higher than forecast inflation can also increase income, matching the higher costs we are experiencing. In addition, over time, the introduction of the new homes, will reduce the overall maintenance costs.

4.5. As highlighted above, should the overspend not be sufficiently mitigated to be covered by the existing HRA Reserve, a draw will be required from the Housing Maintenance Reserve, which currently has over £12m. A significant proportion of this is assigned to help funding the re-provision of social housing, but an element could be redirected if required.

5.0 Capital Programme

5.1. The Capital Quarter 2 summary is attached as **Appendix F** to this report. The actual and forecast spend for 2025/26 amounts to £26,282k, leaving a variance against the revised 2025/26 Deliverable Capital Programme of (£15,578k). Of which, £3,966k is an under spend, £2,379k is an overspend, £117k is no longer required and £13,874k will slip into future years.

5.2. General Fund Project Variances

5.2.1. £2,394k Slippage – The forecast slippage is largely from the delays to the Cullompton Town Centre Relief Road, with construction works due to begin in 2026/27. There is also delays to scoping the planned solar projects, although soft market testing is about to begin. There are several other smaller projects

in the scoping phase that is likely to result in delays, including three where MDDC is not the lead.

5.2.2. £1,585k Overspends – The Public Sector Decarbonisation Scheme (PSDS) works at Culm Valley and the CHP and Battery Storage project at Exe Valley exceed the grants awarded, leading to larger contributions required from the Council. The forecast cost of the new waste baler is also likely to be higher than original forecast. An additional HMO purchase is due to complete and renovation due to commence, funded from LAHF3 grant funding. Further spend on fire safety works is also shown as an overspend although the budget is included with the revenue budget, so the costs will be transferred to revenue.

5.2.3. £3,485k Underspends – The majority of the under spend relates to the waste depot being remodelled rather than a new depot being purchased and built. The approval of the proposals by Cabinet in July will enable the existing depot to be expanded and be fit for the medium term, along with meeting the new Environment Agency permitting requirements. Furthermore, the provisional allocation for the EPR has recently been increased by over £450k, meaning that less of these works will be funded through internal sources. There are also underspends on some projects where the scope has changed, or savings have been achieved through procurement. Vehicle leasing costs have been lower than forecast as the existing vehicles have lasted longer than projected.

5.2.4. £95k No Longer Required – The waste depot remodelling budget also includes the replacement of the diesel tank, which was previously included separately.

5.3. A recommendation is included to increase the 2025/26 deliverable budget by £276k reflecting the additional grant received since the budget was set. This constitutes £64,277k for year 4 of the Shared Prosperity Fund SPF and £211,536 for year 3 of the Rural England Prosperity Fund.

5.4. Housing Revenue Account – Projects

5.4.1. £11,480k Slippage – There are a few delays on the HRA housing developments due to delays in procurement, planning, or following receiving no bids for tenders. Some projects will not commence until 2026/27 as a result.

5.4.2. £794k Overspends – increased work in respect of Modernisation Works and Renewables account for most of the overspend. There is an overspend on a development project due to amendments to S278 streetlighting and additional drainage works. The cost of finalising a development that overran into 2025/26 makes up the remainder.

5.4.3. £480k Underspends – much of the underspend relates to projects being accelerated, meaning more of the spend was incurred in prior years. Another saving is due to the purchase of diesel vehicles rather than the electric vehicles

budgeted for, this is due to the vehicles not being compatible with operational demands. Alternatives are being considered for future vehicle replacement to ensure we continue to meet our carbon reduction targets.

- 5.4.4. £22k No Longer Required – The initial scoping budget for one of the development projects is not required as the project is deemed unviable.
- 5.5. A recommendation is included to increase the 2025/26 deliverable budget by £250k for the purchase of additional Right-to-buy buybacks. This is by far the most cost-effective way to increase the overall HRA stock. This additional budget would likely enable the purchase of a further 2 units.
- 5.6. Within the housing stock, there is single semi-detached unit in significant disrepair and requires substantial investment to bring it back to a decent homes standard and is therefore considered unviable. Furthermore, there is no assessed need for a property of this size within the village, so there is no justification for undertaking to upgrades. Therefore, on balance, it is recommended to dispose of the asset and reinvest the capital receipt in adding additional units to the stock where the need exists. Corporate Strategic Asset Advisory Group (CSAG) considered the disposal of a derelict HRA unit and recommended that Cabinet approve its disposal.

6.0 The Collection Fund

- 6.1. Mid Devon is a Collection Authority for Council Tax and Non-Domestic Rates, and as such, is required to produce a Collection Fund Account for the Mid Devon area.
- 6.2. The Council collects Council Tax on behalf of Devon County Council, Devon Fire and Rescue Service, Devon & Cornwall Police and the Town/Parish Councils. The forecast Council Tax collection rate for 2025/26 is 97.5% and is currently on target to achieve this. In addition, growth in the Taxbase is strong which will increase the value collected and an initial estimate of an overall £720k surplus is projected, with £93k being MDDC's share.
- 6.3. The Non-Domestic Rates collection rate is forecast to be 98.0% for 2025/26 (99.8% in 2024/25). At Qtr 2, the collection rate is a little lower (2.16%) than the exceptional performance in 2024/25. This indicates an overall deficit at the year end of approximately £650k, with £260k being MDDC's share.

7.0 Procurement

- 7.1. Procurement Waivers

7.1.1. In exceptional circumstances, there are sometimes justifiable reasons to act outside the Public Contracts Regulations 2015 / Procurement Act 2023. These include the following reasons:

- I. The work, goods or materials are urgently required, and loss would be entailed by delay arising from advertising;
- II. The work, goods or materials required are of such special nature that no advantage would accrue by inviting competitive tenders;
- III. There is no effective competition for the goods or materials required by reason of the fixing of prices under statutory authority or that such goods or materials are patented or proprietary articles or materials;
- IV. Transactions, which, because of special circumstances, may (either individually or as a class) be excepted from time to time by the Cabinet of the Council.

In such circumstances, prior written approval of the Deputy Chief Executive (S151) is required and Cabinet will be informed.

7.1.2. There were no waivers raised during this quarter.

7.2. Direct Awards via Frameworks

7.2.1. Framework agreements are agreements between one or more buyers and suppliers, setting out the terms for contracts to be awarded over a specific period. Frameworks can be used to establish pre-qualified suppliers for various goods, services, or works and offer a streamlined process for buyers to award contracts without needing to conduct a full procurement process each time. The following is a summary of the contracts awarded during this quarter through this route:

Contract Reference No.	Value (inc VAT)	Contract name / Supplier	Start date	Framework
MDDC202507-003	£107k	Business Continuity / Disaster Recovery Contract - Wavenet	12 July 2025 – 11 July 2028	Crown Commercial Framework
MDDC202506-010	£25K	Risk Ledger Service Subscription - Risk Ledger Ltd	18 August 2025 – 17 August 2028	CCS G-Cloud

8.0 Social Rent Error Correction Update

8.1. As previously advised, there was an underlying error identified within the historic calculation of Social Rents. The calculation was corrected, and independently verified, with correct charges raised since February. The process of identifying the corrections and processing refunds has been ongoing since that point. Note, under charges are not being recovered.

8.2. The process of refunding is complex, as there is a mix of tenants who also receive either Housing Benefit (HB) or Universal Credit (UC) or both, those in receipt of UC (rent element) are outside of the control of the Council. Therefore,

focus to date has been on those tenants that do not receive UC and Housing Benefits. Payments made are net of any arrears and include compensation as appropriate. At the time of writing (as at 17/10/2025), over 150 refunds have been issued to tenants with a value of over £165k.

- 8.3. Work is now completed on the non-benefit cases and Housing benefit cases, refunds have been issued since 11 July. The Council await advice from Department of Work and Pensions on how they wish to treat the Universal Credit cases. An update is expected in early November, if they issue a working solution the corrections will commence.
- 8.4. The council continues to communicate through a range of mechanisms to ensure all applicable tenants are fully aware of their position and the steps being taken. This includes drop-in sessions within the three main towns, as well as letters, calls, home visits and through our website. Members will continue to receive periodic updates. The regulator is also fully engaged and kept informed, with the next planned meeting scheduled for 13 November.

9.0 Conclusion

- 9.1. Members are asked to note the Revenue and Capital Outturn figures for the financial year 2025/26 along with the use of procurement waivers and direct award contracts during the quarter. We continue to closely monitor the financial position and amend our expectations accordingly.
- 9.2. Whilst this report clearly focuses on the financial performance vs budget for 2025/26, it is worth clarifying to members that at this time there remains no further clarity on the future funding position from that reported in previous Medium Term Financial Plan / Budget update reports. It is understood that a policy statement could be issued shortly, but it is not known what this might contain, or whether it will be beneficial in enabling any more refinement to the council's forecast position. Officers, the DCN and other representative bodies continue to press Government for early, and full clarification.

Financial Implications

Good financial management and administration underpin the entire document. A surplus or deficit on the Revenue Budget will impact on the Council's General Fund balances. The Council's financial position is constantly reviewed to ensure its continued financial health.

Legal Implications

The Local Government Finance Act requires the Council to take steps to ensure that the Council's expenditure does not exceed the resources available. The Council is also required (by its Constitution and Financial Rules) to secure a balanced budget and also to provide certain services. Regular financial monitoring by the Executive helps ensure that the Council is able to meet these statutory 1992 obligations.

Risk Assessment

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

Members will be aware that the Council continues to face a financially difficult and uncertain future. As such, the Strategic Risk Register (monitored by Audit Committee) includes a specific risk relating to this issue (CR7).

Impact on Climate Change

The General Fund, Capital Programme and the Housing Revenue Account all contain significant investment in order to work towards the Council's Carbon Reduction Pledge.

Equalities Impact Assessment

No equality issues identified for this report

Relationship to Corporate Plan

The financial resources of the Council impact directly on its ability to deliver the Corporate Plan prioritising the use of available resources in 2025/26. The Monitoring Report indicates how the Council's resources have been used to support the delivery of budgetary decisions.

Section 3 – Statutory Officer sign-off/mandatory checks

Statutory Officer: Andrew Jarrett

Agreed by or on behalf of the Section 151

Date: 27/10/2025 via Leadership Team meeting

Statutory Officer: Maria De Leburne

Agreed on behalf of the Monitoring Officer

Date: 27/10/2025 via Leadership Team meeting

Chief Officer: Stephen Walford

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

Date: 27/10/2025 via Leadership Team meeting

Performance and risk: Dr Stephen Carr

Agreed on behalf of the Corporate Performance & Improvement Manager

Date: 22/10/2025

Cabinet member notified: Yes

Section 4 - Contact Details and Background Papers

Contact: Paul Deal, Corporate Manager for Finance, Property and Climate Change

Email: pdeal@middevon.gov.uk

Telephone: 01884 23(4254)

Background papers: 2025/26 Budget Report to Cabinet / Full Council
2025/26 Qtr 1 Budget Monitoring Report.

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GENERAL FUND FINANCIAL MONITORING FOR THE PERIOD 01 APRIL TO 30 SEPTEMBER 2025

General Fund Summary 2025/26	Appendix B Note Ref	Annual Budget	P6 Actual	Full Year Forecast	Full Year Variance (0 = On budget)	Transfer To/(From) Earmarked Reserves	Variance after EMRs	Full Year Variance (0 = On budget)	
		£	£	£	£	£	£	%	
Cllr Luke Taylor (Leader)									
Corporate Management	GF1a	1,596,140	782,393	1,765,640	169,500	0	169,500		10.6%
Cllr Jane Lock									
Commercial Estate	GF2a	(354,890)	(312,540)	(334,890)	20,000	0	20,000		-5.6%
Property Services	GF2b	1,821,350	805,086	1,656,350	(165,000)	0	(165,000)		-9.1%
Community Alarms	GF2c	(7,060)	12,060	(2,960)	4,100	0	4,100		-58.1%
Homelessness & Rough Sleeping	GF2d	(411,510)	(613,172)	(411,510)	0	0	0		0.0%
Housing Options	GF2e	548,570	287,718	548,570	0	0	0		0.0%
Cllr John Downes									
Financial Services	GF3a	923,150	458,479	1,039,425	116,275	0	116,275		12.6%
Revenues & Benefits	GF3b	997,810	1,623,500	1,100,810	103,000	(60,000)	43,000		4.3%
Performance Management	GF3c	78,300	39,193	78,300	0	0	0		0.0%
Electoral Services	GF3d	205,450	92,753	205,450	0	0	0		0.0%
Cllr Matt Fletcher									
People Services	GF4a	633,420	348,645	633,420	0	0	0		0.0%
Communications	GF4b	124,430	61,425	124,430	0	0	0		0.0%
Legal & Democratic Services	GF4c	980,760	515,490	1,008,760	28,000	0	28,000		2.9%
IT Services & Digital Transformation	GF4d	1,669,220	998,597	1,639,220	(30,000)	30,000	0		0.0%
Cllr Josh Wright									
Car Parks	GF5a	(801,090)	(310,998)	(761,090)	40,000	0	40,000		5.0%
Street Scene	GF5b	1,173,290	580,832	1,161,290	(12,000)	(26,000)	(38,000)		-3.2%
Waste Services	GF5c	1,538,260	2,070,504	1,253,660	(284,600)	285,500	900		0.1%
Fleet Management	GF5d	58,220	30,543	58,220	0	0	0		0.0%
Parks & Open Spaces	GF5e	201,520	98,466	231,520	30,000	0	30,000		14.9%
Bereavement Services	GF5f	(97,860)	(3,138)	(67,860)	30,000	0	30,000		30.7%
Environmental Enforcement	GF5g	191,440	114,802	201,440	10,000	(10,000)	0		0.0%
Recreation & Sport	GF5h	907,940	997,653	727,940	(180,000)	0	(180,000)		-19.8%
Customer Services	GF5i	716,040	346,766	716,040	0	0	0		0.0%
Cllr Steve Keable									
Economic Development	GF6a	424,020	141,437	435,020	11,000	(46,000)	(35,000)		-8.3%
Planning	GF6b	845,960	375,803	843,460	(2,500)	(55,000)	(57,500)		-6.8%
Pannier Market	GF6c	45,950	30,136	65,950	20,000	0	20,000		43.5%
Cllr David Wulff (Deputy Leader)									
Licensing	GF7a	42,000	29,090	42,000	0	0	0		0.0%
Public Health	GF7b	788,910	(118,026)	788,910	0	0	0		0.0%
CCTV	GF7c	42,730	15,718	42,730	0	0	0		0.0%
Cllr Natasha Bradshaw									
Climate change	GF8a	272,750	87,936	272,750	0	0	0		0.0%
Flood Defence and Land Drainage	GF8b	26,030	44	26,030	0	0	0		0.0%
Cllr Gwen Duchesne MBE									
Emergency Planning	GF9a	55,250	31,874	55,250	0	0	0		0.0%
Community Grants	GF9b	120,230	120,240	120,230	0	0	0		0.0%
All General Fund Services		15,356,730	9,739,309	15,264,505	(92,225)	118,500	26,275		0.2%
Net recharge to HRA	GFa1	(2,050,250)	0	(2,050,250)	0	0	0		0.0%
Statutory Adjustments (Capital charges)	GFa2	856,890	0	856,890	0	0	0		0.0%
Net Cost of Services		14,163,370	9,739,309	14,071,145	(92,225)	118,500	26,275		0.2%
Interest Payable	GFb1	295,520	0	295,520	0	0	0		0.0%
Interest Receivable	GFb2	(776,470)	(306,628)	(646,470)	130,000	0	130,000		-16.7%
Transfers into Earmarked Reserves	GFb3	2,224,720	2,224,720	2,708,220	483,500	(483,500)	0		0.0%
Transfers from Earmarked Reserves	GFb4	(1,762,840)	(1,762,840)	(2,127,840)	(365,000)	365,000	0		0.0%
Net Non-Service Costs		(19,070)	155,252	229,430	248,500	(118,500)	130,000		-681.7%
Total Budgeted Expenditure		14,144,300	9,894,561	14,300,575	156,275	0	156,275		1.1%
FUNDED BY:									
Business Rates									
Retained Business Rates	GFc1	(5,061,190)	768,196	(5,061,190)	0	0	0		0.0%
Business Rates Prior Year (Surplus)/Deficit	GFc2	(18,140)	247,290	(18,140)	0	0	0		0.0%
Council Tax									
Council Tax	GFd1	(7,348,850)	2,701,845	(7,348,850)	0	0	0		0.0%
Council Tax Prior Year (Surplus)/Deficit	GFd2	(123,160)	0	(123,160)	0	0	0		0.0%
Un-Ringfenced Grants									
New Homes Bonus Grant	GFe1	(498,150)	(249,074)	(498,150)	0	0	0		0.0%
Rural Services Delivery Grant	GFe3	0	0	0	0	0	0		0.0%
Other Grants	GFe4	(215,360)	(147,160)	(215,360)	0	0	0		0.0%
Services Grant	GFe5	0	0	0	0	0	0		0.0%
Revenue Support Grant	GFe6	(139,800)	(72,696)	(139,800)	0	0	0		0.0%
Funding Guarantee Grant	GFe7	(739,650)	(369,827)	(739,650)	0	0	0		0.0%
Total Budgeted Funding		(14,144,300)	2,878,574	(14,144,300)	0	0	0		0.0%
Forecast in year (Surplus) / Deficit		0	12,773,135	156,275	156,275	0	156,275		
General Fund Reserve 31/03/24							(2,024,580)		
Forecast General Fund Balance 31/03/2025							(1,868,305)		

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GENERAL FUND FINANCIAL MONITORING FOR THE PERIOD 01 APRIL TO 30 SEPTEMBER 2025

Service Variances			Gross Full Year Variance £	EMR Transfer To/(From)	PDG
Description of Major Movements or those above £20k					
GF1A	Corporate Management	Salary savings due to unfilled corporate apprentice positions	(112,500)	0	Cabinet
GF1A	Corporate Management	Vacancy target - salary savings included within specific service lines	282,000	0	Cabinet
GF2A	Commercial Estate	Rental shortfall due to vacant shop unit in Fore Street	20,000	0	Economy & Assets
GF2B	Property Services	Contractual dispute settlement - unlocking additional income over medium term	55,000	0	Economy & Assets
GF2B	Property Services	Forecast saving from maintenance budget	(170,000)	0	Economy & Assets
GF2B	Property Services	Salary underspend due to vacant post	(50,000)	0	Economy & Assets
GF2C	Community Alarms	Net pressure on Careline installations and rentals	4,100	0	Homes Pdg
GF3A	Financial Services	Various smaller employee pressures	31,700	0	Cabinet
GF3A	Financial Services	Unbudgeted agency spend	(43,700)	0	Cabinet
GF3A	Financial Services	Unbudgeted agency spend	116,400	0	Cabinet
GF3A	Financial Services	Unbudgeted software upgrade costs	11,875	0	Cabinet
GF3B	Revenues & Benefits	Unbudgeted software costs	13,000	0	Cabinet
GF3B	Revenues & Benefits	Estimated unbudgeted council tax disregard for care leavers	30,000	0	Cabinet
GF3B	Revenues & Benefits	HSF officer to be covered by EMR	8,000	(8,000)	Cabinet
GF3B	Revenues & Benefits	New subsidy officer to be covered by EMR	25,000	(25,000)	Cabinet
GF3B	Revenues & Benefits	Maternity leave overlap to be covered by EMR	27,000	(27,000)	Cabinet
GF4C	Legal & Democratic Services	Salary savings due to vacancies	(128,000)	0	Cabinet
GF4C	Legal & Democratic Services	Salary savings due to maternity pay	(52,000)	0	Cabinet
GF4C	Legal & Democratic Services	Unbudgeted agency spend	198,000	0	Cabinet
GF4C	Legal & Democratic Services	Fees & Charges projected to underachieve	10,000	0	Cabinet
GF4D	IT Services & Digital Transformation	Payment Card Industry (PCI) certification delayed	(30,000)	30,000	Cabinet
GF5A	Car Parks	Shortfall in parking permit income	40,000	0	Economy & Assets
GF5B	Street Scene	Contracted vehicle maintenance extended to whole lease term (EMR Funded)	26,000	(26,000)	Service Delivery & Continuous Improvement
GF5B	Street Scene	Salary saving due to vacancies	(14,000)	0	Service Delivery & Continuous Improvement
GF5B	Street Scene	Fuel saving due to lower than budgeted price per litre	(24,000)	0	Service Delivery & Continuous Improvement
GF5C	Waste Services	Additional DEFRA pEPR payment	(453,500)	453,500	Service Delivery & Continuous Improvement
GF5C	Waste Services	Salary saving due to vacancies	(119,000)	0	Service Delivery & Continuous Improvement
GF5C	Waste Services	Additional agency costs to cover vacancies	94,000	0	Service Delivery & Continuous Improvement
GF5C	Waste Services	Contracted vehicle maintenance extended to whole lease term (EMR Funded)	118,000	(118,000)	Service Delivery & Continuous Improvement
GF5C	Waste Services	Fuel saving due to lower than budgeted price per litre	(77,000)	0	Service Delivery & Continuous Improvement
GF5C	Waste Services	Additional recycling officer posts to improve recycling collection rate	50,000	(50,000)	Service Delivery & Continuous Improvement
GF5C	Waste Services	Reduced income from recylcate due to lower tonnages and lower per per tonne	63,900	0	Service Delivery & Continuous Improvement
GF5C	Waste Services	Agency costs to cover maternity	12,000	0	Service Delivery & Continuous Improvement
GF5C	Waste Services	Increased vehicle hire to cover damaged vehicles	20,000	0	Service Delivery & Continuous Improvement
GF5C	Waste Services	Reduced number of garden waste permits	40,000	0	Service Delivery & Continuous Improvement
GF5C	Waste Services	Additional income from DCC Shared Savings Scheme for 2024-25	(93,000)	0	Service Delivery & Continuous Improvement
GF5C	Waste Services	Recycling credits reduced due to reduced tonnages and lower rate per tonne	100,000	0	Service Delivery & Continuous Improvement
GF5C	Waste Services	General maintenance underspend at Carlu Depot due to Capital expansion works	(40,000)	0	Service Delivery & Continuous Improvement
GF5E	Parks & Open Spaces	Additional Town / Parish contributions not yet confirmed	60,000	0	Service Delivery & Continuous Improvement
GF5E	Parks & Open Spaces	Underspend on project maintenance	(30,000)	0	Service Delivery & Continuous Improvement
GF5F	Bereavement Services	Cemetery income shortfall at the end of Q2	30,000	0	Service Delivery & Continuous Improvement
GF5G	Environmental Enforcement	Contracted vehicle maintenance extended to whole lease term (EMR Funded)	10,000	(10,000)	Service Delivery & Continuous Improvement
GF5H	Recreation & Sport	Salary savings due to vacancies	(50,000)	0	Service Delivery & Continuous Improvement
GF5H	Recreation & Sport	Increase in income due to high membership numbers	(60,000)	0	Service Delivery & Continuous Improvement
GF5H	Recreation & Sport	Increase in income from swimming lesson programme	(35,000)	0	Service Delivery & Continuous Improvement
GF5H	Recreation & Sport	Loss of wetside income due to refurbishment works taking longer than forecast	25,000	0	Service Delivery & Continuous Improvement

GENERAL FUND FINANCIAL MONITORING FOR THE PERIOD 01 APRIL TO 30 SEPTEMBER 2025

Service Variances			Gross Full Year Variance £	EMR Transfer To/(From)	PDG
Description of Major Movements or those above £20k					
GF5H	Recreation & Sport	Reduction in income due to loss of club bookings	20,000	0	Service Delivery & Continuous Improvement
GF5H	Recreation & Sport	Active Tiverton utility savings	(80,000)	0	Service Delivery & Continuous Improvement
GF6A	Economic Development	Salary savings due to vacancies	(35,000)	0	Economy & Assets
GF6A	Economic Development	Garden Village project to be covered by EMR	46,000	(46,000)	Economy & Assets
GF6B	Planning	Building Control partnership adjustment to reflect our share of staffing costs	56,500	0	Planning, Environment & Sustainability
GF6B	Planning	Building Control projected income is anticipated to underperform relative to budgeted expectations	50,000	0	Planning, Environment & Sustainability
GF6B	Planning	Enforcement salary savings due to vacancies	(130,000)	0	Planning, Environment & Sustainability
GF6B	Planning	Enforcement agency staff costs due to vacancies	130,000	0	Planning, Environment & Sustainability
GF6B	Planning	Planning income forecasted to be less than budget	20,000	0	Planning, Environment & Sustainability
GF6B	Planning	Forward Planning salary savings due to vacancies	(40,000)	0	Planning, Environment & Sustainability
GF6B	Planning	Building Control agency staffing costs currently are being paid by North Devon District Council. The costs will be split via partnership adjustment at year-end.	(144,000)	0	Planning, Environment & Sustainability
GF6B	Planning	Settlement agreed Tidcombe hall. To be covered by EMR	55,000	(55,000)	Planning, Environment & Sustainability
GF6C	Pannier Market	Market income forecast to be less than budget	20,000	0	Economy & Assets
Service Forecast (Surplus)/Deficit as at 31/03/2026			(92,225)	118,500	

Non-Service Variances			Gross Full Year Variance £	EMR Transfer To/(From)	PDG
Description of Major Movements or those above £20k					
GFB2	Interest Receivable	Reduction in treasury income due to increases in internal borrowing leading to reduced cash balances	130,000		
GFB3/4	Transfers to/from Earmarked Reserves	Net movements to/(from) Earmarked Reserves	118,500	(269,500)	
Non-Service Forecast (Surplus)/Deficit as at 31/03/2026			248,500	(269,500)	
Total Forecast (Surplus)/Deficit as at 31/03/2026			156,275	(151,000)	

GENERAL FUND FINANCIAL MONITORING FOR THE PERIOD 01 APRIL TO 30 SEPTEMBER 2025

Fees & Charges	Annual Budget	P6 Profiled Budget	P6 Actual	P6 Variance	Full Year Forecast Variation	
	£	£	£	£	£	%
Building Control Fees	(250,510)	(125,255)	(86,279)	38,976	50,000	-20%
Planning Fees	(1,058,000)	(529,000)	(665,659)	(136,659)	20,000	-2%
Land Search Fees	(101,220)	(50,610)	(53,877)	(3,267)	0	0%
Car Parking Fees - See Below	(1,082,610)	(499,487)	(495,051)	4,436	40,000	-4%
Leisure Fees & Charges	(3,731,970)	(1,837,695)	(1,715,291)	122,404	(50,000)	1%
Trade Waste Income	(1,090,000)	(603,080)	(635,503)	(32,423)	0	0%
Garden Waste	(855,000)	(405,087)	(389,038)	16,050	40,000	-5%
Licensing	(165,880)	(71,241)	(71,609)	(368)	0	0%
Market Income	(108,180)	(57,748)	(44,920)	12,828	20,000	-18%
	(8,443,370)	(4,179,204)	(4,157,227)	21,977	120,000	-1.4%

Car Parking Fees	Annual Budget	P6 Profiled Budget	P6 Actual	P6 Variance	Spaces	Budgeted Income per Space
	£	£	£	£		£
Beck Square, Tiverton	(84,740)	(43,217)	(44,577)	(1,359)	38	(2,230)
William Street, Tiverton	(48,040)	(23,540)	(20,940)	2,600	49	(980)
Westex South, Tiverton	(78,800)	(40,188)	(40,327)	(139)	49	(1,608)
Wellbrook Street, Tiverton	(12,820)	(6,923)	(6,868)	55	28	(458)
Market Street, Crediton	(50,420)	(25,714)	(27,374)	(1,660)	30	(1,681)
High Street, Crediton	(76,790)	(39,931)	(38,379)	1,552	190	(404)
Station Road, Cullompton	(47,850)	(24,404)	(23,575)	829	115	(416)
Multistorey, Tiverton	(183,780)	(97,403)	(97,051)	353	642	(286)
Market Car Park, Tiverton	(256,500)	(123,120)	(134,337)	(11,217)	124	(2,069)
Phoenix House, Tiverton	(15,530)	(5,901)	(7,910)	(2,009)	19	(817)
P&D Shorts & Overs	0	0	4	4	-	0
Total Pay and Display	(855,270)	(430,341)	(441,333)	(10,992)	1,284	(10,950)
Day Permits	(53,980)	(8,243)	0	8,243		
Allocated Space Permits	(107,570)	(33,846)	(13,602)	20,244		
Overnight Permits	(1,570)	(426)	(187)	239		
Day & Night Permits	(46,090)	(15,641)	(30,312)	(14,670)		
Other Income	(18,130)	(10,990)	(9,618)	1,372		
Total Permits	(227,340)	(69,146)	(53,719)	15,427		
Total Car Parking	(1,082,610)	(499,487)	(495,051)	4,436		
Standard Charge Notices (Off Street)	(69,850)	(36,322)	(30,798)	5,524		

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GENERAL FUND FINANCIAL MONITORING FOR THE PERIOD 01 APRIL TO 30 SEPTEMBER 2025

Employee Costs	Annual Budget	P6 Profiled Budget	P6 Actual	P6 Variance	Full Year Forecast Variation	
	£	£	£	£	£	%
General Fund						
Corporate Management	1,174,120	893,969	668,969	(225,000)	169,500	14.4%
Commercial Estate	0	0	0	0	0	0.0%
Property Services	788,840	394,420	372,734	(21,686)	(50,000)	-6.3%
Community Alarms	36,900	18,450	35,968	17,518	26,300	71.3%
Homelessness & Rough Sleeping	0	0	823	823	0	0.0%
Housing Options	600,060	300,030	299,134	(896)	0	0.0%
Financial Services	708,870	354,435	307,653	(46,782)	(75,600)	-10.7%
Revenues & Benefits	1,040,830	520,415	525,984	5,569	60,000	5.8%
Performance Management	77,930	38,965	39,037	72	0	0.0%
Electoral Services	135,980	67,990	67,327	(663)	0	0.0%
People Services	528,140	264,070	258,511	(5,559)	0	0.0%
Communications	108,820	54,410	59,309	4,899	0	0.0%
Legal & Democratic Services	577,630	288,815	216,703	(72,112)	(180,000)	-31.2%
IT Services & Digital Transformation	818,190	409,095	402,893	(6,202)	0	0.0%
Car Parks	0	0	0	0	0	0.0%
Street Scene	995,380	497,690	457,684	(40,006)	(14,000)	-1.4%
Waste Services	3,698,800	1,849,400	1,728,946	(120,454)	(69,000)	-1.9%
Fleet Management	52,570	26,285	27,055	770	0	0.0%
Parks & Open Spaces	17,540	8,770	8,283	(487)	0	0.0%
Bereavement Services	28,400	14,200	14,230	30	0	0.0%
Environmental Enforcement	173,520	86,760	86,838	79	0	0.0%
Recreation & Sport	2,753,840	1,376,920	1,363,841	(13,079)	(50,000)	-1.8%
Customer Services	684,810	342,405	335,830	(6,575)	0	0.0%
Economic Development	336,550	168,275	138,532	(29,743)	(35,000)	-10.4%
Planning	1,709,690	885,025	803,863	(81,162)	(113,500)	-6.6%
Pannier Market	78,370	39,185	37,223	(1,962)	0	0.0%
Licensing	177,460	88,730	56,788	(31,942)	0	0.0%
Public Health	774,020	387,010	372,271	(14,739)	0	0.0%
CCTV	0	0	0	0	0	0.0%
Climate change	60,960	30,480	59,014	28,534	0	0.0%
Flood Defence and Land Drainage	0	0	0	0	0	0.0%
Emergency Planning	47,650	23,825	23,874	49	0	0.0%
Community Grants	0	0	0	0	0	0.0%
Total General Fund	18,185,870	9,430,024	8,769,321	(660,703)	(331,300)	-1.8%
Housing Revenue Account						
Repairs & Maintenance	0	0	0	0	(200,000)	0.0%
Supervision & Management	0	0	0	0	14,200	0.0%
Total Housing Revenue Account	0	0	0	0	(185,800)	0.0%
Total Employee Costs	18,185,870	9,430,024	8,769,321	(660,703)	(517,100)	-2.8%

Agency Staff (within Employee costs)	Annual Budget	P6 Profiled Budget	P6 Actual	P6 Variance	Full Year Forecast Variation	
	£	£	£	£	£	%
General Fund						
Corporate Management	0	0	0	0	0	0.0%
Commercial Estate	0	0	0	0	0	0.0%
Property Services	0	0	0	0	0	0.0%
Community Alarms	0	0	0	0	0	0.0%
Homelessness & Rough Sleeping	0	0	0	0	0	0.0%
Housing Options	0	0	5,836	5,836	0	0.0%
Financial Services	0	0	99,438	99,438	180,000	0.0%
Revenues & Benefits	0	0	8,693	8,693	0	0.0%
Performance Management	0	0	0	0	0	0.0%
Electoral Services	0	0	0	0	0	0.0%
People Services	0	0	0	0	0	0.0%
Communications	0	0	0	0	0	0.0%
Legal & Democratic Services	0	0	110,129	110,129	198,000	0.0%
IT Services & Digital Transformation	0	0	0	0	0	0.0%
Car Parks	0	0	0	0	0	0.0%
Street Scene	21,160	10,580	15,102	4,522	0	0.0%
Waste Services	42,460	21,230	117,876	96,646	106,000	249.6%
Fleet Management	0	0	0	0	0	0.0%
Parks & Open Spaces	0	0	0	0	0	0.0%
Bereavement Services	0	0	0	0	0	0.0%
Environmental Enforcement	0	0	0	0	0	0.0%
Recreation & Sport	0	0	0	0	0	0.0%
Customer Services	0	0	0	0	0	0.0%
Economic Development	0	0	0	0	0	0.0%
Planning	144,000	71,999	59,293	(12,706)	(14,000)	-9.7%
Pannier Market	0	0	0	0	0	0.0%
Licensing	0	0	12,169	12,169	0	0.0%
Public Health	0	0	0	0	0	0.0%
CCTV	0	0	0	0	0	0.0%
Climate change	0	0	0	0	0	0.0%
Flood Defence and Land Drainage	0	0	0	0	0	0.0%
Emergency Planning	0	0	0	0	0	0.0%
Community Grants	0	0	0	0	0	0.0%
Total General Fund	207,620	103,809	428,536	324,727	470,000	226.4%
Housing Revenue Account						
BHO09 Repairs & Maintenance	0	0	3,208	3,208	0	0.0%
BHO10 Supervision & Management	0	0	0	0	0	0.0%
Total Housing Revenue Account	0	0	3,208	3,208	0	0.0%
Total Agency Costs	207,620	103,809	431,744	327,935	470,000	226.4%

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HOUSING REVENUE ACCOUNT FINANCIAL MONITORING FOR THE PERIOD 01 APRIL TO 30 SEPTEMBER 2025

Housing Revenue Account (HRA)	Note Ref	Annual Budget	P6 Actual	Full Year Forecast	Full Year Variance (0 = On budget)	Full Year Variance (0 = On budget)
		£	£	£	£	%
Income						
SHO01 Dwelling Rents Income	HRA1a	(15,075,680)	(7,281,489)	(14,956,480)	119,200	-1%
SHO04 Non Dwelling Rents Income	HRA1b	(494,920)	(287,436)	(532,220)	(37,300)	8%
SHO07 Leaseholders' Service Charges	HRA1c	(36,210)	(63,589)	(63,610)	(27,400)	76%
SHO08 Contributions Towards Expenditure	HRA1d	(125,500)	(70,371)	(125,500)	0	0%
SHO10 H.R.A. Investment Income	HRA1e	(320,000)	0	(258,000)	62,000	-19%
SHO11 Miscellaneous Income	HRA1f	(6,000)	(4,459)	(6,000)	0	0%
Services						
SHO13A Repairs & Maintenance	HRA2a	5,489,090	2,949,840	5,891,090	402,000	7%
SHO17A Housing & Tenancy Services	HRA2b	2,448,320	1,327,146	2,667,220	218,900	9%
Accounting entries 'below the line'						
SHO29 Bad Debt Provision Movement	HRA3a	150,000	0	150,000	0	0%
SHO30 Share Of Corporate And Democratic	HRA3b	177,590	91,408	184,990	7,400	4%
SHO32 H.R.A. Interest Payable	HRA3c	1,083,280	0	1,083,280	0	0%
SHO34 H.R.A. Transfers between earmarked reserves	HRA3d	864,110	0	864,110	0	0%
SHO37 Capital Receipts Reserve Adjustment	HRA3e	(20,800)	0	(20,800)	0	0%
SHO38 Major Repairs Allowance	HRA3f	2,892,700	0	2,892,700	0	0%
SHO45 Renewable Energy Transactions	HRA3g	(144,880)	27,585	(144,880)	0	0%
SHO36 Financing Of Capital Expenditure	HRA3h	1,068,650	0	1,068,650	0	0%
Recharges from General Fund		2,050,250	0	2,050,250	0	
		0	(3,311,365)	744,800	744,800	1 #DIV/0!

HRA Variances	Description of Major Movements or those above £20k	Gross Full Year Variance £
SHO01 Dwelling Rents Income	HRA1A Increased rent loss due to voids	234,900
SHO01 Dwelling Rents Income	HRA1A Increase in Affordable Rent properties	(115,700)
SHO04 Non Dwelling Rents Income	HRA1B 2025/26 budget reduction in line with historical trend not reflected in YTD income	(37,300)
SHO07 Leaseholders' Service Charges	HRA1C Increased income for Leaseholder service Charges	(27,400)
SHO10 H.R.A. Investment Income	HRA1E Reduction in treasury income due to increases in internal borrowing leading to reduced cash balances	62,000
SHO13A Repairs & Maintenance	HRA2A Increased spend on contractors and materials across Housing Operations. Above inflationary costs for materials, high void numbers and rising void costs. Some contractor spend is front loaded and will be refined over the remainder of the year.	511,500
SHO13A Repairs & Maintenance	HRA2A Salary underspends expected due to vacant posts	(112,300)
SHO17A Housing & Tenancy Services	HRA2B Premises insurance increase following retender	295,200
SHO17A Housing & Tenancy Services	HRA2B Salary underspends expected due to vacant posts	(116,000)
SHO17A Housing & Tenancy Services	HRA2B Unbudgeted post for fixed-term staff dealing with rent correction refunds	42,500
SHO30 Share Of Corporate And Democratic	HRA3B Superannuation back-funding requirement greater than budgeted	7,400
Forecast (Surplus)/Deficit as at 31/03/2026		744,800

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Ref	Manager	Area	Project Title	Project Spend in Prior Years	Total Budgeted Capital Programme 2025/26 Onwards	Original Deliverable Programme 2025/26	Actual Expenditure Q1 - Q2	Forecast Spend Q3 - Q4	Total Actual & Forecast Expenditure	Variance	Variance Type	Explanation of Variances Over £10k
				£'s	£'s	£'s	£'s	£'s	£'s	£'s		
GF1012	Andy Mackie	Leisure	Reception infrastructure	-	160,000	160,000	-	28,000	28,000	- 132,000	Underspend	Scope of project has changed since budget was set
GF1051	Andy Mackie	Leisure	CVSC - Remodelling of Ground Floor	-	204,000	30,000	-	-	-	- 30,000	Slippage	In discussion with school about changes to building layout to better facilitate dual use - likely to be required in 2026/27
GF1008	Andy Mackie	Leisure	All leisure sites replacement management/site access system (Hardware Element)	-	200,000	200,000	-	120,000	120,000	- 80,000	Underspend	Procurement exercise has resulted in lower cost than originally estimated
GF1031	Will Styles	Other MDDC Buildings	Building Mgmt System for Heating Control	2,970	100,000	100,000	-	100,000	100,000	-		This is currently being scoped
GF1061	Tim Powell	Other MDDC Buildings	Depot Development - Waste & Recycling	23,140	3,727,000	3,727,000	-	750,000	750,000	- 2,977,000	Underspend	Hanger extension now incuded within lease agreement. Original budget was to buy & build a new depot. Cabinet agreed to extend and remodel the existing depot, therefore spend significantly reduced. £1,000k to be slipped to 2026/27 to cover capitalisation of hanger extension.
GF1041	Adrian Welsh	HIF	CA719 Cullompton Town Centre Relief Road (HIF)	3,666,006	30,302,000	5,002,000	47,950	4,040,189	4,088,139	- 913,861	Slippage	Construction works due to begin 2026/27. Forecast doesn't include any allowance for contingency spend.
GF1057	Steve Densham	Other	West Exe South - Remodelling - additional parking spaces	-	90,000	90,000	-	-	-	- 90,000	Slippage	Options currently being assessed
GF1053	Steve Densham	Other	Open Space Infrastructure (incl Play Areas)	-	35,000	35,000	-	5,000	5,000	- 30,000	Slippage	Details to be agreed with Environemnt Agency and subject to planning
GF1065	Brian Trebilcock	Other	Server farm expansion/upgrades & UPS replacements	-	103,000	73,000	- 5,225	78,000	72,775	- 225	Underspend	
GF1058	Steve Densham	Other	Land drainage flood defence schemes - St Marys Hemyock	-	50,000	50,000	-		-	- 50,000	Slippage	The Environment Agency are leading on this project - timeframe unknown
GF1059	Steve Densham	Other	Land drainage flood defence schemes - Ashleigh Park Bampton	-	87,000	87,000	-		-	- 87,000	Slippage	The Environment Agency are leading on this project - timeframe unknown
GF1110	Will Styles / Andy Mackie	Leisure	Wetside resin floor replacement	-	143,000	143,000	147,837		147,837	4,837	Overspend	
GF1111	Will Styles / Andy Mackie	Leisure	Wetside resin floor replacement	-	52,000	52,000	51,714		51,714	- 286	Underspend	
GF1121	Steve Densham	Leisure	Replacement skate park (poss relocation)	-	350,000	200,000	-	5,000	5,000	- 195,000	Slippage	Long lead project with stakeholder engagement. Spend for consultancy and planning application pending construction
GF1027	Will Styles	Other MDDC Buildings	MSCP -Solar carport and additional security	-	600,000	600,000	-	100,000	100,000	- 500,000	Slippage	Options currently being assessed
GF1108	Will Styles	Other MDDC Buildings	Market Walk - Solar Panels	-	200,000	200,000	-	-	-	- 200,000	Slippage	Options currently being assessed
GF1029	Will Styles	Other MDDC Buildings	Cooling options Air Handling Unit	-	150,000	150,000	-	150,000	150,000	-		Options currently being assessed
GF1109	Tim Powell	Other MDDC Buildings	Diesel Tank	-	65,000	65,000	-		-	- 65,000	No Longer Required	This will now be covered as part of the works against project GF1061
GF1002	Tanya Wenham	Private Sector Housing	DFG and other private sector grants	-	3,000,000	600,000	153,455	450,000	603,455	3,455	Overspend	
GF1113	Steve Densham	Other	LED updgrade	-	65,000	65,000	-	65,000	65,000	-		
GF1119	Steve Densham	Other	LED lighting replacement	-	20,000	20,000	-	20,000	20,000	-		
GF1120	Steve Densham	Other	Becks Square resurfacing & lining	-	30,000	30,000	-	30,000	30,000	-		
GF1116	Steve Densham	Other	Widen Riverside Path	-	20,000	20,000	-	20,000	20,000	-		
GF1117	Steve Densham	Other	Fencing end of life	-	125,000	125,000	-	125,000	125,000	-		
GF1118	Steve Densham	Other	Rubber floor tile replacements	-	100,000	100,000	-	100,000	100,000	-		
GF1006	Brian Trebilcock	Other	Laptop/Desktop Refresh	-	620,000	100,000	17,494	82,500	99,994	- 6	Underspend	
GF1040	Darren Beer	Other	PDA's for cabs - Recycling, Trade and Ground Maintenance	-	210,000	210,000	113,825	39,850	153,675	- 56,325	Underspend	Procurement process resulted in lower project cost
GF1083	Darren Beer	Other	Vehicle leasing - Caretaking Services	-	33,000	33,000	-	-	-	- 33,000	Underspend	Order of new leased vehicle delayed until existing vehicle requires replacement
GF1122	Darren Beer	Other	Vehicle leasing - Street Cleansing	-	648,000	135,000	57,390	-	57,390	- 77,610	Underspend	Order of new leased vehicle delayed until existing vehicle requires replacement
GF1123	Darren Beer	Other	Vehicle leasing - Refuse	-	908,000	-	50,011	-	50,011	50,011	Overspend	Order of new leased vehicle brought forward from future year to meet service need
GF1125	Darren Beer	Other	Vehicle leasing - Recycling	-	275,000	56,000	105,959	-	105,959	49,959	Overspend	Additional vehicle required
GF1016	Tim Powell	Leisure	CHP -Replacement future energy saving project	156,756	23,000	23,000	311,716	25,000	336,716	313,716	Overspend	CHP is up and running, delays on the battery storage. Project scope increased after the budget was set in 2024/25. This is largely covered by grant funding from Sports England.
GF1028	Jason Ball	Other MDDC Buildings	Additional electric car charging points	-	80,000	80,000	-	-	-	- 80,000	Slippage	Spend likely to occur in 2026/27 as we are looking at partnership investment which will take time to put in place
GF1039	Darren Beer	Other	Baler	-	500,000	500,000	378,000	-	378,000	- 122,000	Underspend	Procurement process resulted in lower project cost
GF1131	Tim Powell	Leisure	CVSC PSDS Salix Project 4	37,500	280,000	280,000	303,435	26,000	329,435	49,435	Overspend	Procurement exercise resulted in higher costs than originally forecast
GF1134	Andy Mackie	Leisure	Extension to building on land of skate park at Lords Meadow	-	600,000	30,000	-	-	-	- 30,000	No Longer Required	No longer considering an extention to the building
GF1135	Andy Mackie	Leisure	Pool Pods - Submersible platforms for disabled	-	70,000	70,000	-	92,000	92,000	22,000	Overspend	Procurement exercise resulted in higher costs than originally forecast
GF1136	Keith Ashton	Other MDDC Buildings	Phoenix House - CCTV Replacement	-	65,000	65,000	-	65,000	65,000	-		
GF1137	Darren Beer	Other MDDC Buildings	Baler conveyor replacement	-	150,000	150,000	-	300,000	300,000	150,000	Overspend	Procurement to commence at the beginning of Q3 - Based on other LAs procurement of conveyors in 2024-25
GF1138	Steve Densham	Other	Open Space Infrastructure (incl Play Areas)	-	300,000	100,000	-	100,000	100,000	-		
GF1139	Steve Densham	Other	Upgrade Park Lighting	-	100,000	100,000	-	-	-	- 100,000	Slippage	Options are currently being assessed

Ref	Manager	Area	Project Title	Project Spend in Prior Years	Total Budgeted Capital Programme 2025/26 Onwards	Original Deliverable Programme 2025/26	Actual Expenditure Q1 - Q2	Forecast Spend Q3 - Q4	Total Actual & Forecast Expenditure	Variance	Variance Type	Explanation of Variances Over £10k
				£'s	£'s	£'s	£'s	£'s	£'s	£'s		
GF1002	Tanya Wenham	Private Sector Housing	Capitalised staff resource to deliver Private Sector Housing Grants	-	570,000	114,000	51,837	58,370	110,207	- 3,793	Underspend	
GF1140	Tanya Wenham	Private Sector Housing	Capitalised staff resource to deliver Private Sector Housing Grants	-	65,000	13,000	6,382	7,260	13,642	642	Overspend	
GF1141	Tanya Wenham	Private Sector Housing	Capitalised staff resource to deliver Private Sector Housing Grants	-	105,000	21,000	9,853	11,090	20,943	- 57	Underspend	
GF1142	Tanya Wenham	Private Sector Housing	Survey costs to deliver the Private Sector Housing Grants	-	-	-	90	100	190	190	Overspend	
GF1142	Tanya Wenham	Private Sector Housing	Survey costs to deliver the Private Sector Housing Grants	-	100,000	20,000	1,895	15,000	16,895	- 3,105	Underspend	
GF1143	Tanya Wenham	Other	Lendology Loans	-	250,000	50,000	50,000	-	50,000	-		
GF1156	Tanya Wenham	Private Sector Housing	HFU The Laurels	6,650	-	-	4,521	365,000	369,521	369,521	Overspend	Purchase due to complete in October with additional costs associated with the renovation and conversion of the property. LAHF 3 funding to be used towards the costs.
GF1144	Steve Densham	Other MDDC Buildings	Newcombes Meadow Toilet Block	-	100,000	50,000	-	5,000	5,000	- 45,000	Slippage	Options are being considered
GF1145	Adrian Welsh	Other	Tiverton Public Realm Enhancement Project	-	74,000	43,000	-	-	-	- 43,000	Slippage	Project is currently being scoped
GF1146	Adrian Welsh	Other	Crediton Public Realm Enhancement	-	80,000	30,000	-	-	-	- 30,000	Slippage	Project is currently being scoped
GF1030	Alex Adams	Other MDDC Buildings	Etarmis - Security Swipe - (linked to security project)	45,741	-	-	15,003	-	15,003	15,003	Overspend	Invoiced late for works completed in March 2025 which wasn't accrued
GF1107	Keith Ashton	Other	Fire Safety Measures	271,863	-	-	47,297	230,000	277,297	277,297	Overspend	This was budgeted as revenue and will be funded from this budget
GF1074	Tim Powell	Leisure	Evlc Ashp - Salix Round 3 Funding	488,727	-	-	2,669	-	2,669	2,669	Overspend	
GF1089	Adrian Welsh	Other	Shared Prosperity Fund - Year 4	-	-	-	67	64,344	64,277	64,277	Overspend	* Grant award confirmation received after budget was finalised, Additional budget requested - refer to monitoring report recommendations
GF1090	Adrian Welsh	Other	Rural England Prosperity Fund - Year 3	-	-	-	14,339	197,197	211,536	211,536	Overspend	* Grant award confirmation received after budget was finalised, Additional budget requested - refer to monitoring report recommendations
			GF Totals		50,346,000	14,197,000	1,877,544	7,929,736	9,807,280	- 4,389,720		

Ref	Manager	Area	Project Title	Project Spend in Prior Years	Total Budgeted Capital Programme 2025/26 Onwards	Original Deliverable Programme 2025/26	Actual Expenditure Q1 - Q2	Forecast Spend Q3 - Q4	Total Actual & Forecast Expenditure	Variance	Variance Type	Explanation of Variances Over £10k
				£'s	£'s	£'s	£'s	£'s	£'s	£'s		
HRA1002	Steve Bennett	HRA Projects	Replacement roofing to HRA properties	-	2,400,000	600,000	305,325	294,675	600,000	0		
HRA1057	Steve Bennett	HRA Projects	Major Structural Works	-	1,400,000	260,000	74,370	185,630	260,000	- 0		
HRA1052	Mike Lowman / Simon Ne	HRA Projects	Old Road Depot Relocation	-	450,000	50,000	-	20,000	20,000	- 30,000	Slippage	Design and prelims only in 25/26
HRA1054	Mike Lowman	HRA Projects	Sewerage Treatment Works - Washfield	-	25,000	25,000	-	-	-	- 25,000	Slippage	Currently with Legal
HRA1001	Steve Bennett	HRA Projects	Modernisation of HRA garages	-	450,000	150,000	100,426	49,574	150,000	- 0		
HRA1003	Steve Bennett	HRA Projects	Modernisation works to HRA properties	-	750,000	150,000	198,527	51,473	250,000	100,000	Overspend	Increased schedule of works over and above original budget expectations
HRA1004	Steve Bennett	HRA Projects	Fire safety works to HRA properties and communal areas	-	210,000	50,000	34,367	15,633	50,000	0		
HRA1005	Steve Bennett	HRA Projects	Replacement UPVC Windows and doors to HRA properties	-	2,325,000	450,000	103,092	346,908	450,000	- 0		
HRA1006	Steve Bennett	HRA Projects	New Heating to HRA properties	-	2,350,000	450,000	230,636	219,364	450,000	-		
HRA1007	Steve Bennett	HRA Projects	Renewables	-	1,250,000	250,000	83,807	450,000	366,193	116,193	Overspend	Increased schedule of works over and above original budget expectations
HRA1008	Steve Bennett	HRA Projects	Major Adaptations to HRA properties	-	1,625,000	315,000	150,589	164,411	315,000	0		
HRA1055	Steve Bennett	HRA Projects	Void Capital Works	-	775,000	145,000	69,800	75,200	145,000	-		
HRA1056	Steve Bennett	HRA Projects	Double Glazed Unit Replacement	-	120,000	40,000	6,912	13,048	19,960	- 20,040	Underspend	Slippage from 2024/25 not likely to be required
HRA1058	Steve Bennett	HRA Projects	Responsive capital works	-	460,000	100,000	38,540	61,460	100,000	- 1	Underspend	
HRA1060	Darren Beer	Other	Vehicle leasing - Housing	-	1,430,000	160,000	134,082	-	134,082	- 25,918	Underspend	Budgeted for electric vehicles, but diesel vehicles were required which came in slightly cheaper
HRA1070	Mike Lowman	Other	RTB Buy backs	-	5,000,000	1,000,000	378,254	821,746	1,200,000	200,000	Overspend	* Additional budget requested - refer to monitoring report recommendations
HRA1024	Mike Lowman	HRA Projects	Project 51 - Honiton Road, Cullompton	21,567	394,000	394,000	95,422	310,578	406,000	12,000	Overspend	Overspend due to discovery of a well
HRA1025	Mike Lowman	HRA Projects	Project 52 - Exon Buildings, Cullompton	9,260	294,000	294,000	385	-	385	- 293,615	Slippage	Previously been out to tender, but no bids received. Going back out for quotations but will delay start until 2026/27
HRA1027	Mike Lowman	HRA Projects	Project 53	-	300,000	23,000	-	-	-	- 23,000	Slippage	Deferred to 2026/27
HRA1028	Mike Lowman	HRA Projects	Project 5	-	255,000	22,000	-	-	-	- 22,000	No Longer Required	Project not viable
HRA1019	Mike Lowman	HRA Projects	Project 41 - Fir Close, Willand	113,411	222,000	222,000	-	107,000	107,000	- 115,000	Underspend	Costs incurred in prior year due to project being accelerated from 2025/26
HRA1009	Mike Lowman	HRA Projects	Project 15 - School Close, Bampton	3,303,691	3,092,000	3,092,000	3,155,660	250,000	3,405,660	313,660	Overspend	Amendments to S278 streetlighting and additional drainage works have contributed to the forecast overspend on this project.
HRA1010	Mike Lowman	HRA Projects	Project 18 - Eastlands, Hemyock	1,435,953	603,000	603,000	215,332	387,668	603,000	0		
HRA1011	Mike Lowman	HRA Projects	Project 10 - Holly/Sycamore Road, Tiverton	2,957,075	674,000	674,000	496,150	177,850	674,000	0		
HRA1012	Mike Lowman	HRA Projects	Project 14 - Crofts, Sandford	1,472,810	-	-	52,168	-	52,168	52,168	Overspend	No budget set as project was expected to be completed in 2024/25. Project now complete.
HRA1014	Mike Lowman	HRA Projects	Project 9 - Beech Road, Tiverton (1)	2,138,787	476,000	476,000	183,036	292,964	476,000	0		
HRA1016	Mike Lowman	HRA Projects	Project 11 - College Green, Uffculme	449,737	799,000	799,000	143,603	336,000	479,603	- 319,397	Underspend	Costs incurred in prior year due to project being accelerated from 2025/26
HRA1017	Mike Lowman	HRA Projects	Project 3 - Wordland Cross, C Fitzpaine	-	2,100,000	2,100,000	12,200	-	12,200	- 2,087,800	Slippage	Previously been out to tender, but no bids received. Going back out for quotations but will delay start until 2026/27
HRA1020	Mike Lowman	HRA Projects	Project 25 - WateryLane, Tiverton	218,742	2,907,000	2,907,000	451,383	2,455,617	2,907,000	0		
HRA1021	Mike Lowman	HRA Projects	Project 8	417,835	3,537,000	1,595,000	8,148	21,852	30,000	- 1,565,000	Slippage	Project still in pre-planning stage
HRA1026	Mike Lowman	HRA Projects	Project 37 - Somerlea, Willand	337,573	2,586,000	2,586,000	1,376,737	1,209,263	2,586,000	0		
HRA1029	Mike Lowman	HRA Projects	Project 33	167,826	794,000	794,000	-	93,674	93,674	- 700,326	Slippage	Contract being reviewed by Legal - no start on site until 2026/27
HRA1033	Mike Lowman	HRA Projects	Project 22 - Beech Road, Tiverton (2)	455,625	3,743,000	3,743,000	1,357	130,000	131,357	- 3,611,643	Slippage	Contract being reviewed by Legal - no start on site until 2026/27
HRA1035	Mike Lowman	HRA Projects	Project 54	-	275,000	275,000	-	-	-	- 275,000	Slippage	Still in planning stages - no start until 2026/27
HRA1038	Mike Lowman	HRA Projects	Project 23	394,553	7,462,000	2,869,000	372	-	372	- 2,868,628	Slippage	Build unable to begin at this time
GF Totals				6,920,989	50,346,000	14,197,000	1,877,544	7,929,736	9,807,280	- 4,389,720		
HRA Totals				13,894,444	85,415,000	27,663,000	7,933,065	8,541,588	16,474,653	- 11,188,347		
Grand Totals				20,815,433	135,761,000	41,860,000	9,810,609	16,471,324	26,281,933	- 15,578,067		

	Type	Deliverable	Forecast	Variance	Type	Variance
General Fund	Capital Grants	- 7,154,000	- 5,833,850	1,320,150	Underspend	- 3,485,407
	Capital Receipts	- 120,000	- 28,000	92,000	Overspend	- 1,584,548
	Revenue	- 1,650,000	- 2,376,011	726,011	Slippage	- 2,393,861
	Borrowing	- 5,273,000	- 1,569,419	3,703,581	No Longer Required	- 95,000
	Total GF Funding	- 14,197,000	- 9,807,280	4,389,720	Total GF Variance	- 4,389,720
Housing Revenue Account	Capital Grants	- 10,402,200	- 4,164,581	6,237,619	Underspend	- 480,356
	Capital Receipts	- 2,120,400	- 1,516,855	603,545	Overspend	- 794,020
	Revenue	- 2,677,000	- 2,848,153	171,153	Slippage	- 11,480,012
	Borrowing	- 12,463,400	- 7,945,064	4,518,336	No Longer Required	- 22,000
	Total HRA Funding	- 27,663,000	- 16,474,654	11,188,346	Total HRA Variance	- 11,188,348
Total Capital Funding		- 41,860,000	- 26,281,934	15,578,066	Total Variance	- 15,578,069

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Report for: Cabinet

Date of Meeting:	04 November 2025
Subject:	Treasury Management Strategy Mid-Year Review Report 2025/26
Cabinet Member:	Cllr John Downes, Cabinet Member for Governance, Finance & Risk
Responsible Officer:	Andrew Jarrett, Deputy Chief Executive (S151)
Exempt:	N/A
Wards Affected:	All
Enclosures:	Appendix A – Economic Commentary from our Treasury Advisors (Link Group)

Section 1 – Summary and Recommendation(s)

To inform the Cabinet of the treasury performance during the first six months of 2025/26, to agree the ongoing deposit strategy for the remainder of 2025/26 and a review of compliance with Treasury and Prudential Limits for 2025/26.

Recommendation(s):

1. The Cabinet are asked to recommend to Council approval of:

- a) A continuation of the current policy outlined at paragraphs 4.0 – 4.5 be agreed; and
- b) The changes to the Capital Financing Requirement, Operational Boundaries and Authorised Limits for the current year at paragraphs 5.4 – 5.5.

Section 2 – Report

1.0 Introduction

- 1.1 CIPFA's Code of Practice for Treasury Management recommends the annual setting of a Treasury Management Strategy and best practice dictates a specific half yearly update on treasury performance. This report will not only update Members on the treasury performance over the first six months of 2025/26, but will also seek approval for the ongoing deposit strategy.

2.0 Treasury Performance 01/04/2025 to 30/09/2025

- 2.1 The table below shows the Council's overall treasury management position for the first six months of 2025/26.

Treasury Position	Average Interest	Total Interest as at 30/09/2025	Forecast Year-End Position
Temporary Investments and Deposits	4.51%	£368k	£587k
CCLA Dividends	4.10%	£103k	£205k
Loans to Redlands Primary Care*	3.72%	£39k	£78k
Total		£510k	£870k
Split Between:			
General Fund		£348k	£612k
Housing Revenue Account		£162k	£258k

*The Council made two loans in 2021 totalling £2.175m towards the construction of a new GP surgery in Crediton.

- 2.2 The General Fund 2025/26 budget for all investment activity is £742k and for the Housing Revenue Account is £320k. Therefore, performance is below budget expectations. This is mainly due to increased use of internal balances to support the capital programme, leaving less for investment.

3.0 Economic Update

- 3.1 The Council's treasury advisor, MUFG Corporate Markets, provided the following forecasts on 11 August 2025 (PWLB rates are certainty rates, gilt yields plus 80bps):

MUFG Corporate Markets Interest Rate View 11.08.25													
	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27	Mar-28	Jun-28	Sep-28
BANK RATE	4.00	4.00	3.75	3.75	3.50	3.50	3.50	3.50	3.25	3.25	3.25	3.25	3.25
3 month ave earnings	4.00	4.00	3.80	3.80	3.50	3.50	3.50	3.50	3.30	3.30	3.30	3.30	3.30
6 month ave earnings	4.00	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.30	3.30	3.40	3.40	3.40
12 month ave earnings	4.00	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.30	3.40	3.50	3.60	3.60
5 yr PWLB	4.80	4.70	4.50	4.40	4.30	4.30	4.30	4.20	4.20	4.20	4.20	4.10	4.10
10 yr PWLB	5.30	5.20	5.00	4.90	4.80	4.80	4.80	4.70	4.70	4.70	4.70	4.60	4.60
25 yr PWLB	6.10	5.90	5.70	5.70	5.50	5.50	5.50	5.40	5.40	5.30	5.30	5.30	5.20
50 yr PWLB	5.80	5.60	5.40	5.40	5.30	5.30	5.30	5.20	5.20	5.10	5.10	5.00	5.00

- 3.2 This latest forecast sets out a view that the short, medium and long-dated interest rates will fall back over the next year or two, although there are upside risks in respect of the stickiness of inflation and a continuing tight labour market, as well as the size of gilt issuance.
- 3.3 Please refer to Appendix 1 for the economic commentary provided by the Council's treasury advisors (MUFG Corporate Markets).

4.0 Investment Portfolio

- 4.1 In accordance with the Code, it is the Council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Council's risk appetite (SLY Principle).
- 4.2 The Council's investment portfolio as at 30 September 2025 was made up of short-term investments/deposits to the value of £12.39m, comprising of £8.00m in fixed

term investments and £4.39m in NatWest call accounts. In addition to this, the Council also holds £5.00m in the CCLA commercial property fund.

4.3 Short term investments/deposits held as at 30 September 2025 are as follows:

Institution	Principal (£)	Rate	Start Date	Maturity Date
Uttlesford District Council	2,000,000	4.25%	21/05/2025	21/11/2025
NBK International PLC	3,000,000	4.28%	03/06/2025	03/12/2025
Chesterfield Borough Council	3,000,000	4.30%	09/06/2025	09/12/2025

By way of comparison to emphasise the point made in paragraph 2.2, at the same time last year, the council held short-term investments of £18.000m.

- 4.4 The Council received an average return of 4.51% on investments during the first six months of 2025/26, down from 5.34% at the same point in the previous year. Interest rates on offer have reduced through 2024/25 and into 2025/26, as markets price in cuts to Bank Rate. Therefore, returns during the first half of this year were strengthened slightly by maturing investments made in late 2024/25 and early 2025/26 before interest rates dropped further to their current levels. Performance is expected to reduce in the second half of 2025/26 as the full effect of the lower interest rates is felt and cash balances reduce.
- 4.5 The Council currently has £5m deposited with the CCLA (Churches, Charities and Local Authorities) Local Authorities' Property Fund, which pays dividends quarterly. For the first two quarters of 2025/26, dividends of £103k (4.10%) were received, down from £117k (4.69%) for the same period in 2024/25. There has been a small increase in fund value of £10k during the first half of 2025/26, with the Council's share in the fund now valued at £4.554m.

5.0 Borrowing Requirements and Prudential Indicators

- 5.1 The Council has no short-term borrowing but has existing PWLB loans of £28.389m as at 30 September 2025, in addition to £4.294m in finance leases.
- 5.2 The Council's revised capital financing requirement (CFR) for 2025/26 is £72.338m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. Table 5.6 shows the Council has forecast borrowings at 31 March 2026 of £35.365m, and so will have utilised £32.974m of cash flow funds in lieu of borrowing to finance the CFR of £72.338m shown in table 5.5.
- 5.3 There has so far been no new borrowing in 2025/26, however it is possible that new borrowing of up to £8.000m will be required before the end of the financial year to help fund the capital programme. This is a reduction in the level of new borrowing forecast at the start of the year, which originally stood at £18.000m, and is mainly due to slippage in the Capital Programme.

- 5.4 The Treasury Management Strategy Statement (TMSS) for 2025/26 was approved by Council on 19 February 2025. The underlying TMSS approved previously requires revision in light of a revised deliverable Capital Programme for 2025/26. The proposed changes are set out below:

Prudential Indicator 2025/26	Original £000	Q1 Updated Forecast £000	Revised Prudential Indicator £000
Authorised Limit	92,000	81,000	82,000
Operational Boundary	83,000	72,000	73,000
Capital Financing Requirement	81,931	71,436	72,338

- 5.5 The table below shows a breakdown of the revised CFR.

Prudential Indicator – Capital Financing Requirement	2025/26 Original Estimate £000	Q1 Updated Forecast £000	2025/26 Revised Estimate £000
CFR – Non Housing	19,443	17,550	15,927
CFR – Housing	62,488	53,886	56,411
Total CFR	81,931	71,436	72,338
Net movement in CFR*	13,828	3,389	4,290

**In-year movement calculated against 2024/25 CFR (estimated at £68,103k when the original 2025/26 estimate was calculated, now known to be £68,048k – 2024/25 Treasury Outturn).*

- 5.6 The table below shows the expected debt position at 31 March 2026, which determines the Operational Boundary and Authorised Limit shown in 5.4 above.

Prudential Indicator – External Debt	2025/26 Original Estimate £000	2025/26 Revised Estimate £000
Borrowing	45,365	35,365
Other Long Term Liabilities*	3,620	3,999
Total Debt (Year End Position)	48,985	39,364

** Includes finance leases*

6.0 Annual Investment Strategy

- 6.1 Any fixed term investments in the market place (except Debt Management Office [DMO]) are restricted to a maximum term of two years (previously one year). The Council's substantial commitments (particularly the monthly precepts to Devon County Council, the Police and Fire Authority) constrain the term of investments. The Cabinet of 7 February 2019 resolved to diversify the investment portfolio to include non-UK banks with a minimum Sovereign Fitch rating of AAA (highest possible rating).
- 6.2 The Council will continue to have regard to the MHCLG's Guidance on Local Government Investments ("the Guidance") issued in April 2018 (3rd Edition) and CIPFA's Treasury Management in Public Services Code of Practice and Cross Sectorial Guidance Notes ("the CIPFA Treasury Management Code").

7.0 Lending Criteria and Counterparty Limits

- 7.1 The current policy allows the lending of funds to be deposited with major UK banks and building societies with an investment period no longer than two years and where the counterparty is required to meet the following ratings requirements: Banks (Fitch F1, F1+) and for building societies based upon a minimum Fitch rating of F1 and an asset base level of at least £1bn. The maximum lending limit to any group counterparty is £5m. The policy includes investments with CCLA property fund and money market funds with a limit of £2m on this option. Note that delegation was provided to the S151 officer and Finance Portfolio Holder in 2011/12 to make reactive decisions when market conditions changed due to volatility in rating changes when our own bankers, NatWest, were downgraded, along with other part nationalised banks. We do not invest any term deposits with the Royal Bank of Scotland Group and only have our call accounts with them.
- 7.2 Officers recommend a continuation of the existing policy for investments with banks and building societies, property funds and money market funds.
- 7.3 In addition to these fixed term deposits, the Council also uses an instant access liquidity account with NatWest (the Council's banker) to sweep any small surplus funds which cannot be placed by our brokers. Again, this account will be subject to the same £5m maximum deposit level, plus the balance of any grant fund.
- 7.4 The Council will also continue to lend to:
- Local Authorities, Police, Fire & Rescue, Parish Councils and other Public Bodies
 - UK Government (including gilts, Treasury Bills and the DMADF)
 - Other Bodies.
- 7.5 The investments that can be made to the organisations stated in paragraph 7.4 will not be constrained to a maximum deposit of £5m due to their lower level of risk. However, other bodies have a monetary limit of £3m.

8.0 Conclusion

- 8.1 The first half-year has seen a decline in treasury performance on 2024/25, due to reducing interest rates and lower cash balances available for investment. A slight decrease in performance is expected through the second half of the year as interest rates on temporary investments and deposits continue to decline. The Council's investment in the CCLA property fund has seen a reduction in dividend payments, but returns should be unaffected by future reductions in interest rates.

Financial Implications: Good financial management and administration underpins the entire strategy. The Council's Treasury Management Strategy should attempt to maximise investment return commensurate with minimum risk to the principal sums invested.

Legal Implications: The Council is under a statutory duty to "have regard" to the 2011 CIPFA Treasury Management Code of Practice. The Council's own Financial Regulations include requirements as to the reporting of treasury management information.

Risk Assessment: The Council considers deposit security as the paramount function in any treasury dealings or activities. It should be noted that any investment decisions will always be subject to a degree of risk. However, in complying with an agreed Treasury Management Strategy, these risks would be kept to an acceptable level.

Impact on Climate Change: There are no Climate Change implications relating to the content of this report.

Equality Impact Assessment: It is considered that the impact of this report on equality related issues will be nil.

Relationship to Corporate Plan: Maximising investment return whilst minimising risk of credit default enables the Council to finance the delivery of its Corporate Plan objectives.

Section 3 – Statutory Officer sign-off/mandatory checks

Statutory Officer: Andrew Jarrett

Agreed by or on behalf of the Section 151 Officer

Date: 24/10/2025

Statutory Officer: Maria De Leburne

Agreed on behalf of the Monitoring Officer

Date: 24/10/2025

Chief Officer: Andrew Jarrett

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

Date: 24/10/2025

Performance and risk: Dr Stephen Carr

Agreed on behalf of the Corporate Performance & Improvement Manager

Date: 23/10/2025

Cabinet member notified: Yes

Section 4 - Contact Details and Background Papers

Contact: Kieran Knowles, Operations Manager for Financial Services

Email: kknowles@middevon.gov.uk

Telephone: 01884 24(4624)

Background papers: Treasury Management Strategy Statement 2025/26 (Council 19/02/2025)

Appendix 1

1.0 Economic Commentary from the Council's Treasury Advisors (MUFG Corporate Markets)

1.1 The second quarter of 2025/26 saw:

- A 0.3% pick up in GDP for the period April to June 2025. More recently, the economy flatlined in July, with higher taxes for businesses restraining growth;
- The 3m/yy rate of average earnings growth excluding bonuses has fallen from 5.5% to 4.8% in July;
- CPI inflation has ebbed and flowed but finished September at 3.8%, whilst core inflation eased to 3.6%;
- The Bank of England cut interest rates from 4.50% to 4.25% in May, and then to 4% in August;
- The 10-year gilt yield fluctuated between 4.4% and 4.8%, ending the half year at 4.70%.

1.2 From a GDP perspective, the financial year got off to a bumpy start with the 0.3% m/m fall in real GDP in April as front-running of US tariffs in Q1 (when GDP grew 0.7% on the quarter) weighed on activity. Despite the underlying reasons for the drop, it was still the first fall since October 2024 and the largest fall since October 2023. However, the economy surprised to the upside in May and June so that quarterly growth ended up 0.3% q/q. Nonetheless, the 0.0% m/m change in real GDP in July will have caused some concern, with the hikes in taxes for businesses that took place in April this year undoubtedly playing a part in restraining growth. The weak overseas environment is also likely to have contributed to the 1.3% m/m fall in manufacturing output in July. That was the second large fall in three months and left the 3m/3m rate at a 20-month low of -1.1%. The 0.1% m/m rise in services output kept its 3m/3m rate at 0.4%, supported by stronger output in the health and arts/entertainment sectors. Looking ahead, ongoing speculation about further tax rises in the Autumn Budget on 26 November will remain a drag on GDP growth for a while yet. GDP growth for 2025 is forecast by Capital Economics to be 1.3%.

1.3 Sticking with future economic sentiment, the composite Purchasing Manager Index for the UK fell from 53.5 in August to 51.0 in September. The decline was mostly driven by a fall in the services PMI, which declined from 54.2 to 51.9. The manufacturing PMI output balance also fell, from 49.3 to 45.4. That was due to both weak overseas demand (the new exports orders balance fell for the fourth month in a row) and the cyber-attack-induced shutdown at Jaguar Land Rover since 1 September reducing car production across the automotive supply chain. The PMIs suggest tepid growth is the best that can be expected when the Q3 GDP numbers are released.

1.4 Turning to retail sales, and the 0.5% m/m rise in volumes in August was the third such rise in a row and was driven by gains in all the major categories except fuel sales, which fell by 2.0% m/m. Sales may have been supported by the warmer-than-usual weather. If sales were just flat in September, then in Q3 sales volumes would be up 0.7% q/q compared to the 0.2% q/q gain in Q2.

1.5 With the November Budget edging nearer, the public finances position looks weak. Public net sector borrowing of £18.0bn in August means that after five months of the

financial year, borrowing is already £11.4bn higher than the OBR forecast at the Spring Statement in March. The overshoot in the Chancellor's chosen fiscal mandate of the current budget is even greater with a cumulative deficit of £15.3bn. All this was due to both current receipts in August being lower than the OBR forecast (by £1.8bn) and current expenditure being higher (by £1.0bn). Over the first five months of the financial year, current receipts have fallen short by a total of £6.1bn (partly due to lower-than-expected self-assessment income tax) and current expenditure has overshot by a total of £3.7bn (partly due to social benefits and departmental spending). Furthermore, what very much matters now is the OBR forecasts and their impact on the current budget in 2029/30, which is when the Chancellor's fiscal mandate bites. As a general guide, Capital Economics forecasts a deficit of about £18bn, meaning the Chancellor will have to raise £28bn, mostly through higher taxes, if she wants to keep her buffer against her rule of £10bn.

- 1.6 The weakening in the jobs market looked clear in the spring. May's 109,000 m/m fall in the PAYE measure of employment was the largest decline (barring the pandemic) since the data began and the seventh in as many months. The monthly change was revised lower in five of the previous seven months too, with April's 33,000 fall revised down to a 55,000 drop. More recently, however, the monthly change was revised higher in seven of the previous nine months by a total of 22,000. So instead of falling by 165,000 in total since October, payroll employment is now thought to have declined by a smaller 153,000. Even so, payroll employment has still fallen in nine of the ten months since the Chancellor announced the rises in National Insurance Contributions (NICs) for employers and the minimum wage in the October Budget. The number of job vacancies in the three months to August stood at 728,000. Vacancies have now fallen by approximately 47% since its peak in April 2022. All this suggests the labour market continues to loosen, albeit at a declining pace.
- 1.7 A looser labour market is driving softer wage pressures. The 3m/yy rate of average earnings growth excluding bonuses has fallen from 5.5% in April to 4.8% in July. The rate for the private sector slipped from 5.5% to 4.7%, putting it on track to be in line with the Bank of England's Q3 forecast (4.6% for September).
- 1.8 CPI inflation fell slightly from 3.5% in April to 3.4% in May, and services inflation dropped from 5.4% to 4.7%, whilst core inflation also softened from 3.8% to 3.5%. More recently, though, inflation pressures have resurfaced, although the recent upward march in CPI inflation did pause for breath in August, with CPI inflation staying at 3.8%. Core inflation eased once more too, from 3.8% to 3.6%, and services inflation dipped from 5.0% to 4.7%. So, we finish the half year in a similar position to where we started, although with food inflation rising to an 18-month high of 5.1% and households' expectations for inflation standing at a six year high, a further loosening in the labour market and weaker wage growth may be a requisite to UK inflation coming in below 2.0% by 2027.
- 1.9 An ever-present issue throughout the past six months has been the pressure being exerted on medium and longer dated gilt yields. The yield on the 10-year gilt moved sideways in the second quarter of 2025, rising from 4.4% in early April to 4.8% in mid-April following wider global bond market volatility stemming from the "Liberation Day" tariff announcement, and then easing back as trade tensions began to de-escalate. By the end of April, the 10-year gilt yield had returned to 4.4%. In May, concerns about stickier inflation and shifting expectations about the path for interest rates led

to another rise, with the 10-year gilt yield fluctuating between 4.6% and 4.75% for most of May. Thereafter, as trade tensions continued to ease and markets increasingly began to price in looser monetary policy, the 10-year yield edged lower, and ended Q2 at 4.50%.

- 1.10 More recently, the yield on the 10-year gilt rose from 4.46% to 4.60% in early July as rolled-back spending cuts and uncertainty over Chancellor Reeves' future raised fiscal concerns. Although the spike proved short lived, it highlighted the UK's fragile fiscal position. In an era of high debt, high interest rates and low GDP growth, the markets are now more sensitive to fiscal risks than before the pandemic. During August, long-dated gilts underwent a particularly pronounced sell-off, climbing 22 basis points and reaching a 27-year high of 5.6% by the end of the month. While yields have since eased back, the market sell-off was driven by investor concerns over growing supply-demand imbalances, stemming from unease over the lack of fiscal consolidation and reduced demand from traditional long-dated bond purchasers like pension funds. For 10-year gilts, by late September, sticky inflation, resilient activity data and a hawkish Bank of England have kept yields elevated over 4.70%.
- 1.11 The FTSE 100 fell sharply following the "Liberation Day" tariff announcement, dropping by more than 10% in the first week of April - from 8,634 on 1 April to 7,702 on 7 April. However, the de-escalation of the trade war coupled with strong corporate earnings led to a rapid rebound starting in late April. As a result, the FTSE 100 closed Q2 at 8,761, around 2% higher than its value at the end of Q1 and more than 7% above its level at the start of 2025. Since then, the FTSE 100 has enjoyed a further 4% rise in July, its strongest monthly gain since January and outperforming the S&P 500. Strong corporate earnings and progress in trade talks (US-EU, UK-India) lifted share prices and the index hit a record 9,321 in mid-August, driven by hopes of peace in Ukraine and dovish signals from Fed Chair Powell. September proved more volatile and the FTSE 100 closed Q3 at 9,350, 7% higher than at the end of Q1 and 14% higher since the start of 2025. Future performance will likely be impacted by the extent to which investors' global risk appetite remains intact, Fed rate cuts, resilience in the US economy, and AI optimism. A weaker pound will also boost the index as it inflates overseas earnings.
- 1.12 MPC meetings: 8 May, 19 June, 7 August, 18 September 2025
- 1.12.1 There were four Monetary Policy Committee (MPC) meetings in the first half of the financial year. In May, the Committee cut Bank Rate from 4.50% to 4.25%, while in June policy was left unchanged. In June's vote, three MPC members (Dhingra, Ramsden and Taylor) voted for an immediate cut to 4.00%, citing loosening labour market conditions. The other six members were more cautious, as they highlighted the need to monitor for "signs of weak demand", "supply-side constraints" and higher "inflation expectations", mainly from rising food prices. By repeating the well-used phrase "gradual and careful", the MPC continued to suggest that rates would be reduced further.
- 1.12.2 In August, a further rate cut was implemented. However, a 5-4 split vote for a rate cut to 4% laid bare the different views within the Monetary Policy Committee, with the accompanying commentary noting the decision was "finely balanced" and reiterating that future rate cuts would be undertaken "gradually and carefully". Ultimately, Governor Bailey was the casting vote for a rate cut but with the CPI

measure of inflation expected to reach at least 4% later this year, the MPC will be wary of making any further rate cuts until inflation begins its slow downwards trajectory back towards 2%.

- 1.12.3 The Bank of England does not anticipate CPI getting to 2% until early 2027, and with wages still rising by just below 5%, it was no surprise that the September meeting saw the MPC vote 7-2 for keeping rates at 4% (Dhingra and Taylor voted for a further 25bps reduction).
- 1.12.4 The Bank also took the opportunity to announce that they would only shrink its balance sheet by £70bn over the next 12 months, rather than £100bn. The repetition of the phrase that “a gradual and careful” approach to rate cuts is appropriate suggests the Bank still thinks interest rates will fall further but possibly not until February, which aligns with both our own view and that of the prevailing market sentiment.



Report for: Cabinet

Date of Meeting:	4 November 2025
Subject:	Tax Base Calculation 2026/27
Cabinet Member:	Cllr John Downes, Cabinet Member for Governance, Finance & Risk
Responsible Officer:	Andrew Jarrett, Deputy CEO (s151)
Exempt:	None
Wards Affected:	All
Enclosures:	None

Section 1 – Summary and Recommendation(s)

This paper details the statutory calculations necessary to determine the Tax Base for the Council Tax. The calculations made follow a formula laid down in Regulations.

Recommendation(s): Cabinet recommend to Council:

- 1. That the calculation of the Council's Tax Base for 2026/27 be approved in accordance with The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 at 31,180.16 an increase of 447.25 Band D equivalent properties from the previous financial year.**
- 2. That the current collection rate of 97.5% remain the same, detailed in Section 2.**

Section 2 – Report

1.0 Introduction

- 1.1 Every year each billing authority is required to calculate and approve its Band 'D' Equivalent Council Tax base, in line with regulations.
- 1.2 It should be noted that that this report has been prepared in advance of the Government's Autumn Budget, where key details are usually published. The

assumptions within this report mirror the current regulations. Therefore any new announcements or changes, will require a review of the calculations.

2.0 The Collection Rate calculation (A)

2.1 For 2026/27 this technical calculation is as follows:

2.2 Collection Rate

2.2.1 It is necessary to estimate a 'collection rate', which is the proportion of Council Tax due that will be paid. It is recommended that a collection rate of 97.5% be estimated for the year 2026/27, which remains the same as the previous year's collection rate.

2.2.2 Any variation from the collection rate of 97.5% is pooled in a collection fund, which is distributed in the next financial year to all Precepting Authorities. Broadly, MDDC's share is approximately 10%.

2.3 Calculation of the relevant amount (B)

2.3.1 **Number of Properties per Valuation Band.** The starting point will be the total number of properties within Mid Devon set out in the Valuation List on the prescribed date.

2.3.2 **Less Exemptions.** Properties are exempt from Council Tax under certain circumstances. The calculated tax base uses the information currently held in deciding the level of exempt properties that are likely to apply for 2026/27.

2.3.3 **Add Appeals, new properties and deletions from the Valuation List.** The Valuation Officer has dealt with the vast majority of Council Tax appeals to date and so no further allowance is believed to be necessary at this time. At the **23 October 2025** the council have estimated a net increase in properties within Mid Devon of **87** properties to go live on or before 1st April 2026 and a further **211.2** properties during the financial year, totalling **298.2**. This estimate is based on the current number of reports outstanding with the Valuation Officer.

2.3.4 **Disabled Allowance (move down a Band).** Where a disabled resident has made alterations to their property to help with their disability or they use a wheelchair internally at the premises, the property is entitled to a reduction, and which is applied by charging the property to the next lowest band to its current banding. Existing Band A properties are also entitled to a reduction by reducing the banding from 6/9ths charge down to 5/9ths charge.

2.3.5 **Less 25% Discounts - Single Persons Discounts.** If only one (adult) person lives in the dwelling as their "sole & main residence" then a discount of 25% is allowed.

- 2.3.6 **Less 50% discount.** A discount of 50% is allowed where two or more persons who can be disregarded for Council Tax purposes occupy the property, e.g. care workers.
- 2.3.7 **Second homes.** From 1st April 2025, second homes will pay a 100% council tax premium, as agreed 21 February 2024 at Full Council.
- 2.3.8 **Long Term Empties.** Currently, after a three-month free period no further discount is allowed; and empty dwellings that remain empty after one year attract a premium, as agreed 21 February 2024 at Full Council. This is a discretionary discount and is under review.
- 2.3.9 If a property remains empty of furniture and residents for one year or more, the Council is allowed to apply an additional 100% premium to the Council tax charge, so the Charge payer will have to pay 200% of the Council Tax charge. With effect from the 1st April 2020 a premium of 200% can be levied so the Charge payer will have to pay 300% of the Council Tax after a period of five years and with effect from the 1st April 2021 a premium of 300% can be levied so the Charge payer will have to pay 400% of the Council Tax. The Regulations detailing the additional premium are Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 as amended.
- With effect from 1st April 2019 an additional 100% premium after 2 years***
With effect from 1st April 2020 an additional 200% premium after 5 years
With effect from 1st April 2021 an additional 300% premium after 10 years
With effect from 1st April 2024 an additional 100% premium after 1 year
- 2.3.10 **Family Annex Discount.** If there is an Annexe within the grounds of your main house and either: used by the resident of the main house as part of the main home, or is lived in by a relative of the occupier in the main home, a 50% discount is applied.

2.4 Estimated cost of the Council Tax Reduction Scheme (CTR)

- 2.4.1 Before converting the properties to Net Band D equivalents the council must reduce the total properties by the estimated cost of the Council Tax Reduction (CTR) Scheme:
- 2.4.2 The criteria for the CTR scheme is that those claimant's in the lowest income band do not have to pay anything; thereafter the percentage payable ranges from 35% to 75% of the charge (with the exception of those protected by legislation namely pensioners in receipt of guaranteed pension credit).
- 2.4.3 The main criteria of the scheme are:
- Support is increased up to 100% i.e. those claimants who are least able to pay.

- Support is restricted to Band D charges so claimants in a higher banded property will receive CTR up to 100% of a band D and be required to pay the balance of the additional banding in full.
- Savings limited to £6,000.
- Changes were made to the CTRS in April 2017 to align it with Universal Credit.

2.4.4 Mid Devon's CTR scheme for 2026/27, is estimated to cost in the region of **£4.774m**, based on the scheme criteria.

2.4.5 CTR has been included within the tax base calculation and applied to each band and parish individually then a band D equivalent calculation has been used to arrive at a final figure.

2.4.6 The cost of the CTR scheme must be reflected in the Tax Base calculation so the following calculation is carried out for each valuation band to arrive at the net chargeable Dwellings:

Calculation of the Relevant Amount

Paragraph Ref		2025/26	2026/27
2.3.1	Number of properties per valuation list	37,894.00	38,735.00
2.3.2 – 2.3.4	Exemptions	-672.00	-740.00
2.3.5	Single occupiers and 25% disregards	-3,099.50	-3,171.00
2.3.6	50% discount	-50.00	-41.50
2.3.7	Second home premium		+137.00
2.3.8 – 2.3.9	Empty property 50% exempt	-32.50	-26.00
	Empty property 100% exempt	-222.00	-178.00
	Additional long-term empty at 100%	+268.00	+236.00
	Additional long-term empty at 200%	+60.00	+74.00
	Additional long-term empty at 300%	+69.00	+51.00
2.3.10	Family Annexe Discount	-27.50	-29.50
	Chargeable dwellings before conversion to Band D equivalent	34,759.50	35,047.00
	Additional net new properties	+392.00	+298.20
	*Local council tax support adjustment and local discounts	+166.50	+150.75
	Chargeable dwellings after growth and before conversion to Band D equivalent	35,318.00	35,495.95

*Adjustment reflects part year support only and additional premiums charged.

2.5 Conversion to Band D equivalents

2.5.1 The net chargeable dwellings are then converted to Band D equivalents. This is carried out by multiplying the Net chargeable dwellings by the appropriate factor (A=6, B=7, C=8, D=9, E=11, F=13, G=15, H=18) for the band and dividing by that

for Band D (9). The Table below details the Net Chargeable Dwellings converted to Band D equivalents.

Band	Chargeable Dwellings	Multiplier	Band D equivalent properties	Less CTR properties	Revised properties
@	9.25	5/9	5.15	- 2.52	2.63
A	5,493.55	6/9	3,662.36	- 734.17	2,928.19
B	8,480.50	7/9	6,595.97	- 628.53	5,967.44
C	6,888.55	8/9	6,123.16	- 293.14	5,830.02
D	6,325.45	9/9	6,325.45	- 141.24	6,184.21
E	4,794.45	11/9	5,859.87	- 57.82	5,802.05
F	2,512.45	13/9	3,629.08	- 28.68	3,600.40
G	933.50	15/9	1,555.82	- 6.97	1,548.85
H	58.25	18/9	116.50	- 0.66	115.84
	35,495.95		33,873.36	- 1,893.73	31,979.63

Note: An @ band dwelling is a band A property with a disabled banding reduction applied

2.5.2 The calculation shows the estimated annual cost of the CTR scheme, shown as the number of Band D equivalents. For the 2026/27 year this is estimated as 1,893.73 Band D equivalent properties.

2.5.3 To clarify, the table detailing the **Calculation of the Relevant Amount** is based on actual properties and the final calculation above is based on a Band D equivalent of actual properties.

2.6 Calculation of the Tax Base

2.6.1 The Tax Base is finally calculated by applying the collection rate to the total Band D equivalents when summarised below for the 2026/27 financial year.

2.6.2 Based on the above detailed calculations in accordance with SI 2914 of 2012, the Tax Base is to be calculated as:

31,979.63	Total relevant amounts (A)
97.5%	The estimated collection rate (B)
31,180.16	A x B

3.0 Assumptions

3.1 In line with current Council Tax Referendum limits, the impact of any changes to the assumptions used in the calculations are shown below:

Variable Assumption	Assumption	Change	Impact on dwellings*
Collection rate	97.5%	+0.5%	159.87
Growth	15% of 1,408 properties with planning permission	+1%	12.84

*If both changes above were adopted, this would result in an increase to the budget of circa £42.5k.

- 3.2 Should the Autumn Budget announce any changes to current legislation or regulations, this calculation will need to be reviewed. The delayed announcement is scheduled for 26 November 2025.

4.0 Conclusion

- 4.1 Mid Devon District Council's Council Tax Base for 2026/27 will be **31,180.16**.

N.B. This figure is calculated by applying the estimated collection rate to the total relevant amount for each parish individually, so could differ slightly when compared to the estimated collection rate being applied to the total shown in 2.6.2 above.

Financial Implications

Mid Devon District Council is a Statutory Billing Authority and must set its Council Tax each year. If it were not to set a Council Tax then the Authority and all Precepting Authorities would be unable to raise money to pay for all the services they provide.

Legal Implications

This is a statutory function and is a legal requirement. The Council must now set its budget annually using Council Tax information each year in accordance with The Local Authorities (Calculation of Council Tax Base)(England) Regulations 2012 calculating the relevant amount by applying the formula set out in the above regulations.

Risk Assessment

If the Council fails to carry this duty out then the Council Tax cannot legally be set. In accordance with the LGF Act 2012 above and SI 2914 of 2012 The Local Authorities (Calculation of Council Tax Base)(England) Regulations 2012,

Impact on Climate Change

No implications arising from this report.

Equalities Impact Assessment

The Council Tax Base calculation includes a deduction for the Council Tax Reduction scheme within its Tax Base calculation.

Relationship to Corporate Plan

This report sets out how the Tax Base is calculated for 2026/27. This calculation is then used as a basis to set the Council's budget for the forthcoming year in line with the Council's Corporate Plan objectives.

Section 3 – Statutory Officer sign-off/mandatory checks

Statutory Officer: Andrew Jarrett
Agreed by or on behalf of the Section 151
Date: 23 October 2025

Statutory Officer: Maria De Leburne
Agreed on behalf of the Monitoring Officer
Date: 23 October 2025

Chief Officer: Stephen Walford
Agreed by or on behalf of the Chief Executive/Corporate Director
Date: 23 October 2025

Performance and risk: Dr Stephen Carr
Agreed by the Corporate Performance & Improvement Manager
Date: 23 October 2025

Cabinet member notified: yes

Section 4 - Contact Details and Background Papers

Contact: Paul Deal – Head of Finance, Property & Climate Resilience
Email: pdeal@middevon.gov.uk
Telephone: 01884 234254

Background papers: CTB1 and supporting documentation – available upon request

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MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

November 2025

The Forward Plan containing key Decisions is published 28 days prior to each Cabinet meeting

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
October 2025					
MDH Mobility Scooter in Flats Policy (NEW) To receive and approve the new MDH Mobility Scooter in Flats Policy.	Homes Policy Development Group	9 Sep 2025	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
	Cabinet	7 Oct 2025			
	Council	29 Oct 2025			
Memorial Benches and Memorial Trees Policy (NEW) To receive a new Policy pertaining to Memorial Benches and Memorial Trees.	Service Delivery & Continuous Improvement Policy Development Group	15 Sep 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Service Delivery and Continuous Improvement	Open
	Cabinet	7 Oct 2025			
	Council	29 Oct 2025			

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
November 2025					
Tenancy Agreement The Homes PDG will recommend to the Cabinet:	Homes Policy Development Group Cabinet	9 Sep 2025 4 Nov 2025	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
Carbon Footprint Report	Cabinet	4 Nov 2025	Jason Ball, Climate and Sustainability Specialist	Cabinet Member for Environment and Climate Change	
Draft Budget Report 2026/2027	Cabinet	4 Nov 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
2025/26 Budget Monitoring - Quarter 2	Cabinet	4 Nov 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
Tax Base Calculations	Cabinet Council	4 Nov 2025 17 Dec 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
2025/26 Treasury Management Report - Qtr 2	Cabinet	4 Nov 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
26 November					
Local Government Reorganisation	Cabinet	26 Nov 2025	Chief Executive Officer	Leader of the Council	
28 December 2025					
Mid Devon Off Street Parking Places Order To receive a Parking Places Order Report seeking approval by the Cabinet.	Service Delivery & Continuous Improvement Policy Development Group Cabinet	24 Nov 2025 2 Dec 2025	Matthew Page, Head of People, Performance & Waste	Cabinet Member for Service Delivery and Continuous Improvement	Open
Infrastructure Funding Statement: Infrastructure List	Cabinet	2 Dec 2025	Elaine Barry, Planning Obligations Monitoring Officer	Cabinet Member for Planning and Economic Regeneration	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Motion 608- Anaerobic Digester Plants Page 184	Planning, Environment & Sustainability Policy Development Group	23 Sep 2025	Jason Ball, Climate and Sustainability Specialist	Cabinet Member for Planning and Economic Regeneration	Open
	Planning, Environment & Sustainability Policy Development Group	25 Nov 2025			
	Cabinet	2 Dec 2025			
	Council	17 Dec 2025			
Car Parking and Permit proposals To receive a report regarding Car Parking generally and Permit proposals.	Economy & Assets Policy Development Group	20 Nov 2025	Matthew Page, Head of People, Performance & Waste	Cabinet Member for Planning and Economic Regeneration	Open
	Cabinet	2 Dec 2025			
Strategic Grants Review 2025 To consider requests from external organisations for grants.	Community, People & Equalities Policy Development Group	11 Nov 2025	Zoë Lentell, Economic Development Team Leader	Cabinet Member for Parish and Community Engagement	Open
	Cabinet	2 Dec 2025			

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Draft Budget Report 2026/2027	Cabinet	2 Dec 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
Corporate Performance Q2	Cabinet	2 Dec 2025	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	Open
Housing Strategy To receive the revised Housing Strategy.	Homes Policy Development Group Cabinet	17 Mar 2026 7 Apr 2026	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
Corporate Risk Report	Cabinet	2 Dec 2025	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	Open
Corporate Anti-Social Behaviour Policy To consider the report.	Community, People & Equalities Policy Development Group Cabinet	24 Mar 2026 7 Apr 2026		Cabinet Member for Quality of Living, Equalities and Public Health	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
January 2026					
North Devon Railway Development Alliance To consider the report	Planning, Environment & Sustainability Policy Development Group Cabinet	25 Nov 2025 13 Jan 2026	Adrian Welsh, Strategic Manager for Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration	
Leisure Pricing Strategy To receive a revised draft leisure Pricing Strategy for 2026.	Service Delivery & Continuous Improvement Policy Development Group Cabinet	24 Nov 2025 13 Jan 2026	Dean Emery, Head of Revenues, Benefits & Leisure	Cabinet Member for Service Delivery and Continuous Improvement	Fully exempt <i>Contains commercially sensitive information.</i>
Economic Strategy 2024 - 2029	Economy & Assets Policy Development Group Cabinet	20 Nov 2025 13 Jan 2026	Adrian Welsh, Strategic Manager for Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Destination Management Plan for Mid Devon	Economy & Assets Policy Development Group Cabinet	20 Nov 2025 13 Jan 2026	Adrian Welsh, Strategic Manager for Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration	Open
Asset Management Plan To receive the revised Asset Management Plan.	Economy & Assets Policy Development Group Cabinet	20 Nov 2025 13 Jan 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
Shopfront Enhancement Schemes To receive a report setting out the Shopfront Enhancement Scheme for approval.	Economy & Assets Policy Development Group Cabinet	20 Nov 2025 13 Jan 2026	Simon Newcombe, Head of Housing & Health	Cabinet Member for Planning and Economic Regeneration	Open
Infrastructure Funding Statement	Planning, Environment & Sustainability Policy Development Group Cabinet	25 Nov 2025 13 Jan 2026	Richard Marsh, Director of Place & Economy		Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Draft Budget Report 2026/2027	Cabinet	13 Jan 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
Fees and Charges Report	Cabinet	13 Jan 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
February 2026					
Pay Policy Report	Cabinet Council	10 Feb 2026 18 Feb 2026	James Hamblin, Operations Manager for People Services	Leader of the Council	Open
Draft Budget Report 2026/2027	Cabinet Council	10 Feb 2026 18 Feb 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
2025/26 Budget Monitoring - Quarter 3	Cabinet	10 Feb 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2026/27	Cabinet Council	10 Feb 2026 18 Feb 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
2026/2027 Capital Strategy and 2026/2027 Capital Programme	Cabinet Council	10 Feb 2026 18 Feb 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
Establishment Report	Cabinet Council	10 Feb 2026 18 Feb 2026	James Hamblin, Operations Manager for People Services	Cabinet Member for Service Delivery and Continuous Improvement	Open
Policy Framework	Cabinet Council	10 Feb 2026 18 Feb 2026	Laura Woon, Democratic Services Manager	Leader of the Council	Open
Business Rates Tax Base	Cabinet Council	10 Feb 2026 18 Feb 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
March 2026					
Draft Vision and Spatial Options	Cabinet	3 Mar 2026	Tristan Peat, Forward Planning Team Leader	Cabinet Member for Planning and Economic Regeneration	Open
April 2026					
Unauthorised Encampment Policy To consider the report	Community, People & Equalities Policy Development Group Cabinet	24 Mar 2026 7 Apr 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
Corporate Safeguarding Policy	Community, People & Equalities Policy Development Group Cabinet	Not before 1st Mar 2027 Not before 1st Apr 2027	Simon Newcombe, Head of Housing & Health	Cabinet Member for Quality of Living, Equalities and Public Health	Open
Tenancy Strategy To receive the revised Tenancy Strategy	Homes Policy Development Group Cabinet	Not before 1st Jun 2026 Not before 2nd Jun 2026	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Domestic Abuse Policy (NEW) To receive a new policy in relation to Domestic Abuse in MDH properties.	Homes Policy Development Group Cabinet Council	17 Mar 2026 7 Apr 2026 22 Apr 2026	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
Knowledge & Information Strategy 2026 - 2030 (NEW) for MDH To receive the new Data Policy for Mid Devon Housing	Homes Policy Development Group Cabinet Council	17 Mar 2026 7 Apr 2026 22 Apr 2026	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
Single Equalities Policy and Equality Objective To consider the report.	Cabinet	7 Apr 2026	Dr Stephen Carr, Corporate Performance & Improvement Manager, Matthew Page, Head of People, Performance & Waste	Cabinet Member for People, Development and Deputy Leader	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Corporate Recovery Policy	Audit Committee Cabinet	31 Mar 2026 7 Apr 2026	Dean Emery, Head of Revenues, Benefits & Leisure		Open
Corporate Risk Report	Cabinet	7 Apr 2026	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	Open
Corporate Performance Q3	Cabinet	7 Apr 2026	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	Open
Customer Care Policy To receive the revised Customer Care Policy.	Service Delivery & Continuous Improvement Policy Development Group Cabinet	23 Mar 2026 7 Apr 2026	Lisa Lewis, Head of Digital Transformation & Customer Engagement	Cabinet Member for Service Delivery and Continuous Improvement	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Aids and Adaptations policy To receive a report updating and reviewing the Aids and Adaptations Policy.	Homes Policy Development Group Cabinet	Not before 1st Apr 2026 Not before 2nd Apr 2026	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
May 2026					
June 2026					
Tenancy Fraud (NEW) To receive and approve a new policy in relation to Tenancy Fraud.	Homes Policy Development Group Cabinet Council	Not before 1st Jun 2026 Not before 2nd Jun 2026 Not before 3rd Jun 2026	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
July 2026					

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