

Public Document Pack

Mid Devon District Council

Cabinet

Thursday, 29 September 2016 at 2.15 pm
Exe Room, Phoenix House, Tiverton

A special meeting of the Cabinet is
proposed for
Monday 17 October 2016 at 10.00am

Next ordinary meeting
Thursday 27 October 2016 at 2.15pm

Those attending are advised that this meeting will be recorded

Membership

Cllr C J Eginton	Leader
Cllr R J Chesterton	Deputy Leader and Planning and Economic Regeneration
Cllr N V Davey	Environment
Cllr P H D Hare-Scott	Finance
Cllr C R Slade	Community Well Being
Cllr Mrs M E Squires	Working Environment and Support Services
Cllr R L Stanley	Housing

A G E N D A

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

1. **Apologies**

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. **Minutes of the Previous Meeting** (Pages 5 - 12)

To receive the minutes of the special meeting of 15 September 2016

4. **Environmental Health Fees and Charges** (Pages 13 - 16)

Arising from a report from the Director of Corporate Affairs and Business

Transformation, the Community Policy Development Group had recommended that the revised fees and charges for Environmental Health as set out in appendix 1 of the report be approved.

5. **Introductory Tenancy Policy (update)** *(Pages 17 - 26)*

Arising from a report from the Head of Housing and Property Services, the Homes Group had recommended that the revised Introductory Tenancy Policy be approved.

6. **Aids and Adaptations Policy (update)** *(Pages 27 - 38)*

Arising from a report from the Head of Housing and Property Services, the Homes Group had recommended that the revised Aids and Adaptations Policy be approved.

7. **Service Standards Review** *(Pages 39 - 56)*

Arising from a report of the Head of Housing and Property Services, the Homes Policy Development Group had recommended that the revised Service Standards be approved

8. **Building Control** *(Pages 57 - 60)*

To receive a report of the Head of Planning and Regeneration regarding joint working with North Devon Council in the Building Control Service.

9. **Waste Storage Supplementary Planning Document** *(Pages 61 - 80)*

To receive a report of the Head of Planning and Regeneration requesting approval to publish the draft Supplementary Planning Document for public consultation.

10. **Statement of Community Involvement** *(Pages 81 - 116)*

To receive a report of the Head of Planning and Regeneration requesting approval of the document for recommendation to Council.

11. **Shared Waste Savings Agreement with Devon County Council** *(Pages 117 - 120)*

Report of the Director of Finance, Assets and Resources requesting consideration of a shared savings partnership agreement and a future position on waste transfer stations.

12. **Financial Monitoring** *(Pages 121 - 138)*

Report of the Director of Finance, Assets and Resources presenting a financial update in respect of the income and expenditure so far in the year.

13. **Performance and Risk - Quarter 1** (Pages 139 - 166)

To receive a report of the Head of Communities and Governance providing Members with an update on performance against the corporate plan and local service targets for 2016-17 as well as providing an update on the key business risks.

14. **Schedule of Meetings 2017/18** (Pages 167 - 168)

To consider the attached schedule of meetings (for Council approval) for the 2017/18 municipal year.

15. **Notification of Key Decisions** (Pages 169 - 184)

To note the rolling plan containing key decisions.

Stephen Walford

Chief Executive

Wednesday, 21 September 2016

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Members of the public may also use other forms of social media to report on proceedings at this meeting.

Members of the public are welcome to attend the meeting and listen to discussion. Lift access the first floor of the building is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is time set aside at the beginning of the meeting to allow the public to ask questions.

An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, or

If you would like a copy of the Agenda in another format (for example in large print) please contact Sally Gabriel on:

Tel: 01884 234229
E-Mail: sgabriel@middevon.gov.uk

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **CABINET** held on 15 September 2016 at 10.00 am

Present

Councillors

C J Eginton (Leader)
R J Chesterton, N V Davey, P H D Hare-
Scott, C R Slade, Mrs M E Squires and
R L Stanley

Also Present

Councillor(s)

Mrs E M Andrews, Mrs H Bainbridge, Mrs A R Berry,
Mrs J B Binks, Mrs G Doe, Mrs B M Hull, R F Radford and
R Wright

Also Present

Officer(s):

Stephen Walford (Chief Executive), Andrew Jarrett
(Director of Finance, Assets and Resources), Jill May
(Director of Corporate Affairs and Business
Transformation), Amy Tregellas (Head of Communities and
Governance and Monitoring Officer), Jenny Clifford (Head
of Planning and Regeneration), Adrian Welsh (Forward
Planning Team Leader) and Sally Gabriel (Member
Services Manager)

59. **APOLOGIES**

There were no apologies.

Cllr F J Rosamond (Chairman of the Scrutiny Committee and Ward Member for Upper Culm) had requested that his apologies for the meeting be noted.

60. **PUBLIC QUESTION TIME (00-01-00)**

Mrs Webber referring to Item 4 on the agenda stated that – I am the owner of Jo Amor which is an independent shop on Bampton Street. I'd like to take this opportunity to speak and to raise concerns over the leisure and retail development at Junction 27. My main concern relates to the over 1071sq of designer outlet village. That is equivalent to approximately 80 of my shops, which I consider will have a negative impact on my business and Tiverton town centre as a whole. I have run my business in the town for over 20 years and I have worked really hard to create a shopping experience that is unique and adds to the draw of the town. I am proud and passionate about what we have achieved. Over the years we have gradually expanded from just woman's wear into men's wear, gifts and now a café. I feel that it really adds to the vibrancy and variety along Bampton Street. I also employ a number of local people who are part of the business success and keeping it local. In recent years all the businesses in the town have worked hard to ensure the town's long term success. This has been helped by successfully winning the Portas bid and the more recent introduction of Electric Nights Street Food in the council owned Pannier Market. However, we constantly have to work really hard to compete with online sales and the continued draw of Exeter and Taunton. Local retailing is vulnerable to

external influences which will alter where the shopper chooses to shop and spend their money. Once open the designer outlet village will inevitably draw visitors and local shoppers away from Tiverton, Crediton and Cullompton. This could potentially lead to more vacant units and really undermine the long term vision and success of our vital high streets and our independent shops. The designer outlet village will have a negative impact on my business and the Tiverton town centre. This allocation is too soon at a time when we are starting to work together to create a local destination that we are all proud of. Please don't undermine all the hard work that the local businesses and the council have done to get Tiverton where it is today. Therefore I ask you, that you not include this development in the new Local Plan submission. Based on my concerns I ask are members completely satisfied that the proposed Junction 27 allocation will not have a detrimental impact on existing businesses in Crediton Tiverton and Cullompton?

Mr Disney again referring to Item 4 on the agenda stated - My question is about the perception of the requirement for extra housing if Junction 27 is allocated for employment use. Some 60% of the working age population of Mid Devon migrate out of the district to find employment and I would like to know what that actually relates to in numbers of employees and how many go through Junction 27 at the moment. I hope the planning officer can provide those figures. There appears to be a presumption that extra housing will be required if Junction 27 is brought forward for employment use, is that actually the case if the current migration is a figure that can be applied. To me there seems to be a real question as to why extra housing needs to be provided above what is already in the local plan. Is there really a need for extra housing if Junction 27 comes forward?

Mr Colin Passey - Chair of Sampford Peverell Parish Council and referring to Item 4 on the agenda stated that in April we were assured that consideration of Junction 27 in the plan would result in no further delay of the plan's submission, we were told that it could be submitted in August. Now September and we are advised that should it be included there will be a further six months delay at best at putting forward the Local Plan. In the meantime we are aware that there are developers approaching local residents in Sampford Peverell and no doubt in other villages too, looking to buy land for speculative development. They are saying that they are doing so because there is no fit for purpose Local Plan in place. Are you happy to recommend that there is a further period during which local communities are at the mercy of developers for unplanned and unwelcome development and if so I'd be grateful what message you want to pass onto the residents of Sampford Peverell who, most of them, see no advantage to the development at Junction 27.

Cllr Wilson - speaking as a Member of Tiverton Town Council and referring to Item 4 on the agenda stated that I am concerned that if Junction 27 is included in the plan additional housing will have to be provided. Allocated sites were looked at when I was on the Council and were either deleted or put as reserves. Having looked at the papers online I notice that some sites are still on there, in particular Hay Park, Tidcombe Lane and Hartnoll Farm. Will they be looked at as a separate issue or as part of Junction 27? If you do include it will it be a separate issue or part of today's business?

Mr Saunders, referring to Item 4 on the agenda stated that with regard to housing accommodation attached to this, in particular the Higher Town site for 60 houses.

The Higher Town site is in an elevated position. It is suggested that 60 houses go on it, and at the moment there is one. This house has panoramic views and can be seen from the station, the canal and Wellington Monument so it is clear that any development is going to be seen and will be a blot on the landscape. Given those circumstances that the proposal is to change the use of land on a site that can hold more than 60 houses, have Members any idea how many houses might be built on the land and on the basis that it is so visible, landscaping will never hide this from view. It concerns me that we have a disingenuous view that only 60 houses will be provided. Clearly there will be many more, in an elevated position and they will sell due to the view. I suggest the site may have been selected due to the value of the properties and Members should be sure that it has not been selected for opportunistic impropriety at all.

The Chairman read a letter from Cullompton Town Council regarding the delays in the adoption of the Local Plan and the knock on effect to the Cullompton Neighbourhood Plan:

Cullompton started work on its Neighbourhood Plan in March 2014 and completed the first phase of the process and had a consultation draft ready by January 2016.

However, due to delays in the adoption of the Mid Devon Local Plan, it has not been possible to complete the final phase of the Neighbourhood Plan process so that the Plan can be adopted as planning policy. Due, in part to this delay, and anticipated further delays if it is decided to include the J27 proposals in the Plan, the preparation of the Plan will cost the Town Council far more than it had originally envisaged. The reason for this letter is a request that Mid Devon District Council considers making a contribution towards these additional costs.

There will be financial benefit to Mid Devon once the Plan is completed as the basic level of funding a local planning authority receives on completion of a Neighbourhood Plan is £30,000. The first payment of £5,000 is made following designation of the neighbourhood area. The second payment of £5,000 will be made when the final pre-examination version of the neighbourhood plan is publicised by the local planning authority prior to examination. The third payment of £20,000 will be made on successful completion of the neighbourhood planning examination.

The Neighbourhood Plan is looking at allocating extra land for housing. This would be more land than in the MDDC local plan. There would be extra land in the NW Extension and in East Cullompton. Once built these extra houses will provide extra revenue for MDDC and Cullompton. It would therefore help Cullompton if in the short term MDDC can provide finance to support the Neighbourhood Plan.

A concern of the Neighbourhood Plan is that the original consultation evidence is getting old and it is likely a planning Inspector would require more recent evidence. Therefore the Neighbourhood Plan expects to have to hold an additional public consultation and then update all the data. This is a costly process.

If MDDC vote to include Junction 27 in the Local Plan, and Junction 27 development progresses then MDDC can expect to obtain several millions in business rates, even though the MDDC local plan is delayed. Therefore providing some extra funding to Cullompton Town Council to help the Neighbourhood Plan to be completed would be helpful.

The Council would be grateful if this matter could be considered by the Cabinet at its meeting on 15 September 2016 and look forward to receiving a response.

The Chairman also read an email from Mrs Gillian Evans –

I was hoping to be at Cabinet today to raise questions I have regarding allocation of land south of the A38 at J27.

Should Cabinet approve the allocation of land at J27 I trust that Members will take cognisance of the recommendations that your own officers give in relation to timescales and the delays envisaged in having to prepare a new document, go out to consultation and collate the representations made during that process. What will be plan 'b' should there be any slippage in the timescales.

Is this a land allocation or a pre determination of a future planning application. The wording of the proposed policy in respect of "protecting" the type of development at J27 is a straight lift from Eden/Westwood's own exhibition material. If Eden/Westwood fail to bring the project forward do we tie other developers to having to comply with the Policy? Why would another developer wish to take on a project that has an element of unviability in it?

The Chairman indicated that answers to questions would be dealt with when the item was discussed.

61. MINUTES OF THE PREVIOUS MEETING (00-19-55)

The minutes of the previous meeting held on 4 August 2016 were approved as a true record and signed by the Chairman.

62. LOCAL PLAN REVIEW (JUNCTION 27 AND ANY ASSOCIATED HOUSING NEED) (00-21-29)

The Cabinet had before it a * report of the Head of Planning and Regeneration requesting it to consider the implications to the Local Plan of making a major modification to the Local Plan Review to allocate land at J27 of the M5 for leisure/retail/tourism and employment development.

The Head of Planning and Regeneration outlined the contents of the report stating that before the meeting today was the issue of land allocation and that the Cabinet were not being requested to determine any particular scheme by the land promoter or an application by the land promotor. She also clarified that business rate revenue was not a material planning consideration and should not form part of consideration of an allocation. She outlined the history of the site and the various schemes that had come forward over many years, the agreement for the new area of growth identified east of Cullompton and that a new settlement limit option north of Willand was not pursued; the proposed submission plan of 2014 that had omitted J27 as allocated land and the work that had taken place to date to address the issues raised in 2014.

She identified the site by way of presentation, highlighting the elements of the allocation and the land ownership evidence. The tourism and leisure opportunity would be supported by a retail facility in the form of a designer village outlet. She

addressed the work that had taken place by the Council's Retail Consultant and the issue of trade draw which had been highlighted during public question time, it had been suggested that there would be some trade draw impact but that this would be offset by expenditure growth and was not considered significant. She also explained the "Duty to Cooperate" consultation that had taken place with surrounding local authorities and although some concerns had been raised with regard to the impact on retail, the allocation was still thought to be sound. However objection from certain Duty to Cooperate partners was still expected.

With regard to the movement of people who chose to shop outside Mid Devon, it was anticipated that such an allocation would have the potential to claw back some expenditure leakage. The officer addressed the housing issue identified during public question time. An updated assessment for the whole of the Local Plan had resulted in an additional 400 houses as the result of finalisation of the Strategic Housing Market Assessment. It was felt that the additional dwellings could be met within allocated sites taking into account permissions granted. The National Planning Policy Framework acknowledged the importance of ensuring housing numbers and employment opportunities were considered in tandem. There was a need to allocate additional land to accommodate 260 dwellings in the vicinity of Junction 27 if the land were to be put forward. Potential sites were then outlined; with regard to the site at Sampford Peverell and the questions posed in public question time: the suggestion that the site was fairly prominent meant that the density would be lowered to allow for areas of landscaping to be progressed, there were also issues with regard to level differences at the access to the site, a portion of land would be required to deal with that issue.

The tourism study and tourism policy were also highlighted, it was felt that there was an identified tourism need and that the allocation would make a significant contribution to tourism in the area meeting certain themes within the study. Extensive discussions were taking place with Devon County Council Highway Authority and Highway England with regard to junction improvements should the allocation be approved were ongoing. Landscaping and ecology issues were also addressed including the need for appropriate assessment.

The officer then outlined the submission timetable for the Local Plan review with or without the allocation of land at J27. It was likely that the inspector would require further consultation to the adjustments made within the plan following submission or that this could take place prior to submission.

Referring again to the questions posed at the beginning of the meeting, she felt that she had addressed the issues with regard to trade draw; additional housing was required if the allocation was supported as outlined in national planning policy. There would be a delay in the estimated adoption date of possibly 3 months. The additional local housing would need to be agreed alongside the allocation of J27 as stated in national planning policy. The site at Sampford Peverell would be for 60 dwellings allowing for part of the land to be used to mitigate against the access and landscaping issues.

The Cabinet Member for Planning and Economic Regeneration referring to the concerns from Cullompton Town Council with regard to its Neighbourhood Plan, stated that he would look into the matter with the Head of Planning and Regeneration.

Consideration was given to:

- The low unemployment rates in the area and whether there was a need for the additional employment on the site
- The fact that local people would continue to use local services
- Whether additional consultation was required prior to submission of the Plan
- Whether any delay in submission would have a long term impact
- Supporting local business, tourism and employment were all core objectives of the Council
- The allocation of land would be of benefit to local business in nearby towns
- Allocation of land for housing at Blundells Road would make good use of derelict land
- Whether the site would be developed one way or another.

RECOMMENDED to Council that:

- a) A 6 week consultation period take place prior to the submission of the Local Plan;
- b) Land at Junction 27 of the M5 be allocated for leisure, retail and tourism development;
- c) Associated additional housing sites giving the extra provision of 260 additional homes be allocated at Blundells Road, Tiverton and Higher Town, Sampford Peverell.

(Proposed by the Chairman)

Notes:-

- (i) Cllr P H D Hare-Scott made the following statement: "I have sought advice from the Monitoring Officer over whether I have a Disclosable Pecuniary Interest in terms of my pension from Friends Life (who are associated with Eden Westwood). As this decision is about whether or not to allocate land at J27 as a major modification to the Local Plan, which could be implemented by any developer and is not a decision on proposals from Eden Westwood, I have been advised that I do not need to make any declaration" Cllr R L Stanley also stated that he had a pension with Friends Life;
- (ii) Cllr Mrs H Bainbridge declared a personal interest as she owned holiday cottages;
- (iii) Cllr Mrs E M Andrews declared a personal interest as a Member of the Cullompton Neighbourhood Plan Steering Group and as a Town Councillor;
- (iv) Cllr Mrs J B Binks declared a personal interest as she had been in discussions with the land proposers and objectors;
- (v) Cllr Mrs A R Berry declared a personal interest as she had made contact with both sides.

(vi) * Report previously circulated, copy attached to minutes.

63. **ACCESS TO INFORMATION ACT - EXCLUSION OF PRESS AND PUBLIC (2.00.00)**

As there was a need to discuss financial information which was commercially sensitive, it was

RESOLVED that: under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 respectively of Part 1 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information).

(Proposed by the Chairman)

64. **ROOFING 2016/17 - CONTRACT AWARD**

The Cabinet had before it a * report of the Head of Housing and Property Services regarding the results for the roofing contract 2016/17 and requesting approval to award the contract.

The Cabinet Member for Housing outlined the contents of the report.

The meeting returned to open session and it was:

RESOLVED that the recommendations within the report be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr Mrs M E Squires)

Note: *Report previously circulated.

(The meeting ended at 12.15 pm)

CHAIRMAN

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**COMMUNITY WELL-BEING PDG
2 AUGUST 2016**

AGENDA ITEM:

ENVIRONMENTAL HEALTH FEES AND CHARGES

Cabinet Member: Cllrs Colin Slade and Margaret Squires

Responsible Officer: Simon Newcombe, Public Health and Professional Services Manager

Reason for Report: To provide members with the revised fees and charges for statutory and discretionary functions within the Environmental Health team

RECOMMENDATION(S): That Cabinet approve the revised fees and charges for Environmental Health as set out in Appendix 1

Relationship to the Corporate Plan: Priority Area Community - Promoting physical activity, health and wellbeing. The statutory functions of Environmental Health directly protect the health and wellbeing of residents, workers and visitors across Mid Devon.

Financial Implications: The revised fees and charges are set out in Appendix 1 of the report. The fees have been updated to reflect current service delivery costs.

Legal Implications: There are no major legal implications. Where there are specific provisions under legislation, statutory functions or discretionary services for fees to be charged then these are indicated in the body of the report.

Risk Assessment: There are no major risks. A failure to update the relevant fees and charges could mean we are not able to adequately recover costs where we are able to do so.

1.0 Introduction

- 1.1 The Environmental Health team within Public Health Services carries out duties to ensure that private water supplies are safe and drinking water quality is acceptable to consumers under the Private Water Supplies (England) Regulations 2016. This includes the risk assessment of water supplies, the taking of and the analysis of water samples, and the investigation into the reasons why the results of some tests breach the regulatory standards.
- 1.2 Environmental Health are also responsible for issuing food export certification where a food business wishes to commercially export food outside the European Union. Food export certificates are issued to satisfy the particular requirements of each importing country that may require a detailed inspection of the consignment and processing requirements or simple documentation that the premises are subject to inspection by the local authority.
- 1.3 A food condemnation certificate may be issued where a food business has food that is no longer fit for purpose (for example freezer breakdown, out of date food, damaged stock). Environmental Health Officers will visit and certify the quantity of unfit food (often required for insurance purposes) and ensure that it is appropriately disposed of.

- 1.4 All food premises used for storing, selling, distributing or preparing food must register with the local authority as a food business establishment. Registration is free and enables environmental health to keep an up-to-date list of all premises operating in Mid Devon. The name and address of the food business and the nature of the food business will be held on the Public Register. A copy of the list or any entry on it may be provided to anyone who makes a request for such information under Article 31(1)(b) of Regulation 882/2004.
- 1.5 There is no legal obligation on part of the local authority to issue health certificates or food condemnation certificates and there is no requirement to make a particular charge for them or charge for any copy of entry in the food register.
- 1.6 Environmental Health enforce the standards at exhumations to ensure that respect for the deceased person is maintained, public health is protected and the conditions of the licence from the Ministry of Justice are met. There is currently no charge levied for this service.
- 1.7 A review of fees and charges is necessary to offset or cover the costs incurred by this authority in carrying out the above duties. Local Authorities can make reasonable charges to cover the costs of carrying out the duties in relation to private water supplies, subject to the maximum amounts set out in the Private Water Supplies (England) Regulations 2016. Section 93 of the Local Government Act 2003 contains powers for all local authorities to levy charges for 'discretionary services' i.e. where the authority has a choice whether or not to undertake the service such as the food related activities highlighted above.

2.0 Changes to the fees and charges

- 2.1 A breakdown of the Council's current and proposed charges in respect of the relevant services provided by Environmental Health is included in Appendix 1.

3.0 Summary

- 3.1 A review has been carried out of fees and charges and is necessary to offset or cover the costs incurred by this authority in carrying out its statutory duties under the Private Water Supplies (England) Regulations 2016 and for those discretionary services offered by the service as outlined above. This has resulted in the revised fees and charges schedule 1 as set out in Appendix 1. In order to compare fee structures a range of local authority service charges are benchmarked in schedule 2.

Contact for more Information: Jeremy Pritchard, Lead Officer – Environmental Health 01884 244605 or jpritchard@middevon.gov.uk

Circulation of the Report: Cabinet Member for Community Well-Being (Cllr Colin Slade), Cabinet Member for Working Environment and Support Services/Public Health (Cllr Margaret Squires), Management Team

Appendix 1

Schedule 1 - Environmental Health Charges

PRIVATE WATER SUPPLIES				
Activity	Maximum charge permitted	Current charge	Proposed charge	Comments
Risk Assessment and provision of report	£500	£190	£220 for up to 2 hours + £40 hour thereafter	A risk assessment is required for all private water supplies except for single domestic dwellings
Sampling visit	£100	£75	£80	Charge for a visit and sample (£15 discount if sampling also takes place at time of risk assessment)
Investigation	£100	£100	£100	Carried out in the event of a sample failure
Authorisation	£100	£100	£100	Issued for a temporary basis whilst remedial work is carried out to improve the supply
Gross Income over 12 months		£30,000	£34,000	Net income is roughly one third less due to South West Water analysis costs

FOOD SAFETY			
Activity	Current charge	Proposed charge (*no maximum charge applies)	Comments
Food Condemnation Certificate	£50	£100	Customer to arrange for removal of condemned food by approved contractor
Food Export Certificates	£50	£50 each	Includes a visit, if required
Food Export Certificate signing only	-	£23 each	No visit
Food Premises Registration: Individual copy of entry in Public Register	-	£12	
Food Premises Registration: Copy of entire list	-	£550	Paper copy
Food Premises Registration: Copy of entire list	-	£110	Electronic copy
Refresher Course in Food Safety in Catering	£15	£15	2-hour food hygiene (refresher) training course
PUBLIC HEALTH			
Exhumations	-	£600	Up to 7 hours of attendance (including an allowance for unsocial hours)
Income over 12 months	£300	£550	Infrequent demand for services other than export certification and food hygiene training

Schedule 2 – Benchmarking Local Authority Charges

PRIVATE WATER SUPPLIES			
Local authority	Activity	Charge	MDDC Proposed Charge
Cornwall Council	Sampling visit	£100	£80
	Risk Assessment	£278 (2 hours + £39 per hour on site) & £113 report (1.5 hrs)	£220 for up to 2 hours + £40 hour thereafter
North Devon District Council	Sampling visit (programmed)	£75	£80
	Sampling visit (single request)	£100	£80
	Risk Assessment	£200	£220 for up to 2 hours + £40 hour thereafter
	Investigation	£100	£100
	Authorisation	£100	£100
FOOD SAFETY and PUBLIC HEALTH			
Cornwall Council	Food Condemnation Certificate	£70 (per hour)	£100
	Food Export Certificates (site visit)	£117	£50
	Food Export Certificate (signing only)	£58.50	£23
	Exhumations	£949	£600
South Somerset Council	Food Condemnation Certificate	£97 (per hour)	£100
	Food Export Certificates (site visit)	£58	£50
	Food Export Certificate (signing only)	£23	£23
	Food Premises Registration: request for copies	<ul style="list-style-type: none"> • £12 (single) • £570 (paper copy entire list) • £114 (entire list electronic copy) 	<ul style="list-style-type: none"> • £12 (single) • £550 (paper copy entire list) • £110 (entire list electronic copy)
Teignbridge DC	Refresher Course in Food Safety in Catering	£31	£15

HOMES PDG
13 SEPTEMBER 2016

INTRODUCTORY TENANCY POLICY

Cabinet Member Cllr Ray Stanley
Responsible Officer Claire Fry, Housing Services Manager

Reason for Report: To review the Introductory Tenancy Policy.

RECOMMENDATION(S): Cabinet approves the revised Introductory Tenancy Policy.

Relationship to Corporate Plan: The Council must run the Housing Service efficiently and effectively in accordance with legislative requirements and the provisions of the regulatory framework.

Financial Implications: The Council issues introductory tenancies to new tenants to ensure they are complying with the terms and conditions of the tenancy during the probationary period.

Legal Implications: In accordance with the Introductory Tenants (Review) Regulations 1997, the Council is required to review the decision to seek an order for possession of a dwelling-house let under an introductory tenancy if requested by the tenant.

The contractual obligations of tenants are contained in the tenancy agreement.

Risk Assessment: Failure to provide housing management staff with the appropriate policies could result in a less consistent and effective service.

1.0 Introduction

- 1.1 The review of this policy reflects changes in good practice and legislative changes. It provides a framework for staff which sets out the reasons the Council issues introductory tenancies, tenants' rights and responsibilities and what action may be taken where there has been a breach of the tenancy during the probationary period.
- 1.2 The Introductory Tenancy Policy was approved at the meeting of the Decent and Affordable Homes Policy Development Group in September 2013. The policy is due to be reviewed by September 2017.
- 1.4 Tenants Together approved the draft Introductory Tenancy Policy at their meeting on 11 August 2016.
- 1.5 Cabinet is asked to consider the proposed changes and to agree the adoption of the reviewed policy.

2.0 Proposed policy changes

- 2.1 The policy has been reviewed earlier than the expected due date to take into account changes made to other working documents. Minor amendments to the existing policy have been made. However, the policy will have to be reviewed again when provisions within the Housing & Planning Act 2016 are due to be implemented. The council are currently waiting on Government guidance on this matter.
- 2.2 The policy has been updated to take into account changes made to Council procedures on ending and extending introductory tenancies. Authorisation has been given to Heads of Services, Service Managers and Managers of the Housing Service including Team Leaders to carry out reviews to either extend or terminate the tenancy where there has been a breach of the tenancy during the probationary period
- 2.3 The policy introduces a section on rights and responsibilities. This explains that introductory tenants have the same responsibilities as a secure or flexible tenant but they do not have the same rights such as mutual exchange, to carry out improvements to their home or take in lodgers.
- 2.4 The section on rights and responsibilities also explains the different ways that new tenants are informed about the terms and conditions of tenancy when signing up for a tenancy. This explains that tenants are shown a DVD about their rights and responsibilities as a tenant before signing their tenancy with us, a copy is available to view on the Council's website. Also they are given a sign up pack which includes a copy of the Tenant Handbook and the Repairs Handbook which provide guidance and useful information about their tenancy.
- 2.5 An additional clause has been added to the section relating to "Ending the tenancy". This states that a tenant can request a review of the decision to end the tenancy. The tenant will be given 5 clear days' notice of the review date.
- 2.6 As part of our Complaints Procedures we carry out a lessons learnt exercise after complaints have been investigated. A section about our service standards has been included in the policy to reflect our commitment to being open and transparent. It explains that we will ensure that our policies are well-publicised and if there are any operational matters which impact upon our ability to operate a policy, we will ensure that information about this is given to tenants and other stakeholders.

Contact for more Information: Claire Fry, Housing Services Manager (01884 234920 cfry@middevon.gov.uk)

Circulation of the Report: Councillor Ray Stanley, Management Team

List of Background Papers: A copy of such papers to be made available for public inspection and included on Website

Mid Devon District Council

Introductory Tenancy Policy

Policy Number: HSG v2.3

September 2016

DRAFT

Version Control Sheet

Title: Introductory Tenancy Policy

Purpose: To review the Introductory Tenancy Policy in accordance with good practice and relevant legislative requirements.

Owner: Housing Services Manager
cfry@middevon.gov.uk
Telephone number 01884 234920

Date: **September 2016**

Version Number: v2.3

Status: Review of policy

Review Frequency: **Every 4 years or sooner if required and in accordance with good practice and changes in legislation**

Next review date: **When the new provisions within the Housing & Planning Act 2016 come into effect**

Consultation **This document was sent out for consultation to the following:**

Cabinet Member

Staff

Tenants Together

Management Team

Decent & Affordable Homes PDG

Document History

This document obtained the following approvals.

Title	Date	Version Approved
Cabinet Member	1.7.16	
Tenants Together	11.8.16	
Management Team		
Decent & Affordable Homes PDG		
Cabinet		

1. Introduction

This policy statement outlines Mid Devon District Council's (MDDC), Housing Service's approach to achieving sustainable tenancies by providing support and guidance to introductory tenants throughout the settling in period of their tenancy.

2. Scope

This policy explains the reasons for using introductory tenancies, tenants' rights and responsibilities and the action taken by the Council for breaches of the tenancy which have not been remedied. This policy covers the following points and should be read in conjunction with the related documents as stated below:-

- Introductory tenancies
- Rights and responsibilities
- Conducting the tenancy
- Extending the tenancy
- Ending the tenancy

3. Related Documents

- a. Tenancy Agreement
- b. Tenancy Policy
- c. Tenancy Changes Policy
- d. Improvements to Council Properties Policy
- e. Anti-social Behaviour (ASB) Policy and Procedures

4. Definitions

The following definitions apply to this policy:

- **An Introductory Tenancy** is a twelve month probationary tenancy, which offers tenants limited rights.
- **A Secure Tenancy** is granted to some tenants automatically after twelve months of being on an introductory tenancy, provided they have met the conditions of their tenancy agreement. Secure tenants have more tenancy rights.
- **A Flexible Tenancy** is a form of secure tenancy which lasts for a fixed term. It will be granted to most tenants after twelve months following an introductory tenancy. Tenants with a flexible tenancy will mostly have similar rights as other secure tenants.

5. Introductory tenancies

5.1 The Council will use introductory tenancies as part of a range of methods to help new tenants sustain their tenancies.

5.2 The purpose of using introductory tenancies is to:

- Provide a fair and open system, setting clear guidelines in relation to the expected behaviour of new tenants;

- Enable the Council to deal effectively with breaches of the tenancy agreement at an early stage;
- Help sustain new tenancies where they are failing;
- Encourage regular payment of rent;
- Reduce ASB and nuisance.

5.3 New tenants to the Council will be signed up as introductory tenants except where they have an existing secure or flexible tenancy. If a tenant is already an introductory tenant with a Council, or a starter tenant (in the case of Housing Association tenants), and transfers, they will continue to be introductory until they complete the 12 month probationary period (or 18 months if extended).

5.4 An introductory tenancy enables the Council to closely monitor the probationary period of the tenancy. If the tenant complies with the conditions of the tenancy agreement, they will automatically become either a secure or flexible tenant after 12 months. If during the probationary period the Council can demonstrate that conduct has been unsatisfactory, the tenancy can be extended or terminated.

5.5 Introductory tenancies are designed to make it easier for landlords to recover possession of a property if the tenant commits a serious breach of their tenancy agreement.

5.6 The Council may extend the introductory tenancy for a further 6 months before making it secure or flexible or terminating the tenancy. This allows the tenant a further opportunity to modify their behaviour and to remedy any specific breach of tenancy conditions.

5.7 As a last resort, the Council may terminate the tenancy by serving notice on the tenant and applying for a Possession Order from the Court.

6. Rights and responsibilities

6.1 Introductory tenants have the same responsibilities as a secure or flexible tenant but they do not have the same rights.

6.2 An Introductory tenant must not:

- Mutual exchange;
- Take in lodgers;
- Sub-let any part of their home;
- Carry out improvements to their home;
- Apply to purchase their home under the Right to Buy Scheme.

- 6.3** An introductory tenancy can only be assigned where it is:
- An assignment to a person who would be qualified to succeed in the event of the death of the introductory tenant; or
 - An assignment as a result of a property adjustment order in connection with matrimonial, or civil partnership proceedings, or overseas divorce, or dissolution of a civil partnership, or an order for financial relief against parents.
- 6.4** An Introductory tenant has the right of succession and of repair.
- 6.5** The terms and conditions of the tenancy are explained to all new tenants. Introductory tenants do not have the same legal protection in a County Court as other tenure types and Officers will make sure that tenants are made aware of this at sign up and the Council's expectations from the tenant.
- 6.6** At sign up, tenants are shown a DVD about their rights and responsibilities as a new tenant. A copy of this DVD is available to view on our website. They will also be given a sign up pack which includes a copy of the Tenant Handbook and Repairs Handbook which provide guidance and useful information about their tenancy.
- 7. Conducting the tenancy**
- 7.1** The Council will ensure, where possible, that tenants have the capacity to sustain their tenancy. It is important for us to consider any vulnerability when signing up tenants for a new tenancy. Every effort is made to identify any support needs in order to ensure, where possible, help is available during the course of a tenancy.
- 7.2** Tenants will be expected to abide by their tenancy agreement and the policies set out by the Council during their tenancy.
- 7.3** Neighbourhood Officers will undertake a post-sign up visit as soon as possible after tenants sign for their tenancy. This ensures that the tenant understands their responsibilities and that they are given the necessary support and advice for them to manage their tenancy.
- 7.4** If during the probationary period, there is a cause for concern Neighbourhood Officers will approach the tenant in an attempt to remedy any issues highlighted. They will work with the tenant and other agencies (if applicable) to try to resolve any breaches. However, if they are not resolved, or are of a serious nature for example non-payment of rent, anti-social behaviour or other serious breaches, the Council can either extend or terminate the tenancy.
- 7.5** Each case will be decided on its own merits and circumstances and this policy will be applied accordingly.

8. Extending the tenancy

- 8.1** Neighbourhood Officers may choose to extend the probationary period of an introductory tenancy for a further 6 months. This will be in cases where there is sufficient evidence for concern, but where it would not warrant possession proceedings being taken against the tenant. This may be where the breach of tenancy is of a relatively minor nature.
- 8.2** A tenant will be served notice of the decision to extend an introductory tenancy within the 12 month probationary period. The notice can be served up to 8 weeks before the end of the 12 month probationary period.
- 8.3** If a decision is made to serve notice to extend the tenancy the Council will set out the reasons for the decision. The tenant will then have an opportunity to request an internal review of that decision by a senior officer who has not previously been involved in the case. Clear written guidance will be provided to the tenant outlining the process.
- 8.4** The tenant must inform the Council of their intention to seek an internal review within 14 days of the notice being served. If the tenant requests a review of the decision to extend the introductory tenancy they will be given 10 days' written notice of the review date.
- 8.5** Authorisation is given to Heads of Services, Service Managers and Managers of the Housing Service including Team Leaders to carry out reviews.
- 8.6** If the tenancy is extended, at the end of the 18 month trial period, the introductory tenancy will automatically become either a flexible or secure tenancy. However, where breaches are not remedied or a further breach occurs, the Council may decide to commence with possession proceedings.

9. Ending the tenancy

- 9.1** In cases where there is sufficient evidence to warrant commencing action by serving notice on the tenant, a Notice of Possession Proceedings will be issued. This Notice can be served, where appropriate, at any time during the course of the introductory tenancy. Court action can only be taken to end an introductory tenancy if the case is started in the Courts by the issue of proceedings before the end of the introductory term. The tenancy will carry on as an introductory tenancy until the Court case is determined.
- 9.2** If a decision is made to end the tenancy, the Council will set out the reasons for the decision. The tenant will then have an opportunity to request an internal review of that decision by a senior officer who has not previously been involved in the case. Clear written guidance will be provided to the tenant outlining the process.
- 9.3** Requests for a review of the decision to end an introductory tenancy do not need to be made in writing so tenants can make a phone call to appeal the

decision. The tenant must inform the Council of their intention to seek an internal review within 14 days of the Notice being served.

- 9.4** If the tenant requests a review of the decision to end the tenancy, they will be given 5 clear days' notice of the review date.
- 9.5** Authorisation is given to Heads of Services, Service Managers and Managers of the Housing Service including Team Leaders to carry out reviews.
- 9.6** Eviction will be pursued if this is felt to be the most appropriate action by the review panel. Where the panel does not uphold eviction proceedings, Neighbourhood Officers will need to discuss the way forward with the tenant about maintaining their tenancy in a satisfactory manner.
- 9.7** The tenant will be given every opportunity to remedy any breach of the tenancy prior to the service of notice and subsequent eviction proceedings.

10. Service standards

- 10.1** We are committed to the principles of openness and transparency and for this reason we will ensure that this policy is well-publicised. If there are any operational matters which impact upon our ability to operate this policy, we will ensure that information about this is given to tenants and other stakeholders.

11. References

- Introductory Tenants (Review) Regulations 1997

12. Equality and Diversity

- 12.1** The Housing Service tailors its services to meet the diverse needs of individuals. We foster good relations with people when providing services to eliminate discrimination and to promote opportunity of equality.

13. Review

- 13.1** This Policy has been written in line with current relevant legislation. The policy will be reviewed and revised to reflect any legislative requirements and/or other guidance or good practice. The next review of this Policy is due when the new provisions of the Housing and Planning Act 2016 are expected to be implemented.

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HOMES PDG
13 SEPTEMBER 2016

AIDS AND ADAPTATIONS POLICY

Cabinet Member Cllr Ray Stanley
Responsible Officer Mark Baglow, Building Services Manager

Reason for Report: To review the Aids and Adaptations Policy.

RECOMMENDATION(S): Cabinet approves the revised Aids and Adaptations Policy.

Relationship to Corporate Plan: The Council must run the Housing Service efficiently and effectively in accordance with legislative requirements and the provisions of the regulatory framework. The Council must consider the impact of an aging population and help people to retain their independence and remain in their own homes.

Financial Implications: The financial implications will be contained within the Housing Revenue Account. It is important to prioritise financial management of the HRA to ensure the all available funds are used to the best effect.

Legal Implications: As a registered provider (RP) of social housing, the Council is obliged to take account of the standards contained within the regulatory framework which is administered by the Homes and Communities Agency (HCA). The Home Standard states that RPs shall co-operate with relevant organisations to provide an adaptations service that meets tenants needs.

Risk Assessment: Failure to provide housing management staff with the appropriate policies could result in a less consistent and effective service.

1.0 Introduction

- 1.1 The review of this policy reflects changes in good practice and legislative changes. It provides a framework for staff which sets out the Council's approach to providing aids and adaptations for tenants or their household members to help them remain and live independently in the home.
- 1.2 The Aids and Adaptations Policy was approved at the meeting of the Decent and Affordable Homes Policy Development Group in July 2013. The policy is due to be reviewed by June 2017.
- 1.4 Tenants Together approved the draft Aids and Adaptations Policy at their meeting on 11 August 2016.
- 1.5 Cabinet is asked to consider the proposed changes and to agree the adoption of the reviewed policy.

2.0 Proposed policy changes

- 2.1 The policy has been reviewed earlier than expected to bring the Council's policy in line with other providers. Minor amendments to the existing policy have been made. The layout and sub headings have also been amended to take into account changes made.
- 2.2 The policy has been updated to take into account who is eligible for assistance from the Council for aids and adaptations. For example, the policy applies to Council tenants and members of their household including lodgers and sub-tenants (where eligible, in line with the terms and conditions of the tenancy agreement).
- 2.3 The policy has been amended to highlight who qualifies for assistance. For example, where a tenant or household member has a disability or a long term illness, the Council will consider providing equipment or adaptations to the home to enable that individual to remain living independently.
- 2.4 A new section on servicing, repairs and maintenance has been introduced which explains that the Council has in place an annual programme to undertake servicing and maintenance of equipment such as stair lifts and lifting equipment.
- 2.5 The policy updates the section on installing your own adaptations. This explains that all adaptations installed by the tenant or household member are at their own expenses. The tenant is required to obtain written permission from the Council prior to carrying out any works.
- 2.6 The policy emphasises that the Council will not fund any alterations or adaptations that may be required to the property following the purchase of a mobility vehicle. If the tenant needs to make changes to the property such as vehicle access, hard standing, pathways or shelters or electric charging points, these will need to be funded by the tenant or household member unless a statement of need is received from an Occupational Therapist making the recommendation.
- 2.7 The previous section relating to transfer has been amalgamated to a new section called moving, transfers and mutual exchanges. An additional clause has been added which states secure and flexible tenants who have adaptations in their home have the right to mutual exchange with other eligible tenants. However, the Council can refuse a mutual exchanges on grounds outlined in legislation.

Contact for more Information: Mark Baglow, Building Services Manager (01884 233011) mbaglow@middevon.gov.uk)

Circulation of the Report: Councillor Ray Stanley, Management Team

List of Background Papers: A copy of such papers to be made available for public inspection and included on Website

Mid Devon District Council

Aids & Adaptations Policy

Policy Number: HSG v2.3

September 2016

DRAFT

Version Control Sheet

Title: Aids & Adaptations Policy

Purpose: To review the Aids & Adaptations Policy in accordance with good practice and any changes in legislation.

Owner: **Building Services Manager**
mbaglow@middevon.gov.uk
Telephone number 01884 233011

Date: **September 2016**

Version Number: v2.3

Status: Review of Policy

Review Frequency: **Every 4 years or sooner if required and in accordance with changes in good practice and legislation**

Next review date: **September 2020**

Consultation **This document was sent out for consultation to the following:**

Cabinet Member

Staff

Tenants Together

Management Team

Decent and Affordable Homes PDG

Document History

This document obtained the following approvals.

Title	Date	Version Approved
Cabinet Member	15.7.16	
Tenants Together	11.8.16	
Management Team		
Decent and Affordable Homes PDG		
Cabinet		

1. Introduction

This policy statement outlines Mid Devon District Council's (MDDC) approach to providing aids and adaptations for tenants or their household members who have a disability or suffering from long term ill health, to help them remain and live independently in the home. It is recognised that in some instances the accommodation they live in may no longer be suitable to support their needs.

2. Scope

This policy sets out the Council's provision of providing aids and adaptations within their housing stock and how they will be delivered. It covers the following points and should be read in conjunction with the related documents as stated below:-

- Who is considered under this policy
- Who qualifies for assistance
- Minor and major adaptations
- Cost of aids and adaptations
- Servicing, repairs and maintenance
- Installing your own adaptations
- Removing adaptations
- Recycling adaptations
- Letting adapted properties
- Moving, transfers and mutual exchanges
- Change of circumstances
- Applications falling outside of this policy

3. Related Documents

- a) Tenancy Agreement
- b) Recharge Policy
- c) Improvements to Council Properties Policy
- d) Allocations Policy
- e) Devon Home Choice Scheme
- f) Decant Policy

4. Definitions

For the purpose of this policy, the following definitions apply:-

- **Aids and adaptations:** Is the provision of fixed equipment and/or modification to the property or associated land where there has been an identified need to enable the tenant or household members to live independently and safely in their home.
- **Minor adaptations:** Involves non-structural alterations or additions to a property. These include aids or adaptations costing less than £1,000, examples include grab-rails, special taps, over-bath showers, shower seats, ramps or hard standing.

- **Major adaptations:** Involves extensive structural adaptations to a property costing more than £1,000, examples include installation of stair lifts, level access showers or building an extension.
- **Disabled:** A person is defined as “disabled” under the Housing Grants, Construction and Regeneration Act 1996 if:
 - a) Their sight, hearing or speech is substantially impaired;
 - b) They have a mental disorder or impairment of any kind; or
 - c) They are physically substantially disabled by illness, injury or impairments that have been present since birth or otherwise.

Generally the impairment of the applicant must have lasted or is likely to last for at least twelve months.

- **Tenant:** This means anyone who holds a Council tenancy with MDDC.
- **Household member:** This means relatives, partners, lodgers or subtenants who reside at the property.
- **Family member:** This means relatives such as spouse, civil partner, children including partners who reside at the property.

5. Who is considered under this policy?

- 5.1 This policy applies to Council tenants and members of their household including lodgers and subtenants (where eligible, in line with the terms and conditions of the tenancy agreement). Leaseholders, owner occupiers, private and Registered Provider tenants are not included within the scope of this policy. However, they will be signposted to the relevant agencies.

6. Who qualifies for assistance?

- 6.1 Where a tenant or household member has a disability or a long term illness, the Council will consider providing equipment or adaptations to their home to enable them to remain living in that property. The Council will take into account any advice or recommendations provided by health professionals in agreeing works with the tenant and/or family/household member.
- 6.2 Before adaptations are carried out, the Council will consider whether they are reasonable and practicable, taking into account the type of works required, the age and condition of the property. Alternatively, where it may be more appropriate for the tenant or household member to move to another property, including accommodation with a different housing provider, the Council will discuss the options available to them. The Council will ensure that it makes the best use of its housing stock.
- 6.3 Examples of cases where it will generally be considered not reasonable or practicable for major adaptations works to be undertaken include:
- In a family dwelling where under or over occupation exists
 - Where there is a requirement to provide an additional bedroom or living room space and suitable alternative accommodation exists within the near locality
 - Where a level access shower is required in properties at first floor or above, where there is no lift, or in bathrooms of family sized accommodation, which is under occupied

- Where parking bays and access ramps would adversely affect the amenity of the area
- Where the works would significantly affect the Council's ability to let the property in the future and there is suitable alternative accommodation available
- Where the Council are seeking possession of a property because of a breach of tenancy conditions.

6.4 The above list **under point 6.3** is not exhaustive and individual circumstances will be taken into account. Factors affecting the decision on whether it is reasonable or practicable include:

- The extent to which the property is capable of being adapted
- The cost of the works
- The availability of suitable alternative accommodation
- The degree of occupation in the premises
- The extent to which the tenant is complying with the terms and conditions of their tenancy agreement.

6.5 Adaptations for lodgers or subtenants, will only be carried out in exceptional circumstances. This will be determined by the Housing Services Manager and Building Services Manager.

6.6 For household members who are not a named tenant on the tenancy agreement, they must be registered as living at the property for council tax purposes and if aged over eighteen years, they should be registered on the electoral role for that address.

6.7 Adaptations for a child will only be carried out at the main residence of a child who has a disability whose parents are separated. This is normally the residence of the parent who is in receipt of child benefit, if applicable, for that child.

7. Minor adaptations

7.1 The Council will provide minor adaptations for works under £250 where the tenant feels that they may help them or their household member to live more independently. This can be achieved by the tenant contacting their Neighbourhood Officer or directly to the Repairs Service.

7.2 Examples of aids and adaptations under £250 include: lever taps, special handles, grab rails, handrails, flashing doorbells, lowering of light switches or raising floor level sockets.

7.3 The Council will require a referral from the Occupational Therapist for adaptations costing between £250- £1,000. Examples of adaptations include: ramps, hard-standings, safety glass, over-bath showers or minor internal alterations to the kitchen or bathroom.

8. Major adaptations

8.1 The Council will provide major adaptations to help eligible tenants and household

members to live independently. A referral from an Occupational Therapist will be required before carrying out any works. Major adaptations can involve extensive structural alterations and will normally cost more than £1,000.

- 8.2** Examples of major adaptations include: property access (ramps, drop kerbs) widening doorways, level access showers, change of heating or lighting controls, stair lifts or changes to the configuration of the bathroom or kitchen and extensions to the property.
- 8.3** Approval of works that exceed £1,000 will be made on the condition that:
- An Occupational Therapist completes an Assessment of Need which outlines clear recommendations that the work is necessary to sustain independent living;
 - An assessment is carried out with the tenant and household member to check whether a move to a more suitable property may resolve the need for adaptations and present a better long-term solution to their circumstances; and
 - The proposed works comply with all regulatory requirements and permissions.

9. Cost of adaptations

- 9.1** The Council will set a budget for the provision of aids and adaptations which will be reviewed annually.
- 9.2** Adaptations that are carried out by the Council within the scope of this policy will normally be funded up to £30,000. Tenants or household member's may need to contribute (children are exempt) towards the cost of works over £1,000 and under £30,000. An assessment will be based on an individual's financial circumstances.
- 9.3** Where top up funding is required for major adaptations to a property, the Council will work with other agencies to make recommendations to support additional funding and to evidence that other long term options and other funding sources have been explored.
- 9.4** Where another organisation has agreed to part fund the cost of works, this must be done in agreement with the Council and the Occupational Therapist.
- 9.5** Any adaptations funded or part funded by the Council must remain in the property and should not be removed or altered by the tenant, household member or anyone acting on their behalf without the agreement of the Council. Even if the tenant or household member contributes towards the cost of works, the adaptations must remain in the property unless agreed otherwise.

10. Adapted properties

- 10.1** All aids and adaptations work completed at a property will be recorded as part of the property details held on the housing management system. Wherever practical, this information will be used to ensure any future allocations are made to applicants requiring such adaptations.

10.2 If major adaptations are required to a property which requires the tenant or family member to move, the Council will only decant the tenant as a last resort and where all other possible solutions have been investigated. All decants will be dealt with in accordance with the Council's Decant Policy.

11. Servicing, repairs and maintenance

11.1 An annual programme to undertake servicing and maintenance of equipment such as stair lifts and lifting equipment will be put in place by the Council.

11.2 The Council will meet the cost of all routine repairs and maintenance to any adaptations provided or adopted by them. This will be funded through the Disabled Facilities Grant (DFG) budget.

11.3 Where adaptations have aged and there are persistent repairs, the Council will liaise with the Occupational Therapist to check that the adaptation is still required.

11.4 If any aids or adaptations have been wilfully damaged by the tenant, a household member or visitor to the property, the tenant will be recharged for any costs incurred for putting the property right.

11.5 If a tenant moves, any adaptations fitted by the Council are to remain at the property. Any adaptations fitted by the tenant are to be removed unless agreed otherwise by the Council.

12. Installing your own adaptations

12.1 For all adaptations installed by the tenant or household member at their own expense, the tenant is required to obtain written permission from the Council before carrying out any works. The Council will only refuse permission with good reason, such as if the work:

- Would interfere with any maintenance to the property;
- May cause a potential health and safety risk; or
- Would breach any regulatory requirements.

12.2 The written request will need to state what works and adaptations the tenant requests to carry out and include a plan of the required works. Completed works may be inspected to ensure they have been carried out to a satisfactory standard.

12.3 The tenant will be responsible for obtaining the necessary planning permissions and/or building regulations and any costs incurred by doing so.

12.4 The Council will not be responsible for maintaining, servicing or repairing any aids or adaptations installed by the tenant or household member. At the end of the tenancy, the tenant may be required to remove any approved aid or adaptation they or their household member have fitted and make good any damage to the property. Alternatively, if the Council agrees to take responsibility for the alterations, the tenant or household member will be required to sign over ownership free of charge.

12.5 The Council will not fund any alterations or adaptations that may be required to the

interior or exterior of the property following the purchase of a mobility vehicle. If the tenant needs to make changes to the property such as vehicle access, hard standings, pathways or shelters or electric charging points, these will need to be funded by the tenant or household member unless a statement of need is received from an Occupational Therapist making the recommendation. The tenant will be required to obtain written consent from the Council for carrying out such works.

12.6 If adaptations have been carried out at the tenant's or household member's expense without written permission, then the Council may:

- Agree to take over the ownership of the adaptations;
- Ask the tenant to seek retrospective consent;
- Ask the tenant to remove the adaptation and make good any damage to the property; or
- Recharge the tenant for the removal of adaptations or repair any damage after a tenancy has ended and the former tenant will be liable for any costs incurred for such works.

13. Removing adaptations

13.1 Where adaptations have been carried out to a property designated for elderly or a person with a disability, these will normally not be removed, for example where a bath has been replaced with a level access shower.

13.2 The Council advertises adapted properties through the Devon Home Choice Scheme, and every effort will be made to re-let an adapted property to a person who has a need for that type of property. Where this is not possible, and a non-disabled tenant accepts an offer of an adapted property, adaptations such as level access showers will not usually be removed. However, the Council reserves the right to remove the adaptation if they consider it to be unsuitable for the property.

14. Recycling adaptations

14.1 Where the Council has reserved their discretion to remove adaptations from the property, they will recycle adaptations where possible, for example stair lifts, hoists or through floor lifts. However they will not remove structural adaptations that have been carried out to a property, such as door ramps, level access showers and widened doors.

15. Letting adapted properties

15.1 Properties available for allocation will be placed on Devon Home Choice Scheme, this will include adapted properties to ensure the process is open and transparent. There may be individual cases where significant adaptations have been carried out where a direct let may be made to match the property to the applicant most in need of the property.

16. Moving, transfers and mutual exchanges

16.1 Following a major adaptation the Council would normally expect the tenant to remain at the property for a reasonable period before moving again. Where applicants

are on the transfer list then each request will be considered on an individual's basis.

16.2 However, the Council understands that there may be exceptions where the tenant or household member's needs have changed, for example, there is a need to move to more suitable accommodation. Where the Occupational Therapist and Council agree a move is necessary, if the new home requires adaptations, it will be assessed and adapted in accordance with this policy.

16.3 Secure and flexible tenants who have adaptations in their home have the right to mutual exchange with other eligible tenants. However, the Council can refuse a mutual exchange on grounds outlined in legislation.

17. Change of circumstances

17.1 If a tenant or household member needs have changed after adaptations have been installed, for example, they can no longer do something that they could manage before, then the applicant will be advised to make contact with their Occupational Health Therapist or the relevant organisation such as Care Direct.

18. Applications falling outside of this policy

18.1 The Council accepts that there may be circumstances that warrant exceptions to this policy. Applications for assistance that fall outside of this policy will be considered by the Housing Services Manager and, where appropriate, and reasonable to do so, they may agree exceptions to this policy

19. Service standards

19.1 The Council are committed to the principle of openness and transparency and for this reason we will ensure that this policy is well-publicised. If there are any operational matters which impact upon our ability to operate this policy, we will ensure that information about this is given to tenants and other stakeholders.

20. References

- Chronically Sick and Disabled Persons Act 1970
- The Housing Act 1985
- Housing Grants, Construction and Regeneration Act 1996
- Equality Act 2010
- The Care Act 2014

21. Equality and Diversity

21.1 The Council will tailor its services to meet the diverse needs of individuals. They will foster good relations with people when providing services to eliminate discrimination and to promote equality of opportunity.

22. Review

This Policy has been written in line with good practice and current relevant legislation. Unless there are any changes to such legislation beforehand, the next review of this Policy is due September 2020 and every four years thereafter.

**HOMES PDG
13 SEPTEMBER 2016**

SERVICE STANDARDS REVIEW

Cabinet Member Cllr Ray Stanley
Responsible Officer Claire Fry, Housing Services Manager

Reason for Report: To review the Services Standards

RECOMMENDATION(S): Cabinet approves the revised Service Standards.

Relationship to Corporate Plan: The Council must run the Housing Service efficiently and effectively in accordance with legislative requirements and the provisions of the regulatory framework.

Financial Implications: Realistic service standards must be set to avoid setting the Council to fail, which may have a detrimental effect on the service delivered.

Legal Implications: As a registered provider (RP) of social housing, the Council is obliged to take account of the standards contained within the revised regulatory framework which is administered by the Homes and Communities Agency (HCA).

Risk Assessment: It is good practice to review service standards on a regular basis to take account of changes to legislation, regulatory requirements, policy and good practice. Failure to develop a set of service standards could result in the Council failing to meet the expectations of tenants, stakeholders and the regulator which could have a detrimental effect upon the reputation of the Council.

1.0 Introduction

- 1.1 The review of the service standards reflects changes in good practice and legislative changes. It provides a framework for staff which sets out the standard of service they are expected to deliver as well as informing tenants and leaseholders of the service they can expect to receive.
- 1.2 The HCA are currently responsible for the regulation of social housing. They have developed a number of standards which sets out what is expected of landlords. These standards were recently reviewed by the HCA in July 2016.
- 1.3 There is a specific expectation detailed within the tenant involvement and empowerment standard which states that RP's must ensure that tenants are given a wide range of opportunities to influence, and be involved in the making of decisions about how housing related services are delivered, including the setting of service standards.
- 1.4 The Council is therefore expected to provide tenants with accessible, relevant and timely information about the standards of housing services our tenants can expect and how the Housing Service is performing against those standards.

- 1.5 The Service Standards was approved at the meeting of the Decent and Affordable Homes Policy Development Group in June 2011. The Service Standards were due to be reviewed by 2014. Conflicting priorities have delayed this review.
- 1.5 Tenants Together approved the draft Service Standards at their meeting on 11 August 2016.
- 1.6 Cabinet is asked to consider the proposed changes and to agree the adoption of the reviewed standards.

2.0 Proposed changes

- 2.1 The service standards have been revised to reflect the requirements of the regulator. They have been divided into four areas: Tenancy Standard, Tenant Involvement & Empowerment Standard, Neighbourhood & Community Standard and home Standard.
- 2.2 The layout of the existing service standards has been adapted to make the standards user friendly. There are new sections that do not feature in the existing standards. Some standards have remained whilst others have been re-worded.
- 2.3 The service standards have been updated to provide clear information to staff, tenants and other stakeholders about what they can expect from the Housing service in terms of the services we provide.
- 2.4 The revised document provides a clear point of reference which can be used by tenants when involved in the scrutiny of performance.
- 2.5 It also provides clear guidance of the service that tenants can expect if they wish to report a complaint of service failure.
- 2.6 The service standards have previously been scheduled to be reviewed every two years. In future, these will be reviewed in conjunction with tenants to reflect any legislation requirements and/or other guidance or good practice. It is expected that these will be reviewed every four years.
- 2.7 Members are asked to agree to the revised service standards.

Contact for more Information: Claire Fry, Housing Services Manager (01884 234920 cfry@middevon.gov.uk)

Circulation of the Report: Councillor Ray Stanley, Management Team

List of Background Papers: A copy of such papers to be made available for public inspection and included on Website

Housing Services

Our Service Standards

DRAFT

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Introduction

Welcome to Mid Devon District Council's, Housing Service, Service Standards. This Service Standards document covers all aspects of our housing service and informs you what you can expect from us as a tenant or leaseholder.

Our Service Standards are divided into four areas:-

- Tenancy Standard
- Tenant Involvement & Empowerment Standard
- Neighbourhood & Community Standard
- Home Standard

We will review our Service Standards, in conjunction with tenants, every four years. We will inform you how we have performed throughout the year in our Annual Report. We also publish our monthly performance statistics on our website each month which is monitored internally by staff, Councillors and tenants.

We are happy to receive feedback from you about our services. If you feel we have not met our obligations, or if you want to make a complaint or compliment about our service, please let us know. There are a variety of ways to make contact with us which include:

- Telephone: 01884 255255;
- Online: www.middevon.gov.uk;
- Email: customerservices@middevon.gov.uk or htenancy@middevon.gov.uk;
- Visit: Phoenix House, Phoenix Lane, Tiverton, Devon EX16 6PP;
- Post: send us a letter to the above address; or
- Completing a "Have Your Say" form which can be obtained from the Council office's

Tenancy Standard

We aim to be fair and transparent in the way we offer a tenancy, let our homes and offer housing advice. We will take into account the housing needs of tenants and potential tenants.

Allocations

We will:

- Publish clear guidance to our approach to tenancy management, including interventions to sustain tenancies and prevent unnecessary evictions and tackling tenancy fraud
- Use Devon Home Choice Scheme to advertise our vacant homes
- Allocate our properties in accordance with published policies
- Offer practical assistance with making an application for housing, where requested, or appropriate
- Aim to provide confirmation of your Devon Home Choice application within 20 working days of you providing all of the required information
- Offer tenancies or terms of occupation which are compatible with the purpose of the accommodation, the needs of individual households, the sustainability of the community and to make the best use of our housing stock
- Arrange and carry out accompanied viewings at an agreed time with you
- Arrange for you to attend a meeting to sign your tenancy and collect your keys.

Letting our properties

We will:

- Arrange and carry out a pre-void inspection at your property before you move out, where possible
- Inform you of any repairs that you have to carry out before you move out and the amount you will be recharged if you do not carry out this work
- Advise of when and where you need to return the keys to your home when the tenancy ends
- Advertise your property, where applicable through the Devon Home Choice Scheme
- Minimise the time that properties are empty between each letting. We aim to re-let homes within published timescales.

Housing advice

We will:

- Work in partnership with other agencies to prevent homelessness, under occupation and overcrowding
- Offer a duty officer service for housing advice
- Provide you with a name of the officer dealing with your case
- Provide advice by telephone and/or in person
- Ensure that we work with applicants to help them to remain in their own homes wherever possible
- Maintain a list of applicants who require help and assistance to bid for properties
- Ensure staff are made aware of current legislation and welfare rights to ensure we are able to provide comprehensive housing advice and homelessness prevention
- Seek to undertake detailed investigations showing empathy and due consideration of the difficult circumstances our applicants are facing
- Seek temporary accommodation that is suited to your household needs within the confines of the emergency nature of temporary accommodation.

Mutual exchanges

We will:

- Provide an opportunity to exchange your tenancy with that of another tenant, by way of internet-based mutual exchange services
- Take reasonable steps to publicise the internet based mutual exchange service that we subscribe to
- Provide reasonable support for you to access the mutual exchange service we subscribe to when you do not have access to the internet
- Process all mutual exchange applications within 42 days
- Notify all applicants in writing the result of their application
- Arrange for the necessary health and safety checks to be completed prior to the exchanging of properties
- Carry out a post tenancy visit after the exchange has taken place.

Tenant Involvement and Empowerment Standard

We will work with you to shape our services and monitor our work. Tenants will be given support to develop and implement opportunities for involvement and empowerment. Our complaints process will resolve issues promptly, politely and fairly.

Service delivery

We will:

- Be committed to the principles of openness and transparency and for this reason we will ensure that our policies are well publicised
- Provide services in line with current policy and legislative requirements
- Ensure that you are made aware if there are any operational matters which impact upon our ability to operate our policies and that this information is given to tenants and stakeholders
- Carry out service reviews to ensure that our services continue to be efficient and effective
- Publish and have readily available a copy of our Service Standards so you know the standard of service to expect from us
- Publish our performance in our Annual Report and on the website
- Listen to your feedback to improve services
- Review our policies in accordance with legislative changes and good practise.

Customer Service

We will:

- Provide a range of different contact methods, you can call into our offices, phone, email or write to us, or use online services
- Provide a range of different ways you can communicate with us
- Foster good relations with people when providing services to eliminate discrimination and to promote equal opportunities
- Ensure that our staff are polite, friendly, helpful and listen to your enquiry
- Treat you with fairness and respect
- Respond to the diverse needs of our tenants, adapting our approach as required
- Ensure that publications are available in standard and alternative formats
- Ensure that our offices comply with legislative requirements for disabled access
- Provide telephone interpretation services and arrange interpreters on request
- Train staff in diversity and safeguarding issues

- Refer you to other agencies when we cannot assist or if it will be beneficial to you
- Provide a duty officer to deal with your query if the member of staff you wish to speak with is absent from their desk
- Introduce ourselves and wear an identification badge when we greet or visit you.

When you telephone us we will:

- Answer telephones as quickly as possible
- Provide the name of the caller when we answer your call
- Tell you the name of the person we are transferring your call to and the service area they work in where we have to redirect your call
- Keep the use of answerphones/voicemail to an absolute minimum during office hours
- Provide an out-of-hours telephone emergency service.

If you write or send us an email we will:

- Respond fully to letters, emails, online comments, requests for information in accordance with the timescales set out in the Council's Customer Care policy which is available to view on our website
- Include a named person, telephone number and email address on all written correspondence.

When you visit us at our offices we will:

- See you as quickly as possible
- See you as soon as the duty officer is available if you don't have an appointment, or offer to make an appointment for an alternative time
- Provide a private interview facility to discuss confidential matters
- Arrange for someone to sign, translate or interpret if you let us know you need one prior to visiting us
- Provide you with a clean, tidy, comfortable and smoke free environment
- Have a range of up to date leaflets available in reception.

If we visit you at home, we will:

- Arrive on time or contact you if we are delayed
- Give you an AM or PM appointment if we are to carry out work
- Not enter your home unless a responsible adult is present
- Not smoke or use inappropriate language
- Leave a calling card if no one is at home when we visit.

If we have to carry out repairs at your home, we will:

- Keep noise to a minimum and use dustsheets to protect your carpets and furnishings
- Only use radios or play music with your permission
- Keep all materials and tools in a safe position and inform you if it is necessary to obstruct doorways, stairs etc
- Respect your privacy when carrying out repairs and knock before entering any rooms
- Inform you if we need to turn off services, tell you before we do and when you can expect them to be turned back on
- Inform you if we need to leave your home during the course of the job, tell you why and when you can expect us back
- Ensure that essential utility services are available at the end of each working day
- Provide temporary heating if we are not able to put your heating back on at the end of each working day
- Clear away all our materials and rubbish when the job is finished.

Involvement and empowerment

We will:

- Ensure that you are given a wide range of opportunities to influence and be involved in the:
 - Making of decisions about how housing related services are delivered;
 - Formulation of landlord's housing related policies and strategic priorities; and
 - Scrutinising our performance
- Involve tenants in producing an Annual Report
- Publish News 4 U newsletter's each year
- Listen to your views and offer a variety of ways to communicate with us, including Facebook, Twitter, telephone and our website
- Provide support and resources to encourage tenant involvement such as providing training, information, practical support, paying travel and carer expenses
- Offer you a range of opportunities to be involved in issues that interest you
- Communicate and provide useful information on a regular basis using social network sites such as Facebook or Twitter
- Ensure you have the same opportunities as everyone else if you want to be involved
- Publicise opportunities to be involved on our website, newsletter, Facebook and Twitter

- Consult with you at least once every three years on the best way of involving you in the scrutiny of the housing management service and publish the results.

Complaints

We will:

- Have an approach to complaints that is clear, simple and accessible that ensures complaints are resolved promptly, politely and fairly
- Publish clear guidelines on how to report a complaint, the procedure followed, timescales and what you can do if you are still unhappy with the outcome of a complaint
- Provide you with information on how we have used complaints to improve our services
- Publish information about complaints each year, including the number, nature and outcome of the complaints
- Learn lessons from your complaint
- Include details of how to contact the Housing Ombudsman in our response to a complaint
- Monitor, evaluate and report complaints to the relevant working groups on a regular basis.

Neighbourhood and Community Standard

We keep the neighbourhood and communal areas associated with your homes in a safe, clean and secure environment. We work in partnership with other agencies to prevent and tackle anti-social behaviour. We offer advice and information on a wide range of housing functions provided by us.

Tenancy management

We will:

- Provide you with the contact details of your Neighbourhood Officer when you sign up for your tenancy
- Publish on our website contact details of your Neighbourhood Officer
- Carry out a post tenancy visit at your home after you have signed your tenancy
- Provide a tenancy agreement and an information pack which will be explained to you when you sign up for your tenancy
- Explain clearly your rights and responsibilities as a tenant when you sign up for your tenancy
- Work with you to avoid and resolve tenancy breaches
- Support you to maintain your home and sustain your tenancy
- Carry out Tenancy Home Checks to identify illegal occupation, misuse of property and fraud
- Offer introductory tenancies to most new tenants
- Signpost to appropriate agencies for tenancy support.

Estate management

We will:

- Inspect all communal areas periodically
- Inspect our estates twice a year and invite you to attend, according to the timetable published on our website
- Carry out regular fire risk assessments of interior communal areas
- Clean internal communal areas every month on a rota basis
- Arrange for needles and dangerous objects to be removed within 1 working day
- Remove offensive graffiti within 1 working day and non-offensive graffiti within 7 working days of being notified
- Investigate all reports of abandoned and illegally parked cars on Council land
- Listen to and work with you to improve our estates

- Publish a Neighbourhood Management Policy which explains how we will maintain and improve the neighbourhoods associated with your homes including communal areas.

Income management

We will:

- Provide advice and support if you are experiencing difficulties with paying your rent and charges
- Investigate all cases of rent arrears after a missed payment by making early contact with you
- Offer a variety of ways to pay your rent and charges
- Give you a minimum of 4 weeks' notice of any proposed increase or decrease of rent or charges
- Provide clear details of the rent and service charges for individual properties at the time of signing for your tenancy
- Encourage you to contact us at any point during your tenancy if you are worried about maintaining your rent payments
- Provide advice on how to apply for benefits or help with housing costs
- Provide quarterly rent statements and at any other time when requested
- Make arrangements wherever possible to help you pay your rent arrears over a reasonable agreed period
- Decide what appropriate action we will take when you owe us money, which could include legal action
- View eviction as a last resort where other debt recovery action has failed
- Provide an estimated final rent account balance when you give us notice to end your tenancy
- Make referrals to supporting agencies.

Independent living

We will:

- Offer a lifeline service (charge payable) which connects to a Control Centre to promote independent living
- Repair faulty lifelines
- Explain the procedure of installing a lifeline when we visit
- Pass on your emergency contact details to the Control Centre
- Provide a lifeline service 365 days a year, 24 hours a day
- Support you to maintain or improve your health and well-being.

Leasehold services

We will:

- Send out service charge bills every year
- Offer a variety of different ways to pay your service charge bills
- Encourage leaseholders to become involved in service delivery and scrutinising our performance
- Provide an account balance when requested
- Provide a leaseholder handbook to all new leaseholders
- Provide opportunities for you to give your views about the services you receive
- Consult with you in line with current legislation and good practice.

Right to buy

We will:

- Inform you about any costs you should consider when buying your home
- Provide help and advice on any matters relating to the purchase of your home under the Right to Buy Scheme
- Confirm if you are eligible to buy your home within 4 weeks of receiving your application
- Carry out a home visit to confirm the boundaries of your property for the Right to Buy sale
- Instruct our Valuer to make an appointment before visiting your home
- Issue you an offer price for your home within 8 weeks for freehold properties or within 12 weeks for leasehold properties
- Give you 12 weeks to appeal against the valuation to the independent district valuer, once you have received your offer
- Liaise with our Legal team to make sure that the completion of your sale is carried out efficiently.

Anti-social behaviour

We will:

- Work in partnership with other agencies to prevent and tackle anti-social behaviour (ASB)
- Publish a policy and procedures which explain how we work to prevent and address ASB. It will also explain how we work with agencies to prevent and tackle ASB in areas in where we own properties
- Respond to complaints of harassment, neighbourhood nuisance or ASB in accordance to our published policy
- Provide you with a named officer who will lead and handle your case

- Investigate complaints of ASB and nuisance
- Agree an action plan with you and regularly review the actions taken
- Tailor action plans to take account of the circumstances of each case
- Make best use of the remedies available
- Involve vulnerable tenants, victims and perpetrators, to resolve ASB problems
- Deal with all reports of harassment and hate crimes efficiently and sensitively
- Provide support, either directly or through other agencies to victims, witnesses and those causing ASB
- Work in partnership with other agencies to prevent and tackle ASB
- Inform you before we close your case and ask for feedback on how we have dealt with it and the outcome
- Use our computerised system to manager our ASB cases and provide reporting information on the types and location of ASB complaints. This will enable us to direct our resources more appropriately and effectively
- Use the tools and legal remedies available to prevent and resolve ASB
- Include clear statements about your rights and responsibilities in our tenancy agreement
- Help you to consider all of the housing options available to you in cases where it has been agreed by the Police it is unsafe for you to remain in your home. In cases of domestic abuse, racial harassment and hate crime carry out, within 24 hours, any emergency repairs needed to ensure your home is secure.

Home Standard

We aim to provide you with a repairs and maintenance service that will maintain your home to a good standard. To encourage independent living we will provide aids and adaptations to help you or a member of your household to remain in your home.

Quality of accommodation

We will:

- Continue to invest in our homes and provide a planned maintenance programme to maintain Decent Homes standards
- Plan and prioritise a programme of works in advance
- Consult you about our improvement programme
- Offer a choice of style and colour for replacement kitchens
- Inform you in advance when we will be carrying out improvement works
- Provide contact details of the contractor carrying out the works.

Repairs and maintenance

We will:

- Provide a cost effective repairs and maintenance services to homes and communal areas
- Meet all statutory requirements that provide for the health and safety of the occupants of our homes
- We will provide a variety ways for you to report a repair, for example by telephone, email and online
- Provide an emergency out-of-hours service
- Provide you with a repairs handbook when you sign up for your tenancy
- Aim to offer an appointment at first contact
- Carry out repairs whenever we can without having to carry out a pre-inspection first
- Provide you with a job number when you report a repair and the priority code your repair has been given
- Aim to complete repairs at our first visit, where possible
- Complete day to day repairs in accordance with our published priorities, these are currently set at:
 - Priority 1 (Emergency Repairs) within 24 hours
 - Priority 2 (Urgent Repairs) within 7 days
 - Priority 3 (Routine Repairs) within 28 days
 - Priority 7 (Planned Repairs) within 90 days
 - Priority 8 (Major Repairs) within 49 days
 - Priority R (Minor Aids & Adaptations) within 28 days
 - Priority X (Major Adaptations) within 365 days

- Pay you compensation if we fail to keep to a pre-arranged appointment
- Inform you whether you are responsible for paying the cost of a repair at the time you report one
- Undertake inspections of a percentage of repairs to make sure they meet our quality standard after completion
- Provide an annual gas safety inspection by qualified engineers
- Provide you with a copy of the landlord gas safety record when the inspection is completed
- Take steps to secure access to a property where access is denied and where necessary use gas restrictor devices or take legal action. You may also be liable for these additional costs.

Adaptations

We will:

- Work with you and appropriate agencies to assess your needs in providing aids and adaptations
- Complete minor aids and adaptations within 28 days of your enquiry
- Complete major adaptations within 365 days of receiving a valid statement of need or referral
- Complete major adaptations within 90 days of our first visit (except where planning permission or building regulations are required)
- Keep you informed of the progress of your referral at all stages
- Explain the reasons and explore other options where we do not feel that the work required is possible or appropriate
- Examine alternative housing options where adapting your current home is not appropriate
- Provide information to indicate properties that would be suitable for tenants experiencing disability when advertising our properties
- Undertake inspections of major adaptations undertaken after completion.

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CABINET

DATE 29TH SEPTEMBER 2016

REPORT OF THE HEAD OF PLANNING AND REGENERATION

BUILDING CONTROL PARTNERSHIP BETWEEN MID DEVON DISTRICT COUNCIL AND NORTH DEVON COUNCIL

Cabinet Member: Councillor Richard Chesterton

Responsible Officer: Jenny Clifford, Head of Planning & Regeneration

REASON FOR REPORT: The purpose of this report is to update Members of the proposed arrangements and progress made towards delivering the Building Control Service through a Partnership between Mid Devon and North Devon Councils.

RECOMMENDATION:

The Project team in consultation with the Cabinet Member for Planning and Regeneration is delegated responsibility to finalise details of the agreement and method of delivery for final Cabinet approval in November / December 2016.

RELATIONSHIP TO CORPORATE PLAN: The effective operation of the Building Control Service directly links with all four of the corporate priorities of economy, homes, community and the environment. It is principally a service to ensure health and safety standards apply to building work, energy saving provisions are attained and premises are fully accessible for use through the application of the Building Regulations. The service also deals with dangerous structures and demolition notices.

Financial Implications: Mid Devon are providing ICT resource to support the implementation of systems for the partnership but there are no capital costs. The project costs are within the allocated budget identified by North Devon.

Legal Implications: A legal agreement is required and the impact on constitution of the Council is being identified

Risk Assessment: There is risk associated with all changes to the way we work. The Partnership business case considered by Cabinet on 10th March 2016 contained a risk analysis that shows that after mitigation the risk profile is low.

1.0 **BACKGROUND**

1.1 Cabinet recommended to Council on 10 March 2016 that the Councils form a Joint Committee in respect of their Building Control functions to enable joint working and it was agreed that the matter would be brought back to Cabinet, once the draft agreement (along with all other aspects of joint working on

building control) with Mid Devon District Council has been finalised, so that decisions can be made on the following in respect of a new Joint Committee:

- 1.1.1 its membership and formation;
- 1.1.2 the proposed variations to the constitution; and
- 1.1.3 finalise all other details.

This was subsequently endorsed by Council.

2.0 **THE PROPOSED MODEL**

2.1 The Building Control Service will be provided through a joint committee composed of a total of four members consisting of two members appointed by each Council.

2.2 It is proposed that MDDC will supply and support the Building Control administrative system to support the operational activity of Building Control using the iDox Uniform database and associated software.

2.3 In order to ensure a balance of power and resources required to support the service between the Partners it is proposed that North Devon is the Lead Authority providing governance and financial support services.

2.4 On formation of the partnership human resource support and employment contracts will remain with the existing employing Authority. The implications of this will be reviewed within 12 months and in the event of the need to recruit new staff.

2.5 Legal services support in relation to enforcement will be provided by the relevant partner authority.

2.6 A single address using Woodlands, South Molton is proposed to emphasise the single nature of the service.

2.7 A minimalist approach to branding of the Partnership is proposed emphasising that North and Mid Devon are working in Partnership to deliver the service.

3.0 **PROPOSED ICT INFRASTRUCTURE**

3.1 One of the drivers for the Partnership was to minimise overheads charged to the service of which a significant part is ICT charges.

3.2 A primary requirement is a single database to support operations which needs to be hosted by one of the Authorities. As Mid Devon already has the iDox Uniform Building Control System and the expertise to support an Oracle based system the decision has already been made that they will host the system.

- 3.3 In order to ensure maximum reliability of the system, minimum support costs, simplicity of design and clear accountability connection is proposed direct from Woodlands to Phoenix House via the Devon WAN. This link is in one direction only, effectively makes Woodlands part of the Mid Devon ICT.network. Hence, all equipment connected to this network will be provided by and maintained by Mid Devon ICT. Hence, all software provision supporting Building Control operations will need to be provided by Mid Devon including e-mail, shared drives and any supporting software such as Superbeam, Microsoft Office and Etarmis.
- 3.4 Communication with North Devon systems will be via a VRF link to the finance systems and data will be imported and exported to support interacting systems including the Gazeteer and Land Charge information.
- 3.5 If access is provided to North Devon systems including intranet, corporate drives, financial systems and covalent can be provided on a named user basis but this will incur ICT support costs and require additional licences to be purchased.

4.0 **SEPARATION STRATEGY**

- 4.1 In the event of the partners wishing to separate operations in the future this would be possible. All data on the uniform system has a custodian code that identifies the Local Authority. Data could be extracted using this information and installed on an iDox hosted cloud based system to enable continuity of business with the minimum of disruption or impact on either Partner. Division of costs involved and required notice periods will be included in the legal agreement.
- 4.2 The initial set up and purchase of ICT equipment for North Devon staff at Woodlands is being funded by North Devon. Hence, in the event of termination of the agreement equipment would revert to North Devon ownership.

5.0 **PROJECT PROGRESS**

- Key achievements include,
- 5.1 Administrative support system determined adopting the iDox suite of products to provide an end to end digital transformation through the delivery of,
- Uniform Building Control database,
 - Enterprise workflow management
 - iApply web submission platform,
 - iDox Document management system
 - iDox mobile working
- 5.2 The Uniform database has been updated and reviewed with configuration changes specified and all letter templates and forms have been re-designed.

- 5.3 Preparation for roll out of the Document Management and workflow management programmed for 21 October 2016.
- 5.4 Data scoping for the merging of the data bases has commenced following a meeting with the iDox consultant on the 24th August 2016.
- 5.5 Common operation procedures and policies are being adopted introducing a procedural format and record keeping based on ISO 9001:215 to enable future registration if considered necessary.
- 5.6 Positive steps taken to develop a cohesive team between the two authorities.
- 5.7 Licences for the new software and training have now been ordered and initial payments made.
- 5.8 Predicted costs and time frame for the project are currently within the original estimates and the budget allocation made by North Devon.

6.0 TIME FRAME FOR DELIVERY

Nov/Dec 2016- Presentation of legal agreement and method of delivery to Cabinet in Mid Devon and Executive in North Devon for final agreement

Dec 2016 - Implementation of Communications Plan to raise customer awareness

Dec 2016 - North Devon staff transfer to office base in South Molton.

Mar 2017 - Partnership launch through seminars introducing iApply platform to customers

Apr 2017 - Operational go live date for combined systems

Contact for more Information: Mike Tucker, Building Control Manager
mgtucker@middevon.gov.uk

Background papers: Cabinet 10th March 2016
 The Business Case for Project Initiation – Building Control Partnership

Circulation of the Report: Cllr Richard Chesterton, Members of Cabinet

CABINET
29 SEPTEMBER 2016

AGENDA ITEM:

REPORT OF THE HEAD OF PLANNING AND REGENERATION

REFUSE STORAGE FOR NEW RESIDENTIAL PROPERTIES – SUPPLEMENTARY PLANNING DOCUMENT

Portfolio Holder: Cllr Richard Chesterton
Responsible Officer: Jenny Clifford, Head of Planning and Regeneration

Reason for Report: To seek approval to publish the draft Refuse Storage for New Residential Properties Supplementary Planning Document (SPD) for public consultation.

RECOMMENDATIONS:

1. That Cabinet approve the draft Refuse Storage for New Residential Properties Supplementary Planning Document (SPD) for public consultation.
2. That delegated authority be given to the Head of Planning and Regeneration in consultation with the Cabinet Member for Planning and Economic Regeneration to finalise consultation material.

Relationship to Corporate Plan: The SPD contains guidance on the design of refuse storage for new residential development. It addresses existing issues regarding the poor provision of refuse storage in new residential development in order to provide a better quality public realm. This issue relates to the Corporate Plan priorities 'Homes' and 'Environment'.

Financial Implications: The SPD has associated production costs, for which there is an existing budget within the planning service.

Legal Implications: The consultation will comply with the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Council's Statement of Community Involvement. Adoption of the Waste Storage SPD will enable the Council to make sounder decisions and more robustly defend appeals against those decisions.

Risk Assessment: The SPD will set standards for the provision of refuse storage in new residential properties. The document will reduce the risks of costs being awarded against the Council providing decisions are based on its content.

1.0 Introduction

- 1.1 The Planning Service is proposing to undertake a final public consultation on the draft Refuse Storage for New Residential Properties SPD (Appendix 1). This document does not contain policies but instead provides guidance on the design of waste and recycling storage in new developments across Mid Devon.
- 1.2 The basic principle of ensuring that all new households are provided with adequate refuse storage has been incorporated into national policy in Approved Document H of The Building Act (1984). This covers new build residential development as well as the conversion of buildings to a residential use. Section 6 (Solid Waste) deals with the provision of storage space and means of access for people in the building to the storage space, and from the collection point to the storage space. This legislation also gives Mid Devon District Council, as the designated waste collection authority, the power to stipulate to developers what level of refuse storage must be provided.
- 1.3 This SPD complements existing local planning policy on design of housing (DM14) which requires adequate external space for recycling and refuse storage. Effective waste storage is also a component of good design more generally under policy DM2 'High Quality Design'. The proposed Local Plan Review Policy DM12 'Design of Housing' will continue to provide the baseline for the more detailed guidance included in the SPD.

2.0 Consultation

- 2.1 The Council conducted an initial consultation from the 23rd May 2016 to the 18th July 2016 on the content of this new SPD. A total of 9 valid representations were received and have been considered when producing the draft SPD. A summary of the main issues raised during the scoping consultation and how they have been addressed is provided in Appendix 2 of this report.
- 2.2 In accordance with Policy SCI/14 of the adopted Statement of Community Involvement, a second phase of consultation is now proposed to be undertaken. This is anticipated to start on 10 October 2016 and last for six weeks. Once the publication stage of consultation has ended, the final version of the SPD will be presented to Cabinet to seek approval to adopt.

3.0 Planning Policy Advisory Group

- 3.1 The Planning Policy Advisory Group (PPAG) considered the draft SPD at its meeting of 5th September 2016 and the group recommended that Cabinet approve the document for public consultation.

Contact for more information: Arron Beecham, Forward Planning Assistant,
01884 234221 abeecham@middevon.gov.uk

Circulation of the Report: Richard Chesterton (Cabinet Member), Cabinet

List of Background Papers: The scoping report and representations received at the preparation stage consultation can be found at:

<https://www.middevon.gov.uk/residents/planning-policy/supplementary-planning-documents/refuse-storage-for-new-residential-properties/>



**Refuse storage for new
residential properties**

**Supplementary Planning Document
(SPD)**

September 2016

Introduction

This Supplementary Planning Document (SPD) provides guidance on the design of waste and recycling storage in new residential developments across Mid Devon. Given that households are required to store waste for up to a fortnight, Mid Devon District Council has adopted a policy of requiring developers to provide adequate space for wheeled bins in all new builds in the district where it is practical to do so.

Even in developments where it is not practical to use wheeled bins, adequate refuse and recycling storage must still be provided for a two week period, based on non-wheeled dustbins and kerbside boxes.

Applicants should ensure that the principles in this document are followed in any relevant application. Failure to indicate adequate refuse storage on plans submitted to Mid Devon District Council is likely to mean that applications will be rejected. It is a good idea to discuss any site specific issues with the Local Planning Authority before submitting a planning application.

POLICY BACKGROUND

This SPD has been prepared in accordance with Part 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012. As set out in the National Planning Policy Framework (NPPF) Supplementary Planning Documents (SPDs) are “documents which add further detail to the policies in the Local Plan.” The content of an SPD therefore gains increased weight in planning decisions but it does not form part of the development plan.

The basic principle of ensuring that all new households are provided with adequate refuse storage has been incorporated into national policy in Approved Document H of The Building Act (1984). This covers new build residential development as well as the conversion of buildings to a residential use. Section H6 (Solid Waste) deals with provision of storage space and means of access for people in the building to the storage space, and from the collection point to the storage space. This legislation also gives Mid Devon District Council, as the designated Waste Collection Authority, the power to stipulate to developers what levels of refuse storage must be provided.

Paragraph 8 of the National Planning Policy for Waste requires that local planning authorities should ensure that “new, non-waste development makes sufficient provision for waste management and promotes good design to secure the integration of waste management facilities with the rest of the development and, in less developed areas, with the local landscape.” This includes providing adequate storage facilities at residential premises, for example by ensuring that there is sufficient and discrete provision for bins to facilitate a high quality, comprehensive and frequent household collection service.

Consideration should also be given to the Devon Waste Plan, which forms part of the development plan for Mid Devon and the Waste Management and Infrastructure SPD prepared by Devon County Council as the responsible waste planning and waste disposal

authority. This Supplementary Planning Document complements the Council's Local Plan Part 3 (Development Management Policies) which provides detailed policies to manage development proposals throughout the district. Policy DM14 (Design of housing) specifically requires adequate external space for recycling and refuse for new housing development. Effective waste storage is also a component of good design more generally under policy DM2 (High quality design).

EMERGING LOCAL PLAN POLICY

The new Local Plan Review is expected to replace the adopted Mid Devon Local Plan which consists of the following:

- a) Core Strategy (adopted 2007)
- b) Allocations and Infrastructure Development Plan Document (adopted 2010)
- c) Development Management Policies (adopted 2013)

The proposed Local Plan Review policy DM12 'Design of Housing' will continue to provide the baseline for the more detailed guidance contained in this SPD. Policy DM12 as stated in the Local Plan Review 2013 – 2033 Proposed Submission (February 2015) document is set out below:

Policy DM12

Design of Housing

New housing development should be designed to deliver:

- a) *High quality local places taking into account physical context, local character, density and land use mix;*
- b) *Adequate levels of daylight, sunlight and privacy to private amenity spaces and principle windows;*
- c) *Suitably sized rooms and overall floorspace which allows for adequate storage and movement within the building together with external space for recycling, refuse and cycle storage;*
- d) *Adaptable dwellings that can accommodate a range of occupiers and their changing needs over time which will include the provision of a stairway suitable for stair lift installation or space for the provision of a lift in homes with more than one storey;*
- e) *Private amenity space that reflects the size, location, floorspace and orientation of the property;*
- f) *Sustainable forms of development that maximise the natural benefits of the site through design, materials, technology and orientation;*

- g) On sites of 10 houses or more the provision of 30% of dwellings built to Level 2 of Building Regulations Part M 'access to and use of dwellings'; and*
- h) Car parking in accordance with Policy DM5.*

GENERAL PRINCIPLES

1. Mid Devon District Council aims to provide high quality services for collecting and recycling waste and to maintain high standards of cleanliness around the district.
2. The Council seeks to encourage reductions in the quantity of waste requiring collection and to increase the proportion that is re-used or recycled. To help achieve this, developments must have sufficient and suitable space within them to store refuse and recyclables separately.
3. In all cases, the distances over which waste storage bins should have to be carried, pushed or pulled should be kept to a minimum.
4. Any new residential development scheme should provide, for each unit/dwellings, sufficient storage space for accommodating the current range of waste storage bins and caddies.
5. The layout of individual properties shall include a direct, clearly defined route, linking the bin storage area to the collection point. The route should not include steps and in all cases the gradient of these routes should be minimised.
6. Waste and recycling storage facilities must be conveniently located for occupants. It is also essential that suitable access to this space, or some other agreed collection point within the development, is available to enable the waste to be collected safely and efficiently.
7. Consideration should be given to the provision of space for storing recyclable and non-recyclable waste when designing kitchens and utility rooms.

1. INDIVIDUAL, DETACHED OR SEMIDETACHED PROPERTIES

An area of hardstanding should be provided in the back garden or courtyard for storage of two standard 240 litre wheeled bins per property, in addition to two 55 litre recycling boxes. This equates to an area at least 1.2 x 1.2m for each dwelling.

A clear, flat access should be provided between the designated storage point at the rear of the property and the collection point, which should be at the front of the property and free from steps or other obstacles. If a path needs to be constructed to meet with this requirement, it should be a minimum of 650 millimetres wide with a tarmac surface to facilitate wheeling the bin.

As Mid Devon District Council requires householders to place their bins at the nearest point of the highway on collection day, it is advantageous for an alcove to be provided by the front gate so householders can place their bins out for collection without restricting access to their property. Householders are not permitted to store permanently bins for collection on an adopted public highway.

If the rear garden or courtyard of the property is at a higher or lower elevation than the front, or if for any other reason access from the rear to the front requires steps or other obstacles to be built that would prevent the easy movement of wheeled bins, then a bin store or storage area for two 240 litre wheeled bins needs to be provided at the front of the property. This also applies if the distance for the householder to wheel the bin is more than 25 metres.

If the elevation of the property is such that it requires steps up or down from the pavement, then an alcove or store needs to be provided at pavement level for the permanent storage of two 240 litre wheeled bins. Please note that for reasons of Health and Safety, Waste Operatives will not move wheeled bins up or down steps.

If building a bin store with a roof, please ensure that sufficient vertical clearance is available to allow the lids of the wheeled bins to be opened fully. Bin stores or storage areas should be as conveniently located as possible for the householder, whilst taking into account the essential requirements above.

2. TERRACED HOUSES

Properties built in new developments must be provided with a discreet or integral bin store or storage space at the front large enough to accommodate two 240 litre wheeled bins and two 55 litre recycling boxes. This equates to an area at least 1.2 x 1.2m for each dwelling.

Clear flat access (i.e. no steps or other obstacles) should be provided between the designated storage point and the collection point. If a path needs to be constructed, it should be a minimum of 650 millimetres wide with a tarmac surface to facilitate wheeling the bin. It should be less than 25 metres from storage to collection point because householders tend to leave bins in places convenient to themselves rather than wheel bins more than 25 metres. This can be to the detriment of the

appearance of the development soon after first occupation and can cause an obstruction.

If the elevation of the property is such that it requires steps to be built up or down from the pavement, then an alcove or store must be provided at the pavement level for two 240 litre wheeled bins.

In certain types of 'courtyard' style terraced developments, it may be more practical to provide a communal refuse store with provision for pairs of 240 litre bins or bulk bins. Please refer to Section 4 for more detailed information about this.

Please note that it is not acceptable for refuse collectors to have to collect wheeled bins from rear service paths or lanes. Collection will normally take place from nearest point of the adopted highway from the front of the property. However, in some cases, collection from the rear of the property may be acceptable but only if the property opens out directly onto another road that can be accessed by a refuse collection vehicle.

3. FLATS AND PROPERTIES IN MULTIPLE OCCUPANCY

Mid Devon District Council requires the occupier to take responsibility for their own refuse and recycling wherever possible. Communal facilities can unintentionally create opportunities for residents to contaminate their neighbours' recycling efforts, as well as provide little incentive for householders to recycle, due to a lack of accountability.

If the location of flats and compact high density housing developments are such that this individual provision (contained within a communal storage area if necessary) is not possible, then they should be provided with a communal refuse store designed to take 1100 litre bulk communal refuse and recycling bins. Please refer to Section 4 Planning communal refuse facilities for more detailed information about this.

4. PLANNING COMMUNAL REFUSE FACILITIES

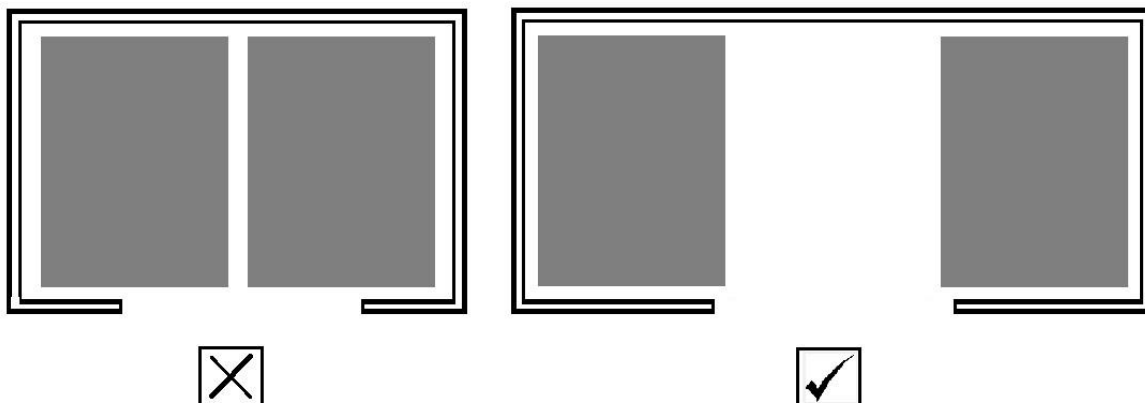
Capacity:

Communal refuse stores must be provided for the storage of individual pairs of wheeled bins in smaller developments; sufficient space must be left for the residents to access their bins easily, and for the bins to be able to be removed individually from the store.

Refuse stores must be large enough to accommodate one bulk 1100 litre refuse bin per six flats, and each property must have its own dry recycling and food waste containers.

These figures are based on 2-3 persons per unit. If the majority of the units in a development have more or fewer persons than this, the number of bins required will need to be adjusted accordingly. As a general rule each person will require a minimum of 60 litres residual refuse capacity per fortnight and a minimum of 55 litres of recycling capacity per fortnight. The Council does not provide residual communal bins.

Internally the bin store must be large enough for residents to gain access to all bins and for each bin to be able to be removed individually from the store without, having to remove any of the other bins first.



Bins must be easily accessible to all users, including for maintenance purposes

Location and Access:

Communal refuse stores need to be located in a convenient location for both the users and refuse collection operatives.

In practical terms the store should be located in as central a location as possible in the development so that all residents have easy access to it (i.e. applicants should avoid locating the stores in a position where some residents have to carry their refuse a much greater distance than others). If this is not possible in the central part of the development, then applicants should consider locating the stores at the main entrance to the development.

Communal stores must also be located no further than 25 metres from the nearest point of access for the refuse collection vehicle. Please note that the Council's standard Refuse Collection vehicles require a minimum of 4 metres vertical clearance and access roads need to be at least 3 metres wide. The distance that refuse should be carried to the store should be limited to 30 metres.

Clear, flat access without steps or other obstacles should be provided between the bin store and the nearest point of access for the refuse collection vehicle with steps avoided wherever possible. If a path needs to be constructed to comply with this requirement, it should be a minimum of 1.2 metres wide with a hard surface to facilitate wheeling the bins and should not have a gradient greater than 1:12.

Refuse storage should be provided in external areas wherever possible. If external space is insufficient or unsuitable, internal storage may be acceptable. In such instances advice should be sought from MDDC Building Control due to the need to consider protected means of escape routes as result of fire risk. Ventilated lobby arrangements may also be required.

Design considerations:

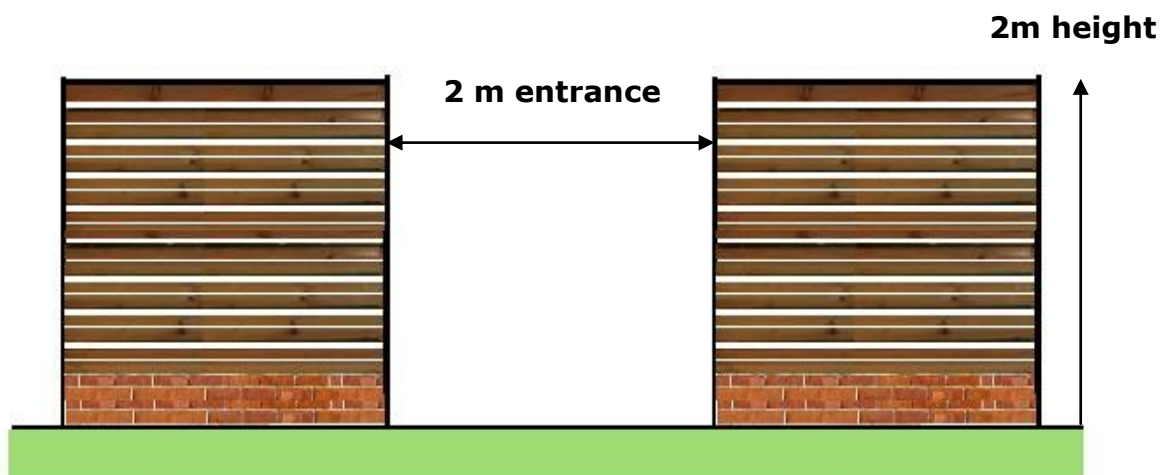
Ideally bins stores should be discreet roofed sheds built out of the same materials that are being used in the rest of the development so they blend into the background. However in some cases a simple hard standing area large enough to accommodate the required number of bins will suffice provided there is some form of screening employed to lower the visual impact. Please note however that all proposed designs will be subject to planning approval.

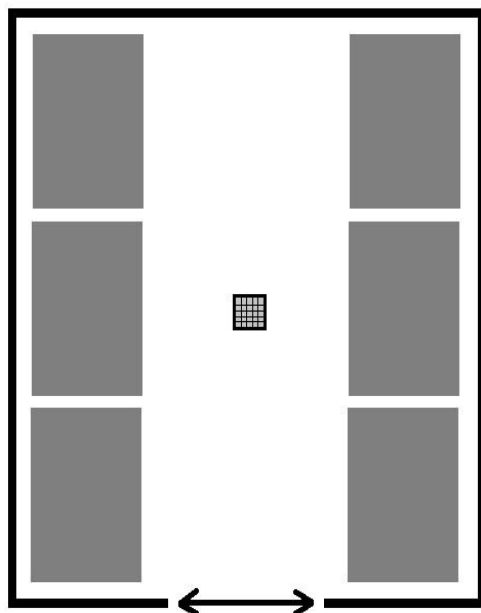
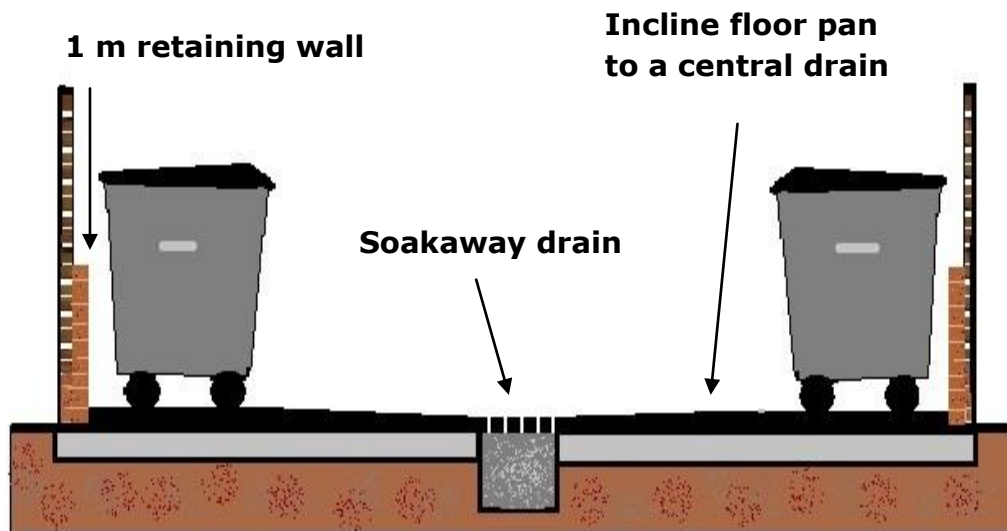
All bin stores or bin store areas should have a tarmac or concrete floor that is slightly inclined towards a central soakaway drain. This is important as refuse bins can sometimes leak smelly liquids, which would otherwise pool on the floor and could cause an odour problem and/or health risk. They should be designed to allow for washing down and draining the floor into a system suitable for receiving polluted effluent. Gullies should incorporate a trap which maintains a seal even during prolonged periods of disuse.

Enclosed refuse stores must also be provided with adequate ventilation to minimise the build-up of odours. This should take the form of an active extractor fan system if the store forms an integral part of a dwelling unit or airbricks if the store is remote from dwelling units.

If building a bin store with a roof, please ensure that enough vertical clearance is available to allow the lids of the wheeled bins to be opened fully. Mid Devon District Council reserve the right to refuse to collect waste directly from a communal storage area that after inspection is deemed to be inappropriately positioned.

Communal bin store design





Typical plan view of communal bin store, incorporating:

- **Adequate space to move bins**
- **2m wide entrance**
- **Central drain**
- **Screening from view (with option of lockable gate)**

Drawings not to scale

5. INTERNAL STORAGE

To encourage recycling, convenient internal storage areas should be designed into each unit on a new development and ideally integrated into the kitchen design. Internal waste storage facilities will vary for each development depending on the size of the premises and the activities which take place on site. When considering the amount of room required, developers should include room for recycling containers as well as residual waste containers. This will enable occupants to segregate their waste into residual waste and recyclables, and to store it temporarily until transferring it to the external waste and recycling containers available.

6. GARDEN WASTE COLLECTION SERVICE

Residents in Mid Devon also have the option of subscribing to a garden waste collection service every two weeks. The option of a 240 litre wheeled bin for garden waste should be able to be accommodated within the design of the development. Consideration should be given to an individual storage area for this service if the householder is intended to have responsibility for their own garden. In the past, some developers have, in appropriate locations, allowed storage space for an individual home composter per household and provided the composter unit, to encourage residents to improve their own gardens without the need for extra transport of garden material.

7. BIN PROVISION

Please note that whilst the Council supplies recycling boxes and caddies for both kitchen and kerbside, it does not provide wheeled bins. Wheeled bins for residual waste may be purchased from the Council as an alternative to the use of black bags. Subscription charges for the garden waste collection service vary according to whether the householder requires a 240 litre or 140 litre wheeled bin or alternatively chooses to use 120 litre compostable sacks.

FINAL CHECKLIST

- Has space been allocated for refuse stores?
- Have the refuse collection points been checked and are the bin storage areas therefore correctly located?
- Can the bins be moved/accessed easily by the householder and the refuse collectors?
- Have the number of properties and number of bin spaces been specified?
- For communal schemes, has the number of bed spaces been specified?
- Has enough refuse and recycling capacity for the number of planned households been provided?






Applications that fail to meet these requirements are likely to be returned for amendment, have conditions placed on them, or risk refusal.

USEFUL CONTACTS

www.middevon.gov.uk

Mid Devon District Council 01884 255255

Appendix 1: Containers used through Mid Devon

Type of container	Typical number per household	Dimensions mm (height x width x depth)
<p>Wheeled Bin (240 litre) for garden waste</p> 	1	1100 x 585 x 740
<p>Residual Waste: Sufficient space for wheeled bin (up to 240 litre) for non-recyclable residual waste</p> 	1	1100 x 585 x 740
<p>Black/Green Box (55 litre) for recycling</p> 	Up to 4	350 x 585 x 390
<p>Kerbside food waste container (23 litre)</p> 	1	450 x 310 x 340
<p>Kitchen caddie for food waste</p>	1	205 x 250 x 190
<p>Communal wheeled bin (1100 litre)</p> 	Dependant on premises - refer to Section 4	450 x 310 x 340



Consultation Statement

Planning and Compulsory Purchase Act 2004

The Town and Country Planning (Local Planning) (England) Regulations 2012

Regulation 12

Draft Supplementary Planning Document (SPD) – Refuse storage for new residential properties

Scoping Consultation (July 2016)

The Council carried out an initial consultation on the scope and possible content of a new Supplementary Planning Document (SPD) which will include guidance on the design of waste and recycling storage in new residential properties. The consultation on the scope of the SPD took place from 23rd May – 18th July 2016.

The Council wrote to 3398 people on the Forward Planning Consultation database. These comprised:

- Mid Devon elected members
- Mid Devon parish/town councils

- Adjoining parishes, neighbouring local authorities and statutory groups (including specific and general consultation bodies)
- General consultation bodies and other consultees including database groups defined as individuals, businesses, landowners and voluntary organisations.

In addition the following methods were used to notify consultees:

- Press releases
- Newspaper notice
- Information on the Council’s website
- Social media updates

The Council invited people to make representations by post or email. A total of 9 valid responses were received. The following table sets out a summary of the main comments raised during the scoping consultation, along with a response explaining how these have been addressed in the draft Supplementary Planning Document:

Summary of Representation	Response
General Comments	
Supports the document. Any new residences must be able to accommodate all bins effectively.	Support noted.
The draft SPD only refers to ‘new builds’ and all existing properties have to make do with where they currently store waste.	Comments noted. The draft SPD aims to ensure that suitable waste and recycling storage is provided in all new residential development. There are no planning mechanisms the SPD can use to achieve this retrospectively.
Organisations & Public Bodies	
Devon County Council proposed that developers should be encouraged to	The draft SPD now includes a ‘policy background’ section which refers to the

<p>consider the adequacy of space for internal storage in kitchens and/or utility rooms to facilitate recycling and that the list of containers should include kitchen caddies for food waste. In addition the SPD should refer to other key sources of information such as paragraph 8 or the National Planning Policy for Waste, the Devon Waste Plan and the Waste Management and Infrastructure SPD.</p>	<p>National Planning Policy for Waste, the Devon Waste Plan and the Waste Management and Infrastructure SPD. In addition, the draft SPD now refers to internal storage areas stating that convenient internal storage areas should be designed into each unit on a new development. Details of kitchen caddies for food waste have been added to the list of containers used throughout Mid Devon.</p>
<p>Barratt David Wilson Homes c/o LRM Planning Limited stated that the SPD seeks to apply rigid standards whereas in certain instances, a pragmatic view point should be taken to ensure that a good quality layout is achieved.</p> <p>The first paragraph should read along the lines of <i>'An area of hardstanding should be provided, ideally in the back garden or courtyard, though if this is not feasible for reasons relating to design or layout, then storage to the front of properties is accepted under certain circumstances.'</i></p> <p>It was suggested that a paragraph is added to allow refuse storage to be provided within garages in the text on 'Individual, Detached or Semi-detached Properties'. The Parking SPD states that garages and car ports cannot be used for the parking of cars, thereby providing a convenient location for storage.</p> <p>Paragraph 3 of 'Individual, detached or semidetached properties' should read 'It is advantageous where possible, but not required, to provide an alcove.'</p> <p>It is also suggested that the second sentence of this paragraph be reworded to explicitly make clear that presentation of bins on a public highway (footway) on refuse collection day is permitted.</p> <p>First and fifth paragraph of 'Terraced Houses' – Paragraphs are considered</p>	<p>It is considered that the SPD as drafted requires the use of standards to give clarity of Mid Devon District Council's requirements. If the SPD was vaguer this would fail to give clarity to applicants. It is MDDC's clear preference that the area of storage is to the rear of properties and applicants would need to demonstrate exceptional circumstances to justify a different approach.</p> <p>The Waste SPD does not preclude garages being used for storage of refuse and recycling should occupants wish to do so. The Parking SPD does not state that garages and car ports cannot be used for the parking of cars; it states that garages and car ports will not count as parking spaces.</p> <p>Paragraph 3 of 'Individual, detached or semi-detached properties' states that 'it is advantageous for an alcove to be provided by the front gate so householders can place their bins out for collection' This is considered to be appropriate in stating the Council's clear preference but acknowledging that in some cases, a different approach may be required.</p> <p>The draft SPD already states that 'Mid Devon District Council requires householders to place their bins at the nearest point of the highway on collection day.'</p> <p>It is not considered that the first and fifth paragraphs are contradictory. The fifth paragraph states that 'In certain types of 'courtyard' style terrace</p>

<p>contradictory. If refuse storage can take place at the rear of the properties, as accepted in the fifth paragraph, then it must be considered acceptable that no front storage space of refuse need be provided.</p>	<p>developments, it may be more practical to provide communal refuse storage.’ This acknowledges that it may not be possible to fulfil the requirements of paragraph 1 in all types of terraced housing.</p>
<p>Devon and Cornwall Police highlighted that refuse storage is frequently an issue for the Police and made the following comments:</p> <ul style="list-style-type: none"> • Refuse storage moved under cover can become an arson risk. • Overflow can attract vermin, give and uncared for impression which may lead to disorder and crime. • Bins are commonly used as climbing aids to get on roofs. • Poor construction of bin storage leads to progressive damage. 	<p>Comments noted and understood. These issues are important and have led to the production of the draft SPD.</p>
<p>Natural England welcomed the opportunity to give their view but stated that the topic did not appear to relate to their interests to any significant extent.</p>	<p>Comments noted.</p>
<p>Parish & Town Councils</p>	
<p>Crediton Town Council welcomes the new Supplementary Planning Document but further consideration needs to be given to the increased space required inside a house for the sorting of recyclables prior to putting them out for collection.</p>	<p>Support noted. An additional section has been added to the draft SPD regarding internal storage areas. This states that convenient internal storage areas should be designed into each unit on a new development.</p>
<p>Willand Parish Council stated that all relevant matters have been considered and Councillors can think of no further guidance to be provided.</p>	<p>Support noted.</p>

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**CABINET
29 SEPTEMBER 2016**

AGENDA ITEM:

**REPORT OF THE HEAD OF PLANNING AND REGENERATION
STATEMENT OF COMMUNITY INVOLVEMENT (SCI)**

Portfolio Holder: Cllr Richard Chesterton
Responsible Officer: Jenny Clifford, Head of Planning & Regeneration

Reason for Report: To approve the Statement of Community Involvement (SCI) for adoption by Council.

RECOMMENDATION: That Cabinet recommend to Council that the Statement of Community Involvement be adopted.

Relationship to Corporate Plan: Implementation of the revised Statement of Community Involvement will help to ensure that our services are accessible and meet the needs of our community as well as maximise the potential health and well-being of our communities.

Financial Implications: The revised Statement of Community Involvement commits the Council to carrying out specific consultation procedures which will have financial implications, for which there is an existing budget within the planning service.

Legal Implications and Risk Assessment: Failure to follow the revised Statement of Community Involvement (once adopted) could lead to the Council's planning policy documents being found unsound and planning application decisions legally challenged.

1.0 Introduction

1.1 A Statement of Community Involvement (SCI) is required by Section 18 of the Planning and Compulsory Purchase Act 2004. It is intended to set out in detail how the Council will consult on its local plans, supplementary planning documents and planning applications. If the Council does not accord with its provisions in publicising a local plan then it may be found unsound. A planning application which has not been consulted on in accordance with the SCI could be legally challenged and planning permission potentially quashed.

1.2 The Council's existing SCI was adopted in 2012 to reflect the provisions of the Planning Act 2008, Localism Act 2011, The Town and Country Planning (Local Planning) Regulations 2012 and the National Planning Policy Framework (NPPF). This review has been undertaken to take account of recent changes in planning legislation and to reconsider the most effective methods of community involvement in the planning process.

2.0 Consultation

2.1 Consultation on the revised Statement of Community Involvement took place from the 23rd May 2016 to 18th July 2016. A total of 14 valid representations were received and have been considered when producing the final document.

2.2 A summary of the main issues raised during the consultation and how they have been addressed is provided in Appendix 2 of this report.

3.0 Planning Policy Advisory Group

3.1 The Planning Policy Advisory Group (PPAG) has considered the revised Statement of Community Involvement (SCI) and recommended that Cabinet approve the document for adoption by Council.

3.2 The contents of policy SCI7 'Application Consultation' were debated at the PPAG meeting with differing views being presented. The policy has been amended to state that the Council will continue to publish a list of applications in a local newspaper for as long as is required by the Government. Notification of whether the application is to be determined at Planning Committee to those that have made representations was also debated. Some members wished this notification to take place in all instances, whilst others recognised that this would only be done electronically where such contact details were available. An amendment to the policy now explains that the Council will now notify anyone making representations if the application is to be determined by Planning Committee on an electronic basis where possible.

3.3 PPAG Members also considered the reference in policy SCI (e) to the provision of copies (of live applications and supporting information) where required when the information is available for free on the Council's website. Fee charges for making copies of documentation do not cover the true cost to the Council as it does not include staff time. The concern at the retention of this reference in the policy is whether it is likely to lead to a significant number of copying requests, much of the cost of which is borne by the Council. There were a range of views expressed on this at PPAG with some Members wishing the reference to remain.

4.0 Further Review

4.1 At a meeting of Cabinet on 7 July 2016, a recommendation was made to Council that a Strategic Plan be prepared for the development of the Greater Exeter area intended to cover the period up to 2040 and that it be jointly prepared by East Devon, Mid Devon and Teignbridge District Councils and Exeter City Council with the support of Devon County Council. A further review of the SCI may be required to clarify any consultation requirements associated with preparing a Joint Strategic Plan. Any amendments would be subject to public consultation and approval by Cabinet and Council.

Contact for more information: Arron Beecham, Forward Planning Assistant, 01884 234221 (abeecham@middevon.gov.uk)

Circulation of the Report: Cllr Richard Chesterton (Cabinet Member), Cabinet

List of Background Papers:

The draft SCI review and representations received during consultation can be found at:

<https://www.middevon.gov.uk/residents/planning-policy/statement-of-community-involvement-future-page/>



Statement of Community Involvement (SCI)

September 2016

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1 INTRODUCTION

- 1.1 This document sets out how the Council intends to engage with communities through the planning process. This includes the preparation of new local plans and Supplementary Planning Documents, and procedures for consulting the public on the planning applications we receive. However, this does not apply to minerals, waste and county council developments which fall within Mid Devon as these are addressed in Devon County Council's SCI.
- 1.2 The Localism Act 2011 introduced the ability for town and parish councils in Mid Devon to draw up their own neighbourhood plans which can add detail beyond the strategic elements of the district council's local plans. In accordance with planning legislation, the Statement of Community Involvement does not include a policy on neighbourhood planning. However, the Council has a duty to support neighbourhoods in the preparation of their plans, and may set out procedures or intentions for this outside of the Statement of Community Involvement.
- 1.3 The preparation of a Statement of Community Involvement is required under Section 18 of the Planning and Compulsory Purchase Act 2004. Mid Devon District Council's first Statement of Community Involvement was adopted in February 2007 and was updated in 2012 to reflect the current legislation, including the provisions of the Planning Act 2008, Localism Act 2011, The Town and Country Planning (Local Planning) Regulations 2012 and the National Planning Policy Framework. This review has been undertaken to take account of recent changes in planning legislation and to reconsider the most effective methods of community involvement in the planning process. The Council is legally obliged to comply with its Statement of Community Involvement, once it is adopted.

2 CONSULTATION APPROACH

- 2.1 The Council will adopt an inclusive approach to community involvement ensuring as far as possible all sections of the community can be involved. No one will be unfairly discriminated against or receive less favourable treatment on grounds of race, colour, ethnic or national origin, sexuality, gender, disability, age, religious beliefs or social class.
- 2.2 All documents will be written in plain and clear language, aimed at being understood by non-planning professionals. Jargon will be avoided and glossaries will be provided to explain the necessary technical terms. The Council will make reasonable effort to ensure that people with particular requirements will not be overlooked. Documents in other formats will be available where necessary, for example, large print, audio or translation in other languages.
- 2.3 The Council will promote the earliest possible consultation with and involvement of interested parties and will promote consensus solutions where possible. Where conflicting views cannot be resolved, the Council will take into account the various points of view, and will aim to take a balanced decision based on the full facts. All comments received as a result of consultation exercises will be considered and the Council will set out public responses to issues raised when decisions are made.
- 2.4 The Council will balance wide involvement in the planning process with the need for effective operation of the planning system. This difficult balancing act will reflect the level of resources available to the Council, the level of discretion that the Council has over a particular decision and the likely social, environmental, and economic impacts of the policy or proposal under consideration.

3 LOCAL PLANNING – GENERAL POLICIES

- 3.1 The National Planning Policy Framework (NPPF), published in 2012, reintroduced the requirement to produce a single local plan. Local plans (also known as Development Plan Documents) set out strategic planning policy, land allocations for development, and detailed policy on development management and allocated sites. Supplementary Planning Documents provide additional detail on any environmental, social, design and economic objectives that help to achieve sustainable development.
- 3.2 The Local Plan is accompanied by the Authority's Monitoring Report, the Statement of Community Involvement, and the Local Development Scheme. The contents of the Local Plan are set out in a document called a Local Development Scheme. This contains a timetable for production of local plans and other documents as appropriate.
- 3.3 Consultation Requirements are set out within the Town and Country Planning (Local Planning) (England) Regulations 2012. It is the role of the Statement of Community Involvement to provide an approach to public involvement tailored to the local area by supplementing these.
- 3.4 The Localism Act 2011 introduced a Duty to Cooperate on strategic planning matters that are 'larger than local'. The Council will cooperate with its neighbouring local authorities and public bodies as defined in the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 3.5 The Mid Devon Local Plan will go through clear stages of preparation and scrutiny. A simplified illustration of the process is shown overleaf.

Preparation	<p>Survey and evidence gathering</p> <p>Formulation of policy options</p> <p>Report to Cabinet</p> <p>Consultation</p> <p>Consider consultation responses</p> <p>Policy formulation</p>
Publication	<p>Report to Cabinet and full Council</p> <p>Publication of local plan</p>
Submission	<p>Submission of local plan to Secretary of State</p> <p>All associated documents including consultation responses are submitted with the local plan.</p>
Examination	<p>Examination in Public</p> <p>Planning Inspector holds an examination into the Local Plan, usually including public hearings.</p> <p>Inspector's report published</p> <p>Determines if plan is 'sound'</p>
Adoption	<p>Report to Cabinet and Full Council</p> <p>Council adopts the Local Plan</p>

The Council will make local plans and supplementary planning documents widely available. They will be:

- a Placed on the Council's website for viewing and downloading;**
- b Deposited at Council offices and public libraries within Mid Devon during consultation periods;**
- c Sold at a price reflecting their production cost;**
- d Provided free to parish and town councils and on request to statutory consultees and local voluntary organisations.**

3.6 The Council will use its website to provide the opportunity for everyone to view and print copies of the local plan or supplementary planning documents. Consultation documents, approved policy documents and other papers of planning interest will be made available to download.

3.7 Copies of all local plans and supplementary planning documents, as they are produced, will be available for inspection during normal office hours at the Council's main office at Phoenix House, Tiverton and at public libraries throughout Mid Devon.

3.8 Anyone wishing to purchase a paper copy of the plan will be charged a reasonable price reflecting the production cost. In the case of parish and town councils, statutory consultees and local voluntary organisations, a free hard copy will only be provided where requested as people are encouraged to use the website wherever possible.

4 LOCAL PLANS

- 4.1 The Council will consult a range of stakeholders on all local plans and Supplementary Planning Documents. Technical guidance from other organisations such as the Environment Agency or Natural England may be sought specifically, and will carry significant weight. In more general terms the Council will publicise its plans and seek to engage the community in the planning process through a wide range of methods. The Council will create opportunities for all sections of the community to contribute to the planning process and have a real say in the shaping of Mid Devon.

Local Plan Preparation

SCI2

The Council will prepare a report setting out the subject, scope and potential content of a local plan. Relevant stakeholders will be invited to comment on what the local plan ought to contain. The Council will use direct contact methods to consult the following stakeholders:

- a relevant specific and general consultation bodies as defined in the regulations.**
- b parish and town councils adjoining or within Mid Devon**
- c residents or other persons carrying on business in the area, who are registered on the Council's Forward Planning consultation database and have requested to be notified**

The Council will publicise the local plan to notify all other stakeholders, using the following methods:

- i) Press release**
- ii) Information on the Council website**
- iii) Social media**
- iv) Public exhibitions**
- v) Public meetings if requested by a town or parish council**
- vi) Site notices when development allocations are proposed**

The Council's report will be made available for public inspection at Council offices and public libraries within Mid Devon.

In preparing the local plan, the Council will take into account any representation made in response to this consultation.

- 4.2 The Council will seek to understand the policies and priorities of a range of stakeholders in order that these can be reflected in the local plan if possible. If

necessary, the Council will meet with interested parties to discuss proposals for the local plan. When considering strategic planning matters, specific and general consultation bodies and those who have made representations will be invited to attend workshops in which particular issues will be debated in detail. Direct contact will be made by letter, email or other such communication. As a minimum, these will give details of the location of documents on the Council's website. Specific methods will be used to reach underrepresented groups. These could include attendance at relevant community group meetings or forums, and publicity of local plans via social media.

- 4.3 Representations must be made in writing and include the sender's full name and postal address to be taken into account. Information and comments provided to the Council during planning involvement will be made publicly available. The name and address of each representation will be published but all other personal details (e.g. signatures, email addresses and telephone numbers) will be redacted.
- 4.4 Public consultation does not commence until the Council's Cabinet has considered the report on the proposed local plan and approved it for consultation. When a local plan proposes the allocation of specific sites for development, the Council's Cabinet will hold separate meetings in Tiverton, Crediton, and Cullompton to discuss the sites relevant to that area. These meetings will be well publicised.

The Council will publish the local plan before it is submitted to the Secretary of State for examination, to enable interested parties to make formal representations on its contents. The following consultation methods will be used:

Direct contact with:

- a relevant specific and general consultation bodies as defined in the regulations**
- b parish and town councils adjoining or within Mid Devon**
- c residents or other persons carrying on business in the area, who are registered on the Council's Forward Planning consultation database and have requested to be notified**

General contact methods to notify all other stakeholders, using the following methods:

- i) Press release**
- ii) Information on the Council website**
- iii) Social media**
- iv) Public exhibitions**
- v) Public meetings if requested by a town or parish council**
- vi) Site notices when development allocations are proposed**

The local plan will be made available for public inspection at Council offices and in public libraries within Mid Devon.

- 4.5 When a local plan proposes the allocation of specific sites for development, the Council's Cabinet will hold separate meetings in Tiverton, Crediton, and Cullompton to discuss the sites relevant to that area.
- 4.6 If the Council approves the local plan at this stage, there is a formal period of consultation followed by submission to the Secretary of State. Any representations received at this stage are submitted to the Secretary of State along with the local plan, Sustainability Appraisal, any proposed changes that the Council considers appropriate and all other relevant documents. The Inspector who will hold the examination into the local plan must take account of public and other opinion in judging whether the plan is sound.
- 4.7 The Inspector will determine the procedure to be adopted at examination, subject to the right to attend and be heard. Informal hearing sessions may be held over several days or weeks. When all matters have been considered the Inspector will prepare a report. The Council must publish the Inspector's recommendations as soon as

reasonably practicable after receiving the report, and notify anyone who has requested notification at this stage. The Council must make the local plan and any associated documents available for public inspection once the plan has been adopted.

5 SUPPLEMENTARY PLANNING DOCUMENTS

Supplementary Planning Documents: Masterplans SCI4

In preparing a masterplanning Supplementary Planning Document, the Council will carry out two stages of consultation. Direct contact methods will be used to consult the following stakeholders:

- a relevant specific and general consultation bodies as defined in the regulations**
- b parish and town councils adjoining or within Mid Devon**
- c residents or other persons carrying on business in the area, who are registered on the Council's Forward Planning consultation database and have requested to be notified**
- d immediately adjoining residents who are likely to be affected**

Masterplanning Supplementary Planning Documents will also be publicised as follows:

- i) Press release**
- ii) Information on the Council website**
- iii) Social media**
- iv) Public meetings if requested by a town or parish council**
- v) Site notices**

In preparing the Supplementary Planning Document, the Council will take into account any representation made in response to this consultation.

- 5.1 The Council will carry out an informal scoping consultation, primarily aimed at gathering evidence and information before a Supplementary Planning Document is produced. A Supplementary Planning Document often builds upon more strategic policies in a local plan, providing detail on the Council's environmental, social, design or economic objectives for development. At the evidence-gathering and research stage, consultation is directed at those who are known to have technical expertise, relevant knowledge or have asked to be notified of any new Supplementary Planning Documents.
- 5.2 The Council will prepare the draft Supplementary Planning Document taking into account any responses received to the scoping consultation. A formal public

consultation will take place before the Supplementary Planning Document is adopted. Consultation will be carried out using a mixture of direct contact and general publicity, with additional measures to reach underrepresented groups, which could include attendance at relevant community groups, meetings or forums, and publicity of masterplans via social media. Direct contact will be made by letter, email or other appropriate means. When a masterplan is being considered for an area within Mid Devon, early community involvement is to be encouraged. In addition to the methods listed in Policy SCI4, the Council will consider whether further measures such as leaflet-dropping, exhibitions or workshops are warranted. The level of consultation will endeavour to be proportionate to the likely impact of the plan.

- 5.3 In certain circumstances the Council may consider it unnecessary to undertake two stages of consultation on sites where a masterplan requirement exists. For example, if a currently adopted masterplan already sets guiding principles, design considerations or infrastructure delivery requirements/phasing which apply over the proposed site, then it would be unnecessary to re-determine such issues through a scoping consultation. In these circumstances the framework set by the adopted SPD forms the starting point, and preparation could commence on the draft version of the masterplan, subject to one further stage of consultation. Where only one stage of consultation is proposed, the Council will provide a full justification.

Supplementary Planning Documents: Other SCI5

The Council will prepare the draft Supplementary Planning Document and make this available to view on its website and in public libraries and district Council offices. Direct contact methods will be used to consult the following stakeholders:

- a relevant specific and general consultation bodies as defined in the regulations**
- b parish and town councils adjoining or within Mid Devon**
- c residents or other persons carrying on business in the area, who are registered on the Council's Forward Planning consultation database and have requested to be notified**

General contact methods to notify all other stakeholders, using the following methods:

- i) Press release**
- ii) Information on the Council website**
- iii) Social media**
- iv) Public meetings if requested by a town or parish council**

The Council will take into account any representation made in response to this consultation.

- 5.4 There is only one consultation period for Supplementary Planning Documents that are not masterplans. It is therefore important that the draft document is clear about the proposals which are likely to be approved.
- 5.5 Consultation will be carried out using a mixture of direct contact and general publicity, with additional measures to reach underrepresented groups, which could include attendance at relevant community group meetings or forums, and publicity of Supplementary Planning Documents via social media. In addition to the methods listed in Policy SCI5, the Council will consider whether further measures such as leaflet-dropping, exhibitions or workshops are warranted. The level of consultation will endeavour to be proportionate to the likely impact of the plan.
- 5.6 Representations must be made in writing and include the sender's full name and postal address to be taken into account. Comments made during the course of any workshops will be gathered and summarised by the Council, then taken into account as the final Supplementary Planning Document is produced.

6 PLANNING APPLICATIONS

Summary of planning applications processes

- 6.1 A planning application is an application to the Council for the development of land and may include changes in use and extension to property. Applications are determined in accordance with the Development Plan unless material considerations indicate otherwise. Applications can be made as follows:
- **Outline;** to establish the principle of development. Outline applications can only be made for the erection of buildings.
 - **Full;** all details of the application should be submitted when the application is made.
 - **Approval of Reserved Matters;** details submitted following the grant of outline permission
 - **Permission in Principle;** to be granted on sites in plans and registers and for minor sites providing greater certainty of development based on 'in principle matters' such as land use, location and amount of development.
 - **Technical Details Consent;** Following permission in principle, full planning permission will only be secured once technical details consent has been obtained.
 - **Prior Approval;** a developer may require approval from the local planning authority that specified elements of the development are acceptable before work can proceed.
- 6.2 There are other forms of consent considered by the Local Planning Authority, such as Listed Building and Tree Preservation Order consents. These are not covered by the Statement of Community Involvement. The consultation requirements associated with permission in principle will be carried out in accordance with the regulations.
- 6.3 The Council has an adopted 'Scheme of Delegation' to exercise all the powers of the Council as a Local Planning Authority to determine certain planning applications that do not need to be referred to the Planning Committee.
- 6.4 Amendments and variations – an amendment may be made to an application for planning permission before consent has been granted, provided that (i) it is of a very minor nature and would not need re-advertising or re-consulting, or (ii) it is of a minor nature and any consultation or re-advertising could be conducted within the timeframe for determination of the application. Where re-consultation is required, neighbours and those who have made objections or representations on an application may be notified, depending on the significance of the changes to be made. In cases where changes are material and are likely to have an impact a new application would

normally be required. Amendments and variations can also be made once planning permission has been granted. A non-material amendment is for very minor changes and will not require neighbour notification. Minor material amendments can be made via a 'variation of condition' application and in this case neighbour notification must be undertaken.

- 6.5 Section 106 Obligations are binding legal agreements between the Council, developers and sometimes others associated with a grant of planning permission. They relate to matters linked to the proposed development, for example contributions toward public open space, affordable housing and education or infrastructure works to highways, sewage works or flood defences. The Council may receive requests from developers / landowners to vary or remove planning obligations. Once a request is received, the relevant consultees, the Chairman of Planning Committee, Ward Members and Parish / Town councils should be advised of the request and its nature and given 14 days within which to respond with comments. The Community Infrastructure Levy introduces an alternative system for infrastructure provision outside of a development site. This will streamline the process for taking contributions for necessary infrastructure and will supersede the need for the use of Section 106 agreements in most cases.
- 6.6 There are legal minimum requirements for publicity on planning applications, set out in The Town and Country Planning (Development Management Procedure) (England) Order which require publication on the Council's website, publication of a site notice and/or that neighbours are notified directly (depending on the type of planning application). In some cases, such as for major developments, an advertisement is required in the local newspaper. Section 122 of the Localism Act 2011 has amended the Town and Country Planning Act 1990 to require applicants to carry out pre-application consultation where a proposed development is of a description specified in a development order.
- 6.7 Pre-application discussions can significantly reduce the length of time it takes to determine a planning application, allowing for potential barriers to development to be identified early and addressed if possible. The level of consultation required will vary with the significance of the proposal and the likely impact. The Council is committed to seeking consensus solutions where possible, subject to planning policies and principles. It is proposed to set up a three tier approach to planning applications relating to their scale. Policy SCI6 sets the recommended pre-application approaches for major applications.
- 6.8 Non-major applications are unlikely to raise issues of the scale and complexity of a major application, but they can be contentious in their own right. Accordingly, the Council may wish to recommend to scheme promoters that they consider some forms of public consultation before submitting. The Council does not necessarily endorse a proposal by assisting in pre-application consultation. Applicants are recommended to

liaise with the community and to talk informally to their neighbours before submitting an application. This will minimise refusals and the possibility of neighbour disputes.

Major Applications Pre-Application Consultation SCI6

- a Promoters of development proposals which would fall into the category of major applications (unless they are clearly of a non-controversial or straightforward nature) are strongly recommended to contact the Council at least 12 months before they expect to make an application to discuss the contents of their proposal and agree any necessary public involvement . Scheme promoters will be expected to resource the necessary surveys and consultation procedures.**
- b The Council will recommend to the promoters a level of local pre-application consultation, which reflects the scale, complexity, controversy, and policy/sustainability issues raised and the sensitivity of the area to change. The Council may wish to negotiate a planning performance agreement with promoters to agree timescales, actions and resources for handling particular applications.**
- c The following methods of local involvement on pre-application proposals may be appropriate:**
 - i Newspaper Notice**
 - ii Press Release**
 - iii Public meetings if requested by a town or parish council**
 - iv Individual or group discussions**
 - v Public exhibitions**
 - viii Summary leaflets**
 - ix Response forms**
 - x Letters to specific landowners/residents.**
- d The scheme promoter will need to submit a document outlining the nature and results of this public consultation exercise for consideration with the planning application.**

6.9 Major developments are proposals containing a minimum of:

- For residential developments: 10 or more dwellings, or a 0.5 hectare site area; or
- For non-residential developments, 1000 sqm gross floor area or a 1 hectare site area.

- 6.10 Pre-application discussion is a good way for the scheme promoter to confirm the principle of development and clarify the supporting information required by the planning authority. Pre application consultation by promoters for some applications is now required under the Town and Country Planning Act 1990 as a result of the Localism Act 2011.
- 6.11 Early public involvement in a scheme is beneficial to applicants, especially on major or controversial development proposals. It facilitates the process as applicants can understand local concerns before submitting the formal application. Applicants will be in a position to negotiate and build consensus with the public on the development proposal to avoid objections and subsequent delay during the formal application stage.
- 6.12 The level of public involvement should increase with potential difficulties and controversy. This will allow for misunderstandings to be reduced, key areas of concern to be clarified and potential compromise solutions to be reached. In order to ensure that sufficient time is allowed for these discussions, promoters are strongly advised to approach the Planning Authority 12 months before they plan to submit an application. This will allow time to undertake any necessary surveys, discuss alternative approaches and carry out appropriate local consultations. Where a major application is clearly uncontroversial or straightforward, then a shorter timetable is appropriate. The Council does not necessarily endorse a proposal by assisting in pre-application consultation.

Application Consultation

SCI7

The Council will undertake the following on receipt of a planning application:

- a Consult all relevant statutory bodies once a planning application has been validated. In most cases, 21 days will be allowed for a response, unless provision exists for an extension of time by reference to relevant legislation.**
- b Consult relevant town and parish councils with a request for observations, allowing at least 21 days for response. Adjoining district, parish and town councils will also be consulted on development proposals for:
 - i. wind turbines exceeding 10m height (to hub)**
 - ii. ground mounted solar arrays**
 - iii. agricultural buildings over 500m² gross floorspace**
 - iv. anaerobic digesters****
- c Publicise all planning applications by means of a notice posted on or near the site or write to notify immediately adjoining neighbours giving 21 days for response.**

- d Publish a list of planning applications received on the Council’s website and in a local paper as long as is required by government.**
 - e Make live applications and any supporting information available for inspection at the Main Council Office and provide copies where required. All applications will be available to view free of charge on the Council’s website.**
 - f Keep an online register of planning applications and decisions for public inspection.**
 - g The results of any consultation will be taken into account in decisions made by, and on behalf of, the Council.**
 - h Take account of written comments on applications.**
 - i Notify anyone making representations, on an electronic basis where possible, if the application is to be determined at the Planning Committee Meeting. The agenda and reports for these meetings will be made publicly available on the website prior to the committee.**
 - j Publish the decision and the reasons for it, on the Council’s website.**
 - k When an appeal has been lodged against the refusal of a planning application or to remove or vary conditions the Council will notify those who have made representations on the application and advise them of the process for making further representations.**
- 6.13 Once a planning application has been submitted, there is a limited time period within which a decision should be made. It is therefore difficult to carry out more than the minimum legal requirements on public involvement. This emphasises the importance of pre-application consideration and involvement on the more significant proposals. It should be noted that there is no requirement to consult certain bodies where they have published standing advice detailing their requirements for proposed development.
- 6.14 The Council will notify anyone making representations, on an electronic basis where possible, if an application is to be determined by Planning Committee. However, notification letters will still be posted to those who do not provide an e-mail address or to those who wish to receive notification in writing.
- 6.15 The Council has an adopted ‘Scheme of Delegation’ to exercise all the powers of the Council as a Local Planning Authority to determine certain planning applications that do not need to be referred to the Planning Committee. Planning Committee meetings are public, and provide an opportunity for applicants and town/parish councils to make representations directly to the committee. One spokesperson is allowed to speak for the application (generally the applicant or agent).

- 6.16 The Council will consult adjoining district, parish and town councils for the development proposals outlined in SCI7 (b). However, the Council will also consult more widely where warranted; for instance, where a development is likely to have visual impacts, including cumulative impacts, which affect parishes further afield than those adjoining the application site.
- 6.17 Policy SCI7 applies only to applications for planning permission, when Mid Devon District Council is the Local Planning Authority responsible for determining the application. Express consent is not always required, and development or works may be subject to a prior notification procedure only. Policy SCI7 does not apply to the following notification procedures:
- Agricultural or forestry development
 - Hedgerow Removal Notice
 - Telecommunications development
 - Demolition
 - Works to a tree in a Conservation Area
 - Change of use

7 GLOSSARY

Allocations -

are proposals that a certain site or area of land should be developed for particular uses and/or buildings. They are shown on a Proposals Map, contained within the Local Plan. There will be a related policy setting out any parameters and criteria for the site, contained within the local plan.

Authority's Monitoring Report –

a document the Council produces annually, setting out how planning policies have been implemented for the previous financial year and whether it has achieved the milestones set out in its Local Development Scheme.

Development Order -

an order made under section 59 of the Town and Country Planning Act 1990 which either gives planning permission for certain kinds of development or allows Councils to grant permission if the provisions of an order are met.

Development Plans -

are plans which set out policies and proposals for changes of land use, new buildings, changes to existing buildings and other proposals which require planning permission.

General Consultation Bodies -

are organisations with an interest in the social, economic and environmental development of an area, and which may be consulted on the preparation of local plans and Supplementary Planning Documents.

Local Development Scheme (LDS) –

a project plan for the preparation of local plans.

Local Planning Authority (LPA) -

is a council with planning powers. For most purposes, this is Mid Devon District Council, but Devon County Council is the LPA for minerals and waste.

Local Plans -

are part of the Development Plan, covering the whole of a District (except for any areas within a National Park) and giving comprehensive policy coverage at a detailed level. They are also known as Development Plan Documents.

Major Planning Applications -

are applications for residential development with a minimum of 10 dwellings or a 0.5 hectare site area, and planning applications for non-residential development with a minimum of 1000 square metres gross floor area, or a 1 hectare site area.

Non-Major Planning Applications -

are planning applications which are not categorised as major. .

Other Planning Applications -

are change of use applications and householder applications.

Permission in Principle –

to be granted on sites in plans and registers, and for minor sites providing greater certainty of development based on ‘in principle matters’ such as land use, location and amount of development

Policy –

a written guideline or set of criteria which describes how the planning authority will deal with development proposals. Policies may relate to the whole district, or defined areas within the district and may be relevant to particular types of development or a range of developments. Policies contained within a local plan are the primary consideration for decisions on planning applications.

Primary Consideration -

planning applications are required by law to be determined in accordance with the Development Plan unless material considerations indicate otherwise. This means that when the local authority determines a planning application it will look at what Development Plan policies and proposals apply to a particular parcel of land or building and then see how closely the development proposal complies with the Plan. It will then consider other relevant issues (known as material considerations) and decide whether these are important enough to outweigh the policies of the Development Plan in that instance.

Prior Approval –

means that a developer has to seek approval from the local planning authority that specified elements of the development are acceptable before work can proceed.

Proposals –

see Allocations.

Proposals Map / Adopted Policies Map –

a map showing the areas or sites to local plan policies and proposals apply.. It will contain Inset Maps, showing particular areas in more detail.

Registered Bodies -

for the purposes of this Statement, are individuals or organisations which have asked to be consulted on development plan preparation details of whom are kept on a Council register. They will include all relevant General Consultation Bodies.

Soundness -

is a term describing the tests against which a local plan will be assessed at the Examination.

Specific Consultation Bodies -

are the bodies defined in the Local Planning Regulations which must be consulted when a local plan is produced. They include parish and town councils, Historic England and similar statutory bodies.

Statement of Community Involvement (SCI) –

a statement that sets out the Council's policies for the public involvement in the preparation of Local Development Documents and planning applications.

Supplementary Planning Document (SPD) –

a document that sets out more detailed policies in support of those contained in a local plan. It does not form part of the Development Plan, but is a material consideration on planning applications.

Sustainable Communities

are places where people want to live and work, now and in the future.

Sustainable Development –

is development which meets the needs of the present while not preventing future generations meeting their own needs. The sustainability of local plans must be assessed through Sustainability Appraisals and Strategic Environmental Assessment (SA/SEA).

Technical Details Consent –

Following permission in principle, full planning permission will only be secured once technical details consent has been obtained.

Underrepresented Groups -

are groups that rarely get involved in planning processes, including young people, minority ethnic groups, people with disabilities, new residents, people on low incomes and people who have difficulty reading, writing and speaking English.

Useful Abbreviations:

- CS** - Core Strategy
- DPD** - Development Plan Document
- LDS** - Local Development Scheme
- SA** - Sustainability Appraisal
- SCI** - Statement of Community Involvement
- SEA** - Strategic Environmental Assessment
- SPD** - Supplementary Planning Document



Consultation Statement

Planning and Compulsory Purchase Act 2004

The Town and Country Planning (Local Planning) (England) Regulations 2012

Regulation 12

Statement of Community Involvement (SCI) Review 2016

The Council is reviewing its Statement of Community Involvement to reflect a number of changes to the planning system and to reconsider the most effective methods of involving the community in the planning process. Consultation ran from 23rd May 2016 to 18th July 2016.

The Council wrote to 3398 people on the Forward Planning consultation database. These comprised:

- Mid Devon elected members
- Mid Devon parish/town councils
- Adjoining parishes, neighbouring local authorities and statutory groups (including specific and general consultation bodies)

- General consultation bodies and other consultees including database groups defined as individuals, businesses, landowners and voluntary organisations.

In addition the following methods were used to notify consultees:

- Press releases
- Newspaper notice
- Information on the Council website
- Social media updates

The Council invited people to make representations by post or email. A total of 14 valid responses were received. The following table sets out a summary of the main comments raised during the consultation, along with a response explaining how these have been addressed in the revised Statement of Community Involvement.

Summary of Representation	Response
General Comments	
The Council should continue to make planning documents available at local libraries for inspection as not all residents are computer literate.	Policy SCI1 sets out how the Council will continue to make documents available for inspection. It states that copies of all local plans and supplementary planning documents will be available for inspection at the Council’s main office at Phoenix House and at public libraries throughout Mid Devon.
Within the planning department at Mid Devon, there is no longer the all-important balance between the overall policies and the wider local needs of the people which the administration is supposed to represent. Planning Committee often choose to vote against Officer’s recommendations.	Comments noted. However, respondent does not suggest any potential changes to the Statement of Community Involvement.

<p>Press releases should go to village magazines such as 'Focus on Thorverton'.</p>	<p>Comments noted. The SCI only lists general contact methods that may be used to notify stakeholders, it does not provide an exhaustive list.</p>
<p>The process that the Council is proposing in the SCI does not seem to allow Mid Devon District Council (MDDC) to revise the Local Plan in light of comments received prior to submission to the Secretary of State.</p>	<p>Following consultation on the publication version of the Local Plan, the Council drafts a list of proposed changes it considers appropriate having considered any representations received. The Local Plan, Sustainability Appraisal, any proposed changes and all other relevant documents are then submitted to the Secretary of State for examination. This has now been clarified within the supporting text of paragraph 4.6.</p>
<p>Organisations & Public Bodies</p>	
<p>Devon County Council (DCC) considered that the scope of the term 'community' needed to be made clearer and the SCI should refer to the Duty to Cooperate. In addition, it should be stated that the SCI only applies to plans and applications for which the district council is responsible and minerals, waste and county applications are addressed in DCC's SCI.</p>	<p>Agreed. The document now clarifies that it only applies to planning documents and applications for which Mid Devon District Council is responsible. In addition, a new paragraph has been added to section 3.0 'Local Planning – General Policies' to reference the Duty to Cooperate. Mid Devon District Council is also a signatory of the Devon Protocol which provides a basis for discussing and understanding strategic issues, evaluating options to address such issues and agreeing shared outcomes and conclusions wherever possible.</p>
<p>Tiverton Civic Society supports the SCI and considers it to be clear and comprehensive. It was suggested that more detail of amendments and variations is added and definitions of 'material' and 'non-material' amendments are added to the glossary. A small section should be included with regards to procedures for dealing with requests to vary or delete pre-existing planning obligations.</p>	<p>Comments noted. However, it is beyond the scope of the SCI to detail exactly what constitutes a 'material' or 'non-material' amendment.</p> <p>With regards to procedures for dealing with requests to vary or delete pre-existing planning obligations, it was agreed at Planning Committee on 8th January 2014 and 6th July 2016 that parish and town councils be advised of requests and its nature and given 14 days within which to respond with comments. The following text has now been added to Section 6 – Planning Applications; 'The Council may receive requests from developers /</p>

	landowners to vary or remove planning obligations. Once a request is received, the relevant consultees, the Chairman of Planning Committee, Ward Members and Parish/ Town Councils should be advised of the request and its nature and given 14 days within which to respond with comments.
<p>Network Rail made the following comments:</p> <ul style="list-style-type: none"> • A policy should be added to confirm the Council’s statutory responsibility to consult the statutory rail undertaker where a proposal for development is likely to affect a level crossing over a railway. • Any application which may increase the level of pedestrian and/or vehicular usage at a level crossing should be supported by a full Transport Assessment and the developer is required to fund any required improvements to the level crossing as a direct result of the development proposed. • Network Rail should be consulted on applications for wind turbines as standard as well as involvement in pre-application consultation with Network Rail Asset Protection Team. • Any proposal for a wind turbine or solar farm that necessitated any cabling/high tension lines over the railway would be objected to pending negotiation with the National Business Team. • The Council should provide Network Rail with an opportunity to comment on any future applications should they be submitted for sites adjoining the railway, or within close proximity to the railway. • The Statement of Community Involvement should set a strategic context requiring developer contributions towards rail infrastructure 	<p>Comments noted. The SCI states that the Council will consult all relevant statutory bodies once a planning application is validated. Network Rail is consulted on any applications for sites adjoining the railway or within close proximity of the railway. Given the limited extent of rail infrastructure in Mid Devon, it is not considered necessary to specifically require consultation with Network Rail on all applications for wind turbines. It is beyond the scope of the SCI to set out a strategic context requiring developer contributions towards rail infrastructure.</p>

<p>where growth areas or significant housing allocations are identified close to existing rail infrastructure.</p>	
<p>The Woodland Trust would like to be consulted on Local Plans, Supplementary Planning Documents and other general policies as a 'General Consultation Body'. The Woodland Trust would also like to be consulted on any planning applications that affect the habitat of ancient woodland.</p>	<p>The Woodland Trust is registered on the Council's Forward Planning consultation database and is already consulted on all Local Plans, Supplementary Planning Documents and other general policies as a general consultation body. A weekly list of planning applications is published on the Council's website at: https://www.middevon.gov.uk/residents/planning/weekly-list/. The Woodland Trust are able to check this for any applications that they may wish to comment on.</p>
<p>Natural England supports the principle of meaningful and early engagement of the general community, community organisations and statutory bodies.</p>	<p>Support noted.</p>
<p>Devon County Council Public Health supports the intention to use specific methods to ensure that underrepresented groups are reached and involved in the planning process although the SCI should clarify what these methods are. The SCI should use plain English and state at what point the Council would prepare large print, easy read or versions in other languages.</p>	<p>The SCI does state that specific methods may be used to reach underrepresented groups stating that these could include attendance at relevant community group meeting or forums, and publicity of local plans via social media. In addition, the revised SCI now states the following, "All documents will be written in plain and clear language, aimed at being understood by non-planning professionals. Jargon will be avoided and glossaries will be provided to explain the necessary technical terms. The Council will make reasonable effort to ensure that people with particular requirements will not be overlooked. Documents in other formats will be available where necessary, for example, large print, audio or translation in other languages."</p>
<p>Devon and Cornwall Police would find it useful to be more involved in pre-application discussions where issues such as permeability could be discussed before layouts are agreed; where potential sites for public open space to be</p>	<p>Comments noted. Whilst the Council does not consider these comments to require a change to the SCI, Planning Officers will endeavour to work closely with Devon and Cornwall Police on planning matters.</p>

<p>used for youths and gypsy and traveller sites. Designing out Crime Officers always request further consultation following outline application so details can be looked at. If Design and Access Statements are still being submitted with major applications, there should be a crime and disorder section.</p>	
<p>Parish & Town Councils</p>	
<p>Crediton Town Council noted that there is an assumption that every person has access to a computer. Other methods of consultation are required particularly for planning applications. With regards to consulting town and parish councils at the earliest opportunity, would MDDC be prepared to consider this meaning immediately after pre-application discussions and before application submission?</p>	<p>The SCI states that hard copies of all documents will be made available for inspection at the Council’s main office at Phoenix House and at public libraries throughout Mid Devon. It also notes that all planning applications will be publicised by means of a notice, within a local newspaper and make any live applications available for inspection at the Main Council Office.</p> <p>Parish and town councils are already consulted after pre-application discussions and before application submission where the Council considers it appropriate to do so. However, given the confidential nature of pre-application discussions and that there is no guarantee of a subsequent planning application being submitted; no further changes to the SCI are considered necessary. Generally, with pre-application discussions on major applications, Officers would encourage potential applicants to engage early on in the process with parish and town councils.</p>
<p>Willand Parish Council stated that paragraph 2.3 under ‘Consultation Approach’ partially negate the principles set out in the previous two paragraphs.</p> <p>The SCI should state that significant weight will be given to the views of parish and town councils, that parish and town councils should be represented from the outset in pre-application discussions and they should be consulted on all applications in adjoining parishes.</p>	<p>Comments noted. It is not agreed that paragraph 2.3 partially negates the principles set out in the first two paragraphs. It clarifies that there needs to be a balance between the effective operation of the planning system and wide involvement of the community, notwithstanding the level of resources available to the Council.</p> <p>The Council publishes a list of planning applications received in a local newspaper and on the Council’s website on a weekly basis. As a result, it is not considered necessary to amend the SCI to consult parish and town</p>

Furthermore, parish and town councils should be notified of 'minor material amendments' involving 'variation of condition' as well as neighbour notification.

councils on all applications in adjoining parishes. However, adjoining town and parish councils will be consulted on all development proposals for wind turbines, ground mounted solar arrays, agricultural buildings over 500m² and anaerobic digesters.

Parish and town councils already receive e-mail alerts for variation of condition. E-mail alerts will be set up for minor material amendments.

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CABINET

29TH SEPTEMBER 2016

SHARED WASTE SAVINGS AGREEMENT

Cabinet Member: Cllr Neal Davey
Responsible Officer: Andrew Jarrett – Director of Finance, Assets & Resources

REASON FOR REPORT: The purpose of this report is to agree a shared savings partnership agreement and a future position on waste transfer stations.

RECOMMENDATION:

That the Cabinet 1) agrees to the entering into a shared savings partnership agreement on the terms shown within the report, 2) delegates authority to the Director of Finance, Assets & Resources and the Cabinet Member for the Environment to agree precise terms of the transfer station(s) arrangements with DCC in order to minimise associated onward transfer of waste to disposal sites either inside or outside of the District.

RELATIONSHIP TO CORPORATE PLAN: The waste service is arguably the most frontline, and hence high profile, of all the Council's services. The Council is committed to delivering a high quality waste service, at the lowest operational cost, whilst increasing overall recycling levels and reducing aggregate tonnages of waste going to landfill. This new Partnership agreement will importantly help to move all of these objectives forward and ensure that collection and disposal authorities work in a more combined way.

Financial Implications: The Partnership Agreement has the potential to yield savings of circa £200k per annum and enable long term certainty for both Mid Devon and Devon County Council in both its waste collection and disposal operations. The transfer stations will also help to give cost stability in this key service area.

Legal Implications: This partnership agreement has been reviewed by our legal team and has been considered for adoption by all of the Devon District Councils and DCC.

Risk Assessment: As the shared savings agreement is based on reduced tonnages of waste going to landfill and the splitting of food and garden waste any movements either up or down in tonnages will affect the savings figure payable.

1.0 Introduction

1.1 In 2014/15 when the Council began to plan for a number of strategic changes to its waste collection arrangements officers held initial informal conversations/meetings with colleagues from Devon County Council's

Environment Department to discuss potential reductions to tonnages of landfill and increased service collection costs associated with our proposed new scheme.

- 1.2 All Devon Collection Authorities (the Districts) and the Disposal Authority (Devon County Council) officers have now agreed a shared savings Partnership Agreement (PA). This PA which each Collection Authority will enter into individually will see both parties financially benefit from any changes to baseline service provision as at 2014/15 which delivers reductions in waste treatment and disposal.

2.0 The Shared Savings Agreement

- 2.1 In order for the Collection Authorities to introduce changes to waste collecting systems, there would need to be an acknowledgement from the Disposal Authority, that most changes would incur upfront investment, to deliver a step change in service. For example, different vehicles, changes to collection frequencies, different bins/boxes, resident engagement and education events and PR, etc., all require initial revenue and capital outlay, which will result in additional costs to the collection authorities and is then likely to reduce expenditure for the disposal authority after implementation.

- 2.2 On that basis, the collection and disposal authorities across Devon have agreed on a shared savings partnership agreement that has the following principles:

- Waste Collection Authority (WCA) invest in a material change to their collection scheme which will deliver savings on the disposal/treatment cost of waste/material for Devon County against 2014/15 as a baseline.
- Net saving payments made to WCA annually each year based on already supplied tonnage figures sheet which links to treatment cost spreadsheet
- Net saving payments made to WCA for up to 10 years (2016/17 first year matches organic material treatment contract start and length) paid in September the following year.
- The WCA will not make material changes to their service after signing agreement without prior consultation and agreement. This gives WDA security in its letting of contracts.
- Anticipated savings for MDDC from already changed service implemented in 2015/16 is £200,000 p.a. = £2,000,000 over the ten year period.
- Allows for growth in households but not in changes in behaviour. So if residents produce more waste or recycle less this will result in lower payments.
- Includes household waste but not clinical or trade waste
- Commercially sensitive gate fees will remain confidential but South West Audit Partnership will audit and have access to gate fees information
- MDDC have led on negotiations from WDA side. Withheld investment in new more expensive RCVs which split garden and food waste until agreement signed.

- The new organics contract starts in April 2017 (when food and garden waste material needs to be split for treatment). There is a six months lead time for new RCVs provision which are required by us to have the ability to split the two materials at the point of collection.

2.3 A final version of this partnership agreement, based on the attached draft document, will be considered by DCC's Cabinet in the next couple of weeks

3.0 Other shared working with Devon County Council

3.1 As the Managing the Environment PDG has previously been advised, the acquisition of the new Carlu Close depot has given the Council the opportunity to consider additional shared working possibilities.

3.2 These possibilities would include;

Transfer Stations

- That MDDC invests in two transfer stations at Carlu Close depot for organic waste and residual waste
- 10 year signed agreement which either party can exit with 1 years notice

Residual Waste

- The proposed residual waste transfer station will be funded by DCC for both the construction and operation of the site
- Would use current vacant ¼ of building at existing depot
- DCC would contribute £25,000 for the existing rent
- The site would require planning permission and a Waste Licence
- Waste would be bulked at the depot from RCVs and hauled daily to the Exeter EFW site. Haulage costs would be paid for by DCC
- Would give alternative provision following the closure of the Broadpath landfill site where MDDC's residual waste is currently taken
- The alternative if the site is not agreed maybe that DCC direct us to take material direct to Exeter with little or no funding
- The new site would maximise round efficiency for its disposal site as it would reduce round mileage. This would also put MDDC in control of its disposal points opening times so would be able to consider 4 day working for the service.

Organic Waste

- The proposed organic waste transfer station will be funded by MDDC for both the alterations and operation of the site.
- The site would bulk garden, food and street sweeping waste collected before sending for composting at various sites
- The alternative if the site is not agreed could be to haul the material to new treatment plant in East Devon with little or no funding

- The proposed site would be located in the current vacant silage bay at Carlu Close (£9K rental p.a.)
- The proposed site would require planning permission and a Waste Licence.
- Waste would be bulked at the site from RCVs/sweepers and hauled daily to the treatment site. Haulage would be paid for by DCC.
- The new site allows for closure of new organic treatment contracts let by DCC but currently treated at the Broadpath IVC plant.
- The new site would maximise round efficiency as it would lower round mileage. Importantly, it would also put MDDC in control of disposal point(s) opening times so the Council could consider 4 day working

3.3 The financial and operational benefits of having transfer arrangements on our own site, managed and controlled directly by our officers, will greatly reduce the uncertainty of future waste direction possibilities and offer an ongoing contribution towards rental and management overheads.

3.4 DCC's Cabinet will also be considering the above opportunities at a meeting in the near future.

4.0 Conclusion

4.1 Based on 2014/15 baseline data and current scheme predictions over revised tonnages for landfill disposal associated with our new waste scheme officers have estimated that savings of circa £200k could be delivered by this partnership arrangement.

4.2 Having waste transfer opportunities at Carlu Close, will ensure that the Council has greater control/flexibility with regard to waste direction/disposal points, which will enable officers to minimise potential financial exposure of onward disposal costs.

Contact for more Information: Andrew Jarrett, Director of Finance, Assets & Resources
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Background papers: Various Managing the Environment PDG papers

Circulation of the Report: Cllr Neal Davey

CABINET 29 SEPTEMBER 2016

FINANCIAL UPDATE FOR THE FIVE MONTHS TO 31 AUGUST 2016

Cabinet Member Cllr Peter Hare-Scott
Responsible Officer Andrew Jarrett - Director of Finance, Assets & Resources

Reason for Report: To present a financial update in respect of the income and expenditure so far in the year.

RECOMMENDATION(S): The Cabinet note the financial monitoring information for the income and expenditure so far for the 2016/17 financial year.

Relationship to the Corporate Plan: The financial resources of the Council impact directly on its ability to deliver the corporate plan; prioritising the use of available resources brought forward and any future spending will be closely linked to key Council pledges from the updated Corporate Plan.

Financial Implications: Good financial management and administration underpins the entire document.

Legal Implications: None.

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.

1.0 Introduction

- 1.1 The purpose of this report is to highlight to Cabinet our current financial status and the likely reserve balances at 31 March 2017. It embraces both revenue, in respect of the General Fund and Housing Revenue Account, and capital and aims to focus attention on those areas which are unlikely to achieve budget. It is particularly important for next year's budget setting and, looking further ahead, with the medium term financial plan.
- 1.2 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). This report only includes budget variances in excess of £10k as the purpose of the report is to concentrate on material issues that may require further investigation/action. Budget variances are expressed net of budgeted transfers to or from earmarked reserves, which were previously approved by Cabinet. A more detailed analysis will be provided with the final outturn report for the year.

2.0 Executive Summary of 2016/17

2.1 The table below shows the opening position of key operational balances of the Council, the forecast in year movements and final predicted position at 31 March 2017:

Usable Reserves	31/03/2016	Forecast in year movement	31/03/2017
	£k	£k	£k
Revenue			
General Fund – see note	(2,211)	297	(1,914)
Housing Revenue Account	(2,000)	0	(2,000)
Capital			
Major Repairs Reserve	0	0	0
Capital Receipts Reserve	(1,442)	(282)	(1,724)
Capital Contingency Reserve	(567)	285	(282)

3.0 The General Fund Reserve

3.1 This is the major revenue reserve of the Council. It is increased or decreased by the surplus or deficit generated on the General Fund in the year. This reserve held a balance of £2,211k as at 31/03/16.

3.2 The forecast General fund *deficit* for the current year is £297k as shown at Appendix A. The most significant *service* movements this month comprise:

- £(65)k salary savings on digital strategy - difficulties with staff recruitment and some projects on hold
- £(22)k savings following Business Development restructure
- £31k increase in rent and rates for the new waste depot
- £30k reduction in forecast savings on housing benefit subsidy
- £20k forecast shortfall on pay & display parking income

3.3 The major variances are highlighted at Appendix B. The current incomes from our major funding streams are shown at Appendix C, whilst current employee costs are shown at Appendix D.

4.0 Housing Revenue Account (HRA)

4.1 This is a ring-fenced account in respect of the Council's social housing function. Major variances and proposed corrective action are highlighted at Appendix F.

4.2 Appendix E shows that the reserve opening balance is £2m. It is anticipated that any variance at year-end will affect the budgeted transfer to the Housing Maintenance Fund and so the HRA reserve balance should remain at £2m.

4.3 Overall, the HRA is forecast to overspend by £51k in 2016/17. The most significant items of the forecast overspend comprise the following:

- £175k reduction in the major works carried out by the DLO in void properties and replacement boilers, decreasing the transfer to capital expenditure and increasing the revenue charge
- £50k staffing saving across the housing and tenancy teams, largely due to vacancies going unfilled for the early part of the year

4.4 There are budgeted revenue contributions to capital projects as follows for 2016/17.

Description	Budget £'000	Forecast Outturn £'000	Variance £'000
1 x Tipper Vehicle	24	24	0

4.5 The following works are expected to be funded from the Housing Maintenance Fund during 2016/17.

Description	Budget £'000	Forecast Outturn £'000	Variance £'000
Birchen Lane re-development	40	40	0
Palmerston Park	2,339	1,839	(500)
Queensway development	299	0	(299)
Burlescombe development	424	0	(424)
Stoodleigh development	223	0	(223)
	3,325	1,879	(1,446)

In addition, £25k is planned to be spent on sewage treatment works and funded by an earmarked reserve.

5.0 Major Repairs Reserve

5.1 The Major Repairs Reserve had a nil balance at 31 March 2016. After this year's capital expenditure and funding of the Major Repairs Reserve the closing balance is forecast to be £0k. Whilst there is a forecast underspend of £115k on the Capital Programme relating to 'Major Repairs to Housing Stock' this will remain in the Housing Maintenance Fund for future reprioritisation.

6.0 Capital Programme

- 6.1 Capital projects by their very nature often overlap financial years. In some cases it is known from the outset that the construction of buildings may fall into 3 separate accounting years. The status of this year's capital programme is shown at Appendix G.
- 6.2 Committed and Actual expenditure is currently £6,744k against a budgeted Capital Programme of £15,710k. (Note this includes £7,669k of slippage rolled forward from 15/16). As projects often overlap financial years officers have given their best estimate of what is 'deliverable' in 16/17; this amounts to £10,583k (Note this has been reduced by £750k from the June monitoring to reflect the fact the land purchase & other associated costs for Waddeton Park is now unlikely to be concluded in 16/17). Committed and Actual expenditure will therefore be monitored against this & currently shows an uncommitted amount of £3,839k (£10,583k - £6,744k).
- 6.3 At this early stage in the year the forecast underspend amounts to £364k, £115k of this relates to major repairs to our housing stock and £130k for renewable energy projects, also associated with our housing stock; both these amounts will remain in their respective reserves for reprioritisation in future years. The remaining forecast underspend mainly relates to £105k associated with the replacement of waste vehicles; due to changes in the waste scheme 3 of the 5 large vehicles budgeted to be replaced can be replaced with smaller vehicles.
- 6.4 Currently the forecast slippage to carry forward to 17/18 amounts to £90k, this mainly relates to ICT projects for PC replacement £40k and Server upgrades £32k which are forecast to be completed in 17/18.

7.0 Capital Contingency Reserve

- 7.1 The Capital Earmarked Reserve has been set aside from Revenue to fund Capital Projects; the movement on this reserve is projected below:

	<u>£k</u>
Capital Earmarked Reserve at 1 April 2016	(567)
Funding required to support 2016/17 Capital Programme	285
Forecast Balance at 31 March 2017	<u>(282)</u>

8.0 Capital Receipts Reserve (Used to fund future capital programmes)

- 8.1 Unapplied useable capital receipts are used to part fund the capital programme, the movement on this account for the year to date is given below:

	£k
Unapplied Useable Capital Receipts at 1 April 2016	(1,442)
Net Receipts to date (includes 11 RTB's) <i>(forecast prior to completion of Q2 pooling return)</i>	(628)
Current Balance	(2,070)
Forecast further capital receipts in year	(500)
Forecast capital receipts to be applied in year	846
Forecast Unapplied Capital Receipts c/fwd. 31 March 2017	<u>(1,724)</u>

8.2 Please note these balances on the Capital Contingency Reserve and the Capital Receipts Reserve are likely to be required to balance the MTFP that will be brought to the October Cabinet.

9.0 Treasury Management

9.1 The interest position so far this financial year can be summarised as follows:

Interest Receivable:

	Budget £k	Forecast outturn £k	Forecast variance £k
Investment Income Received	171	171	0
Interest from HRA funding	54	54	0
Total Interest Receivable	225	225	0

10.0 Conclusion

10.1 Members are asked to note the revenue and capital forecasts for the financial year. Cost pressures and income trends will become more apparent as we progress through the year.

10.2 The Finance team are working with service managers to produce proposals for the policy development groups in the Autumn. As emerging trends develop in the current year any future impacts will be factored into next year's budgets.

Contact for more information:

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Circulation of the Report:

Cllr Peter Hare-Scott, Management Team

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**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE
PERIOD 01 APRIL TO 31 AUGUST 2016**

Com	General Fund Summary	Note	2016/17 Annual Budget £	Full Year Forecast (0 = On budget) £	Variance %
	Cllr C J Eginton				
CM	Corporate Management	A	1,139,580	(42,000)	-3.7%
LD	Legal & Democratic Services: Member/Election Services	B	579,870	(34,000)	-5.9%
	Cllr N V Davey				
CP	Car Parks	C	(616,390)	1,000	0.2%
ES	Cemeteries & Public Health	D	(47,610)	41,772	-87.7%
ES	Open Spaces	F	54,800	0	0.0%
GM	Grounds Maintenance	E	562,130	(36,530)	-6.5%
WS	Waste Services	H	1,775,510	374,200	21.1%
	Cllr C R Slade				
CD	Community Development	I	414,980	33,210	8.0%
ES	Environmental Services incl. Licensing	D	552,870	2,000	0.4%
IT	IT Services	Q	879,310	(14,600)	-1.7%
PR	Planning - Land charges	N	(24,600)	(5,000)	20.3%
RS	Recreation And Sport	J	(82,410)	155,000	-188.1%
	Cllr P H D Hare-Scott				
FP	Finance And Performance	K	680,960	0	0.0%
RB	Revenues And Benefits	L	266,600	(100,000)	-37.5%
	Cllr R L Stanley				
ES	ES: Private Sector Housing Grants	D	165,720	(4,000)	-2.4%
HG	General Fund Housing	M	232,470	(13,000)	-5.6%
PS	Property Services	G	272,580	1,920	0.7%
	Cllr R J Chesterton				
CD	Community Development: Markets	I	(3,410)	20,000	586.5%
PR	Planning And Regeneration	N	741,670	258,628	34.9%
	Cllr M Squires				
CS	Customer Services	O	860,060	(81,000)	-9.4%
ES	Environment Services - Public Health	D	74,990	0	0.0%
HR	Human Resources	P	479,310	19,700	4.1%
LD	Legal & Democratic Services: Legal Services	B	215,730	0	0.0%
	All General Fund Services		9,174,720	577,300	6.3%
	Net recharge to HRA		(1,265,490)	0	
IE260	Interest Payable		146,030	0	
IE290	Interest Receivable on Investments		(171,000)	0	
	Interest from Funding provided for HRA		(54,000)	0	
	New Homes Bonus Grant		(1,831,460)	0	
	Sundry Grants		0	0	
ABFGF	Statutory Adjustments (Capital charges)		400,720	0	
TREMR	Net Transfer to/(from) Earmarked Reserves	APP B	2,169,990	(280,408)	
	TOTAL BUDGETED EXPENDITURE		8,569,510	296,892	3.5%
	Formula Grant		(2,973,150)	0	
	Rural Services Delivery Grant		(463,810)	0	
	Transitional Grant		(31,630)	0	
	Council Tax		(5,092,690)	0	
	Collection Fund Surplus		(8,230)	0	
	TOTAL BUDGETED FUNDING		(8,569,510)	0	0%
	Forecast in year (Surplus) / Deficit		0	296,892	
	General Fund Reserve 01/04/16			(2,211,035)	
	Forecast General Fund Balance 31/03/17			(1,914,143)	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 AUGUST 2016

Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
A	Corporate Management		
	Pension backfunding costs are less than budgeted	(35,000)	Cabinet
	Minor variances	(7,000)	Cabinet
		(42,000)	
B	Legal & Democratic Services		
	Individual Electoral Registration - unbudgeted grant funding received	(34,000)	Cabinet
		(34,000)	
C	Car Parks		
	Pay and Display income down against budget for the first 5 months	20,000	Economy
	Increase in Off-street fines	(9,000)	Economy
	Maintenance underspend	(10,000)	Economy
		1,000	
D	Environmental Services combined		
	Redundancy costs for the Bereavement Services Manager	28,772	Environment
	Private Sector Housing salary underspend due to vacant posts	(4,000)	Environment
	Internments/Exclusive Burial rights income down.	13,000	Environment
	Environmental Enforcement salary underspend from part year vacant post	(10,000)	Community
	Overspend on agency costs to cover sickness	12,000	Community
		39,772	
E	Grounds Maintenance		
	Redundancy costs for the Grounds Maintenance Manager - partly offset by salary underspends	30,470	Environment
	Salary underspends due to vacant posts	(76,000)	Environment
	Agency costs overspend due to sickness/vacant post	9,000	Environment
		(36,530)	
F	Open Spaces		
		0	
G	Property Services		
	Refurbishment of the toilets at the Town Hall - funded from EMR (see below)	11,920	Environment
	Salary savings due to vacant posts for part of the year	(10,000)	Environment
		1,920	
H	Waste Services		
	Refuse - vehicle repairs, running aged fleet until replacement need is known	25,000	Environment
	Trade waste - hire of vehicle	20,000	Environment
	Trade waste - landfill disposal charges higher than anticipated	12,000	Environment
	Increase in rent and rates for the new depot	61,200	Environment
	Moving and fit out costs for the new waste depot (see ear marked reserve)	226,000	Environment
	Purchase of two vans (covered by ear marked reserve)	30,000	Environment
		374,200	
I	Community Development		
	Market Income - Market Manager actively seeking new traders	20,000	Economy
	Grant spend (covered by Seed Fund ear marked reserve)	12,000	Community
	Salary costs for additional post of Grants and Funding Officer (see ear marked reserve)	21,210	Community
		53,210	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 AUGUST 2016

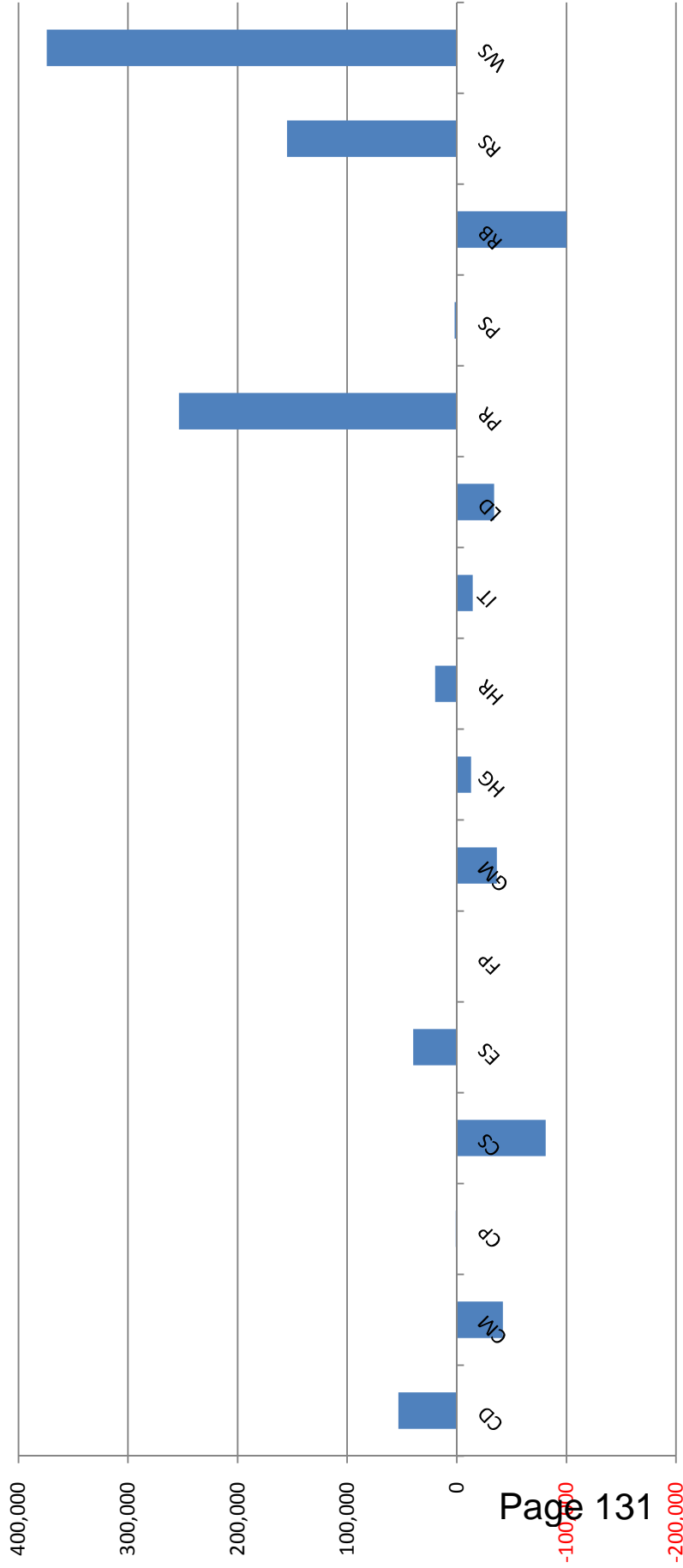
Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
J	Recreation And Sport		
	All sites: Overhead overspend (various including new equipment and event supplies)	7,000	Community
	All sites: Income year end under target	72,000	Community
	All sites: Salaries overspend (various including management restructure)	76,000	Community
		155,000	
K	Finance And Performance		
		0	
L	Revenues And Benefits		
	Housing Benefit Subsidy	(100,000)	Community
		(100,000)	
M	General Fund Housing		
	Salary savings from maternity leave not being backfilled and element of team leader post now in Affordable Housing	(13,000)	Housing
		(13,000)	
N	Planning And Regeneration		
	Grant spend (covered by High Street Innovation Fund ear marked reserve)	43,308	Community
	Salary costs for the Town Centre Manager post (see ear marked reserve)	42,720	Community
	Building Control: Salary savings net of ECC plan checking	(10,000)	Community
	Development Control: Salaries	(15,000)	Community
	Land charges minor variance	(5,000)	Community
	Development Control: Consultancy costs	30,000	Community
	Development Control: Fees & Charges net of future large applications	40,000	Community
	Fwd. Planning: Proposed Greater Exeter Strategic Plan agreed by Cabinet	70,000	Community
	Forward Planning: Flood modelling work, Cullompton Jn 28	80,000	Community
	Business Development - salary savings due to a restructure	(22,400)	Community
		253,628	
O	Customer Services		
	Salary savings due to vacant post for part of the year and backfill of another post at lower spinal point	(10,000)	Cabinet
	Salary savings on digital strategy - difficulties with staff recruitment and some projects on hold	(65,000)	Cabinet
	Software savings	(6,000)	Cabinet
		(81,000)	
P	Human Resources		
	Salary overspend in HR due to Systems Admin additional post & JE regrades	22,000	Cabinet
	Salary underspend in Payroll due to reduction in hours	(6,800)	Cabinet
	Salary overspend in Health & Safety due to JE regrade	4,500	Cabinet
		19,700	
Q	I.T. Services		
	Increase in annual Microsoft licence fee	18,600	Cabinet
	Aerial photography carried out every 3 years (covered by ear marked reserve)	2,800	Cabinet
	Salary savings due to a restructure	(36,000)	Cabinet
		(14,600)	
	FORECAST (SURPLUS)/DEFICIT AS AT 31/03/17	577,300	

Cabinet	(151,900)
Community	343,838
Housing	(13,000)
Environment	377,362
Economy	21,000
	577,300

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 AUGUST 2016

Committee	Net Transfers to / from Earmarked Reserves	(Net Trf to EMR)
CD	Community Development	
	Grant spend from Seed Fund earmarked reserve released	(12,000)
	New Homes Bonus monies earmarked for additional Grants and Funding Officer post	(21,210)
CM	Corporate Management	
CP	Car Parks	
CS	Customer Services	
	Contribution towards digital strategy salaries	(37,030)
ES	Cemeteries & Public Health	
FP	Finance And Performance	
GM	Grounds Maintenance	
HG	General Fund Housing	
HR	Human Resources	
	Contribution towards additional training expenditure	(11,650)
IT	IT Services	
	Aerial photography ear marked reserve released	(2,800)
	One off digital strategy staffing	
LD	Legal & Democratic Services: Member/Election Services	
	Contribution towards additional staffing requirement	(18,170)
PR	Planning - Land charges	
	Grant spend from High Street Innovation Fund ear marked reserve released	(43,308)
	New Homes Bonus monies earmarked for the Town Centre Manager post	(42,720)
	New Homes Bonus used to offset one-off costs shown against service	(150,000)
	Contribution towards Economic development activities	(100,000)
PS	Property Services	
	Town Hall Toilet refurbishment	(11,300)
	Market Walk Profit	202,410
	Release of Market Walk profit	(150,000)
RB	Revenues And Benefits	
RS	Recreation And Sport	
WS	Waste Services	
	New Homes Bonus monies earmarked for the new waste depot, move and fit out costs	(226,000)
	Contribution for two new waste vans	(30,000)
Various	Sinking fund contributions for vehicles & plant	711,900
IE	New Homes Bonus monies earmarked for capital and economic regeneration projects	1,831,460
	Net Transfer to / (from) Earmarked Reserves	1,889,582
	Budgeted Net Transfer to Reserves	2,169,990
	Forecast Variance	(280,408)

2016/17 General Fund Projected Outturn Variance £



Key	+ = Overspend / Income under target	- = Savings / Income above budget
CD	Community Development	
CM	Corporate Management	IT
CP	Car Parks	LD
CS	Customer Services	PR
ES	Environmental Services	PS
FP	Finance and Performance	RB
GM	Grounds Maintenance	RS
HG	General Fund Housing	WS
HR	Human Resources	
		I.T. Services
		Legal and Democratic
		Planning and Regeneration
		Property Services
		Revenues and Benefits
		Recreation and Sports
		Waste Services

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31

	2016/17	2016/17	2016/17	2016/17
	Annual Budget	Profiled Budget	Actual	Variance
	£	£	£	£
Total Employee Costs				
General Fund				
Community Development	295,180	122,992	116,616	(6,376)
Corporate Management	901,960	375,817	365,307	(10,510)
Customer Services	764,610	318,588	288,358	(30,230)
Environmental Services	923,320	384,717	411,614	26,897
Finance And Performance	632,710	263,629	258,659	(4,970)
General Fund Housing	197,330	82,221	77,123	(5,098)
Grounds Maintenance	448,900	187,042	174,999	(12,043)
Human Resources	361,460	150,608	152,101	1,493
I.T. Services	522,100	217,542	196,224	(21,318)
Legal & Democratic Services	417,660	174,025	159,548	(14,477)
Planning And Regeneration	1,525,620	635,675	565,036	(70,639)
Property Services	385,320	160,550	143,394	(17,156)
Recreation And Sport	1,630,750	679,479	716,071	36,591
Revenues And Benefits	668,450	278,521	287,766	9,245
Waste Services	1,863,780	776,575	742,166	(34,409)
	11,539,150	4,807,981	4,654,981	(153,000)
Housing Revenue Account				
BHO09 Repairs And Maintenance	593,480	247,283	243,743	(3,540)
BHO10 Supervision & Management	1,432,670	596,946	538,490	(58,456)
BHO11 Special Services	66,720	27,800	17,314	(10,486)
	2,092,870	872,029	799,547	(72,482)
Total	13,632,020	5,680,010	5,454,528	(225,482)

	2016/17	2016/17	2016/17	2016/17
	Annual Budget	Profiled Budget	Actual	Variance
	£	£	£	£
Agency Staff				
General Fund				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	0	0	0	0
Environmental Services	0	0	0	0
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	5,000	2,083	9,349	7,266
Human Resources	0	0	0	0
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	0	0
Planning And Regeneration	0	0	0	0
Property Services	0	0	737	737
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	0	0
Waste Services	128,500	53,542	68,329	14,787
	133,500	55,625	78,415	22,790
Housing Revenue Account				
BHO09 Repairs And Maintenance	0	0	1,482	1,482
BHO10 Supervision & Management	0	0	25,301	25,301
BHO11 Special Services	0	0	0	0
	0	0	26,783	26,783
Total	133,500	55,625	105,199	49,574

**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR
THE PERIOD 01 APRIL TO 31 AUGUST 2016**

		2016/17 Annual Budget	Forecast	Variance
Housing Revenue Account (HRA)	Notes	£	£	%
Income				
SHO01 Dwelling Rents Income	A	(12,593,760)	(49,000)	0.4%
SHO04 Non Dwelling Rents Income	B	(554,070)	(2,000)	0.4%
SHO06 Tenant Charges For Services	C	(42,360)	32,000	-75.5%
SHO07 Leaseholders' Service Charges	D	(23,540)	0	0.0%
SHO08 Contributions Towards Expenditure	E	(33,720)	0	0.0%
SHO09 Alarm Income - Non Tenants	F	(194,660)	(13,000)	6.7%
SHO10 H.R.A. Investment Income	G	(40,000)	0	0.0%
SHO11 Miscellaneous Income	H	(19,000)	0	0.0%
Services				
SHO13A Repairs & Maintenance	I	3,214,780	168,000	0.0%
SHO17A Housing & Tenancy Services	J	1,354,750	(50,000)	-3.7%
SHO22 Alarms & L.D. Wardens expenditure	K	152,200	(36,000)	-23.7%
Accounting entries 'below the line'				
SHO29 Bad Debt Provision Movement	L	25,000	0	0.0%
SHO30 Share Of Corporate And Democratic	M	177,400	1,000	0.6%
SHO32 H.R.A. Interest Payable	N	1,268,030	0	0.0%
SHO34 H.R.A. Transfers between earmarked reserves	O	2,393,010	0	0.0%
SHO36 H.R.A. R.C.C.O.	P	24,000	0	0.0%
SHO37 Capital Receipts Reserve Adjustment	Q	(20,800)	0	0.0%
SHO38 Major Repairs Allowance	R	2,800,000	0	0.0%
SHO45 Renewable Energy Transactions	S	(130,000)	0	0.0%
		(2,242,740)	51,000	2.3%
Net recharge to HRA		1,265,490		
Capital Charges		977,250		
Net Housing Revenue Account Budget		0		

Housing Revenue Account	£k
Total HRA reserve as at 01/04/16	(2,000)
Forecast movement in the year	0
Forecast HRA reserve as at 31/03/17	(2,000)

Housing Maintenance Fund	£k
Opening balance	(8,886)
Reserve utilised for capital works (see appendix G)	1,879
Budgeted transfer to reserves	(1,704)
Forecast variance for the year (see above)	51
Forecast closing balance	(8,660)

Renewable Energy Fund	£k
Opening balance	(342)
Expenditure forecast for this year (see appendix G)	200
Net income forecast for this year	(130)
Forecast closing balance	(272)

**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01
APRIL TO 31 AUGUST 2016**

Note	Description of Major Movements	Corrective Action	Forecast Variance £
A	Dwelling rent is 0.4% ahead of target	N/A	(49,000)
B	Minor variance	N/A	(2,000)
C	The Learning Disability Support contract has ceased to operate	N/A	32,000
F	Community Alarm sales continue to be high	N/A	(13,000)
I	The DLO will be required to carry out less capital works in void properties than expected - increasing the revenue charge	The Repairs Manager will seek opportunities to increase utilisation of the DLO	100,000
	The DLO will be required to carry out less capital works on boiler replacements than expected - increasing the revenue charge	The Repairs Manager will seek opportunities to increase utilisation of the DLO	75,000
	Minor variance	N/A	(7,000)
J	Savings due to restructuring of staffing across several teams	N/A	(50,000)
K	The Learning Disability Support contract has ceased to operate	N/A	(36,000)
M	Minor variance	N/A	1,000
		TOTAL	51,000

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MID DEVON DISTRICT COUNCIL
MONITORING OF 2016/17 CAPITAL PROGRAMME

Appendix G

Code	Scheme	Deliverable Capital Programme 2016/17 £	Actual Expenditure 2016/17 £	Committed Expenditure 2016/17 £	Total £	Variance to Adj Capital Programme £	Forecast (Underspend)/Overspend £	Forecast Slippage to 17/18 £	Notes
General Fund Projects									
Lords Meadow leisure centre									
CA624	Main car park resurfacing	50,000	0	0	0	(50,000)			Forecast completion Q4. Discussion required with DCC
Exe Valley leisure centre									
CA627	EVLC - Pressure set replacement Hot/Cold	35,000	0	0	0	(35,000)			Forecast completion Q3 16/17
CA626	EVLC - Fitness extension - subject to business case * * Note £500k in 15/16 will be slipped to 16/17	22,000	0	0	0	(22,000)			Subject to Business Case that demonstrates acceptable payback period
Phoenix House									
CA451	Phoenix House - Ground Floor changes - subject to business case	163,000	0	0	0	(163,000)			Forecast costs £163k which will be payable from DWP when lease agreed. Completion will be 31/10/16
Pannier Market									
CA505	Pannier Market -Pedestrian roof cover - subject to business case ** ** Note £110k in 15/16 will be slipped to 16/17	0	0	0	0	0			Project no longer required - to be reviewed at Mgmt Team
CA507	Tiverton Pannier Market Pippens	73,000	0	0	0	(73,000)			Forecast completion Q3 16/17
CA508	Pannier Market Clock Tower	34,000	0	33,588	33,588	(412)			Forecast completion Q3 16/17
MSCP Improvements									
CA709	MSCP improvements (refer to Matrix condition report)	50,000	(7,098)	7,098	0	(50,000)			Capital works on hold pending Premier Inn project
Play Areas									
CA608	Play area refurbishment - Wilcombe Tiverton	50,000	0	59,995	59,995	9,995			Forecast completion Q3 15/16
CA628	Play area refurbishment - West Exe Recreation Ground Tiverton	50,000	0	0	0	(50,000)			Forecast completion Q4 16/17
Other Projects									
CA403	Town Hall Redevelopment Project	20,000	5,878	0	5,878	(14,122)			Proposals will go to Sept CSAG
CA420	Land drainage flood defence schemes - Ashleigh Park Bampton	67,000	0	0	0	(67,000)			Forecast completion Q4 16/17
CA448	Angel Hill improvements	15,000	1,073	2,385	3,458	(11,543)			
CA449	Town centre/Market area fibre optic hub and camera system	30,000	25,000	7,603	32,603	2,603			
CA452	Station Yard re construct shower block welfare	35,000	0	0	0	(35,000)			Examining future options for this site
CA453	Land drainage flood defence scheme - Newton St Cyres	50,000	0	0	0	(50,000)			Forecast completion Q4 16/17
CA454	Phoenix Lane - Conversion to homeless shelter	60,000	1,626	0	1,626	(58,374)			Forecast completion Q4 16/17
CA455	St Lawrence Green Project	30,000	0	0	0	(30,000)			Forecast completion Q4 16/17
CA826	Waste move - Porta Cabins at Carlu Close	114,000	113,910	0	113,910	(90)			Project complete
ICT Projects									
CA421	Replacement of PC estate 330s	40,000	0	0	0	(40,000)		40,000	Forecast completion Q1 17/18
CA423	Continued replacement of WAN/LAN	60,000	0	0	0	(60,000)			Forecast completion Q4 16/17
CA425	Server farm expansion/upgrades	108,000	12,028	0	12,028	(95,972)		32,000	£76k forecast spend by Q4 16/17. £32k to slip into 17/18
CA433	Unified Communications/telephony	25,000	0	0	0	(25,000)	(25,000)		Budget not required Sufficient funding in EMR reserve (£107k) to fund project in 17/18
CA437	Digital Transformation	104,000	11,025	17,300	28,325	(75,675)			
CA439	Mobile Working NDL MX	39,000	0	70,000	70,000	31,000	31,000		Total project cost £70k. Circa £49k will be spent by Q4 16/17, remaining £21k in 16/17 when satisfied software operating correctly
CA442	Arc Server Spatial (open Source Mapping)	18,000	0	0	0	(18,000)		18,000	Cost Benefit Analysis required, if undertaken likely to be under £20k diminishes & therefore coded to Revenue
CA446	E-Financials Technical refresh	30,000	18,742	11,000	29,742	(258)			Forecast completion Q3 16/17
CA456	Digital Transformation - replacement of CRM	50,000	0	0	0	(50,000)			
CA457	Digital Transformation including Cosmic for Mid Devon	20,000	0	0	0	(20,000)	(20,000)		Budget no longer required
CA444	SQL/Oracles refreshes	50,000	14,032	5,913	19,945	(30,055)			Forecast completion Q3 16/17
Replacement Vehicles - Grounds Maintenance									
CA712	Iveco Tipper (or equivalent)	24,000	0	0	0	(24,000)			Forecast purchase Q4 16/17
Replacement Vehicles - Refuse Collection									
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)	160,000	0	0	0	(160,000)			Forecast purchase Q4 16/17
CA821	5 Refuse Vehicles with Food waste capability *** *** Note £740k in 15/16 will be slipped to 16/17	900,000	0	0	0	(900,000)	(105,000)		Forecast purchase Q4 16/17. Savings due to changes in waste scheme meaning not all vehicles are required to have the same carrying capacity.
CA822	7.5T Tipper	100,000	0	0	0	(100,000)			Forecast purchase Q4 16/17
Replacement Vehicles - Street Cleansing									
CA825	3.5T Tipper	25,000	0	0	0	(25,000)			Forecast purchase Q4 16/17
CA827	3.5T Tipper	25,000	0	0	0	(25,000)			Forecast purchase Q4 16/17
		2,726,000	196,216	214,881	411,097	(2,314,903)	(119,000)	90,000	

Code	Scheme	Deliverable Capital Programme 2016/17	Actual Expenditure 2016/17	Committed Expenditure 2016/17	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 17/18	Notes
		£	£	£	£	£	£	£	
Private Sector Housing Grants									
CG215	Works in Default Grants		9,108	8,130	17,238	17,238			Forecast spend by 31/03/17 £535k, any additional spend will be covered by unspent monies on line above (CG216). Also the passported DFG grant of £505k from DCC will fund the majority of this spend
CG216	Private Sector Housing initiatives to be prioritised	104,000	0	0	0	(104,000)			
CG201	Disabled Facilities Grants-Private Sector	468,000	100,259	85,605	185,864	(282,136)			
Please note where possible commitments are raised on the Finance Ledger. Currently the total commitment for Private Sector Housing Grants held outside the ledger is £94k. This underspend includes underspent budget on Private Tenant DFG's amounting to *£282k; these are effectively ring fenced, therefore leaving £87k uncommitted. (£369k - £282k) Commitments include all approved grants. The timing of when these are drawn down is dependent on the client (up to 1 year), therefore at year end although sums may be committed, some may be carried forward to 2017/18 as slippage.									
		572,000	109,367	93,735	203,103	(368,897)	0	0	
Affordable Housing Projects									
CA200	Grants to Housing Associations to provide units (funded by commuted sum)	100,000	9,950	0	9,950	(90,050)			
		100,000	9,950	-	9,950	(90,050)	0	0	
Total General Fund Projects		3,398,000	315,533	308,616	624,150	-2,773,850	(119,000)	90,000	

Code	Scheme	Deliverable Capital Programme 2016/17	Actual Expenditure 2016/17	Committed Expenditure 2016/17	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 17/18	Notes
		£	£	£	£	£	£	£	
HRA Projects									
CA100	Major repairs to Housing Stock	2,991,000	330,645	1,568,047	1,898,692	(1,092,308)	(115,000)		£115k is related to forecast underspend in Council House Void works £50k & £75k Boiler works, this will remain in the HMF for future reprioritisation. £130k will be reprioritised for spending in 17/18
CA111	Renewable Energy Fund Spend	200,000	43,418	0	43,418	(156,582)	(130,000)		
CA112	Birchen Lane - re development of unit for housing conversion (4 units)	367,550	18,782	348,772	367,554	4			Forecast completion Q4 16/17
CA119	Palmerston Park Tiverton - affordable dwellings (26 units)	3,160,700	496,689	3,164,025	3,660,714	500,014			Full contract commitment on system, circa £500k works will roll forward to 17/18. Forecast completion Q2 17/18
CA122	Iveco Tipper 3.5t (or equivalent)	24,000	0	0	0	(24,000)			Some feasibility work will be undertaken in 16/17. Forecast completion Q3 17/18
CA124	Queensway (Beech Road) Tiverton (3 units)	10,000	0	0	0	(10,000)			
CG200	Disabled Facilities Grants - Council Houses	297,000	144,021	0	144,021	(152,979)			Some feasibility work will be undertaken in 16/17. Forecast completion Q3 17/18
CA120	Burlescombe (6 units) **** **** Note £700k in 15/16 will be slipped to 16/17	80,000	90	790	880	(79,120)			
CA125	Waddeton Park - (70 units)	10,000	4,640	0	4,640	(5,360)			Costs associated around land purchase are likely to occur in 17/18. Spoken with responsible officer & 'Deliverable Programme' adjusted accordingly
CA126	Sewerage Treatment Works - Washfield	25,000	0	0	0	(25,000)			Forecast completion Q4 16/17
CA127	* Stoodleigh - Pending feasibility (4 units)	20,000	0	0	0	(20,000)			Some feasibility work will be undertaken in 16/17
Total HRA Projects		7,185,250	1,038,284	5,081,635	6,119,919	(1,065,331)	(245,000)	0	

CAPITAL PROGRAMME GRAND TOTAL SPEND		10,583,250	1,353,817	5,390,251	6,744,069	(3,839,182)	(364,000)	90,000	
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CABINET

29 SEPTEMBER 2016:

PERFORMANCE AND RISK FOR THE FIRST QUARTER OF 2016-17

Cabinet Member

Cllr Clive Eginton, Leader of the Council

Responsible Officer Amy Tregellas, Head of Communities & Governance

Reason for Report: To provide Members with an update on performance against the corporate plan and local service targets for 2016-17 as well as providing an update on the key business risks.

RECOMMENDATION: That the Cabinet reviews the Performance Indicators and Risks that are outlined in this report and feeds back any areas of concern.

Relationship to Corporate Plan: Corporate Plan priorities and targets are effectively maintained through the use of appropriate performance indicators and regular monitoring.

Financial Implications: None identified

Legal Implications: None

Risk Assessment: If performance is not monitored we may fail to meet our corporate and local service plan targets or to take appropriate corrective action where necessary. If key business risks are not identified and monitored they cannot be mitigated effectively.

1.0 Introduction

1.1 Appendices 1-5 provide Members with details of performance against the Corporate Plan and local service targets for the 2016-17 financial year.

1.2 When benchmarking information is available it is included.

1.3 Appendix 6 shows the higher impact risks from the Corporate Risk Register. This includes Operational and Health and Safety risks where the score meets the criteria for inclusion

1.4 All appendices are produced from the Corporate Service Performance And Risk Management system (SPAR).

2.0 Performance

Environment Portfolio - Appendix 1

The chargeable **garden waste** scheme ended the 2015/16 year well and remains above target; so far 8,431 bin permits have been sold.

- 2.2 Most of the PIs are above target with only 1 showing below target: **% of missed collections logged per quarter (recycling)**; this is only marginally under target and is an improvement on 2015/16, more detail has been added as a note to Appendix 1.

Homes Portfolio - Appendix 2

- 2.3 There were 5 PI's which were slightly below target for quarter 1, the notes on Appendix 1 provide detailed explanations of the reasons.
- 2.4 However, the 100% target for **Decent Homes** has been achieved again for the second quarter in a row.

Economy Portfolio - Appendix 3

- 2.5 This was the first Performance and Risk report to this PDG; members were asked to consider what targets they would like to monitor but existing metrics are included at Appendix 1.
- 2.6 It should be noted that for **empty shops** a favourable result is achieved when the actual is less than the target.
- 2.7 The **funding to support economic projects** reflects MDDC's share of the Exeter & Heart of Devon business support funding (£53,092) and the Devon Enabling Fund (£3,750).
- 2.8 There will also be statistics to reflect the general state of MDDC's economy available from time to time.

Community Portfolio - Appendix 4

- 2.9 **Compliance with food safety law** is above target which means that 91% of premises were rated 3 or above under the Food Hygiene Rating Scheme.
- 2.10 The number of users of the **Leisure** centres is above target.

Corporate - Appendix 5

- 2.11 The **sickness** figures were below target for 2015/16. This has been the source of some considerable concern to Members. It is pleasing to see the figure for Q1 is lower this year.
- 2.12 The **Response to FOI requests** is now above target compared to being 'well below target' for 2015/16.
- 2.13 The **Planning Performance Planning Guarantee** figure remains below target for Q1 but other PIs are favourable.

3.0 Risk

- 3.1 The Corporate risk register is reviewed by Management Team (MT) and updated, risk reports to committees include risks with a total score of 15 or more and all those with an impact score of 5. (Appendix 6)

4.0 Conclusion and Recommendation

- 4.1 That the Committee reviews the performance indicators and any risks that are outlined in this report and feeds back any areas.

Contact for more Information: Amy Tregellas, Head of Communities & Governance ext 4246

Circulation of the Report: Management Team and Cabinet Member

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Corporate Plan Quarterly PI Report Environment

Quarterly report for 2016-2017
 Arranged by Aims
 Filtered by Aim: Priorities Environment
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan Quarterly PI Report Environment										
Priorities: Environment										
Aims: Increase recycling and reduce the amount of waste										
Performance Indicators										
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>Residual household waste per household (measured in Kilograms)</u>	117.44 (1/4)	424.08	421.00	95.36				95.36 (1/4)	Stuart Noyce	(Quarter 1) Higher in Q1 than target but 10kg lower than same period in 15/16 (SN)
<u>% of Household Waste Reuse, Recycled and Composted</u>	50.2% (1/4)	50.6%	52.0%	55.9%				55.9% (1/4)	Stuart Noyce	(Quarter 1) Good start to year and well above 15/16 Q1 perf. Will drop in other 1/4s due to reduction in garden waste (SN)
<u>Net annual cost of waste service per household</u>		£60.88	£58.17	n/a	n/a	n/a		n/a	Andrew Jarrett, Stuart Noyce	
<u>Number of Households on Chargeable Garden Waste</u>	0 (1/4)	7,021	10,000	8,431				8,431 (1/4)	Stuart Noyce	(Quarter 1) Still above target and continues to grow. Renewals will start in Q3

Corporate Plan Quarterly PI Report Environment										
Priorities: Environment										
Aims: Increase recycling and reduce the amount of waste										
Performance Indicators										
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes
										(SN)
<u>% of missed collections reported per Quarter (refuse and organic waste)</u>	0.02% (1/4)	0.02%	0.03%	0.03%				0.03% (1/4)	Stuart Noyce	(Quarter 1) Performance back to normal following service changes in 15/16 (SN)
<u>% of Missed Collections logged per Quarter (recycling)</u>	0.05% (1/4)	0.12%	0.03%	0.04%				0.04% (1/4)	Stuart Noyce	(Quarter 1) Missed collections have continued to reduce from 0.12% in 15/16 due to scheme changes. are now 0.01% above target (SN)

Aims: Reduce our carbon footprint

Performance Indicators										
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>To improve energy efficiency and continue to reduce consumption by 0.5% post degree day adjustment</u>		3.4%	0.5%	n/a	n/a	n/a		n/a	Andrew Busby	

Aims: Protect the natural environment

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Corporate Plan Quarterly PI Report Homes

Quarterly report for 2016-2017
Arranged by Aims
Filtered by Aim: Priorities Homes
For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan Quarterly PI Report Homes

Priorities: Homes

Aims: Build more council houses

Performance Indicators									
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Head of Service / Manager	Officer Notes
<u>Build Council Houses</u>		14	30	0				Nick Sanderson	(Quarter 1) 4 Houses to be built by 31st December 2016, in Birchen Lane. Remainder of the 30 to be built by the end of Quarter 4. (NS)

Aims: Facilitate the housing growth that Mid Devon needs, including affordable housing

Performance Indicators									
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Head of Service / Manager	Officer Notes
<u>Deliver 15 homes per year by bringing Empty Houses into use</u>	1 (1/4)	8	15	2				Simon Newcombe, Tanya Wenham	
<u>Number of affordable homes delivered (gross)</u>	0 (1/4)	27	80	16				Angela Haigh	(Quarter 1) Quarter one saw 16 new units of affordable housing being provided at two different sites. The Willand scheme has now been completed and works are well underway at the Farleigh Meadows site in Tiverton. (NS)

Aims: Other

Performance Indicators									
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Head of Service / Manager	Officer Notes
<u>Local Plan</u>	n/a	n/a		n/a	n/a	n/a		Jenny	

Corporate Plan Quarterly PI Report Homes									
Priorities: Homes									
Aims: Other									
Performance Indicators									
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Head of Service / Manager	Officer Notes
<u>Review</u>								Clifford	
<u>Number of Successful Homelessness Prevention Cases</u>	68 (1/4)	295		70				Angela Haigh	
<u>% Decent Council Homes</u>	99.28% (4/12)	100.00%	100.0%	100.0%				Angela Haigh, Nick Sanderson	
<u>% Properties With a Valid Gas Safety Certificate</u>	99.77% (4/12)	99.86%	100.0%	99.9%				Angela Haigh	(June) Property 1 – Housing Tenancy seeking outright possession. Abandoned property with an internal gas meter. Contractor unable to access and cap meter. This property will remain as expired until MDDC are legally able to enter the property, which could be as long as three months. Property 2 – Tenant uncommunicative until the legal stage. Appointment now arranged for 03/07/2016 (WD)
<u>Rent Collected as a Proportion of Rent Owed</u>	98.03% (4/12)	99.74%	100.0%	97.3%				Angela Haigh	(June) Although outside target, performance compares favourably with that of last year in June. It should be noted that we now have a small number of tenants in receipt of Universal Credit,

Corporate Plan Quarterly PI Report Homes									
Priorities: Homes									
Aims: Other									
Performance Indicators									
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Head of Service / Manager	Officer Notes
									which is paid in arrears direct to the claimant, and this number will increase. We anticipate that this will have an increasing impact upon performance. (CF)
<u>Rent Arrears as a Proportion of Annual Rent Debit</u>	0.94% (3/12)	0.66%	1.0%	1.0%				Angela Haigh	(June) Performance relating to this indicator remains in the top quartile. The Neighbourhood teams give priority to income collection and understand the importance of early intervention, liaising with other agencies, as appropriate and taking action as necessary in accordance with policies and procedures in order to ensure that the situation does not deteriorate. (CF)
<u>Dwelling rent lost due to voids</u>	0.71% (4/12)	0.75%	no target - for information only	0.7%				Angela Haigh	
<u>Average Days to Re-Let Local Authority Housing</u>	15.0days (4/12)	16.3days	16.0days	17.2days				Claire Fry, Nick Sanderson	(June) With a limited resource split across the two void types, 18 standard voids and a spend of over £40,000 for the month on major voids, the team

Corporate Plan Quarterly PI Report Economy

Quarterly report for 2016-2017
Arranged by Aims
Filtered by Aim: Priorities Economy
For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan Quarterly PI Report Economy											
Priorities: Economy											
Aims: Attract new businesses to the District											
Performance Indicators											
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes	
Number of business rate accounts		2,872	No target - for information only.	2,868				2,868 (1/4)	John Chumbley		
Aims: Focus on business retention and growth of existing businesses											
Performance Indicators											
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes	
Number of Apprentices at MDDC		13	9	14				14 (1/4)	Jill May	(Quarter 1) Government target proposed is 2.3% of FTEs (JM)	
Aims: Improve and regenerate our town centres											
Performance Indicators											
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes	
Increase in Car Parking Vends	n/a	n/a	No target - for information only.	129,488				129,488 (1/4)	Andrew Jarrett	(Quarter 1) The accountant noticed there was missing data in May and logged this	

Corporate Plan Quarterly PI Report Economy										
Priorities: Economy										
Aims: Improve and regenerate our town centres										
Performance Indicators										
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes
										with the supplier who confirmed there was a "driver error". (JN)
<u>Tiverton Town Centre Masterplan</u>	n/a	n/a		n/a	n/a	n/a		n/a	Jenny Clifford	
<u>The Number of Empty Shops (TIVERTON)</u>	17 (1/4)	16	20	18				18 (1/4)	John Bodley-Scott	
<u>The Number of Empty Shops (CREDITON)</u>	9 (1/4)	7	10	9				9 (1/4)	John Bodley-Scott	
<u>The Number of Empty Shops (CULLOMPTON)</u>	12 (1/4)	8	14	10				10 (1/4)	John Bodley-Scott	

Aims: Other										
Performance Indicators										
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>Local Plan Review</u>	n/a	n/a		n/a	n/a	n/a		n/a	Jenny Clifford	
<u>Funding awarded to support economic projects</u>	n/a	n/a	No target - for information only	£56,842				£56,842 (1/4)	Amy Tregellas	

Corporate Plan Quarterly PI Report Community

Quarterly report for 2016-2017
 Arranged by Aims
 Filtered by Aim: Priorities Community
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan Quarterly PI Report Community

Priorities: Community

Aims: Work with local communities to encourage them to support themselves

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>£ Council Grants / Head of Population</u>	n/a	n/a							John Bodley-Scott	

Aims: Promote physical activity, health and wellbeing

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>Introduce Trimtrails across the District</u>	n/a	n/a	1	n/a	n/a	n/a		n/a	Jill May, Simon Newcombe	
<u>Total number of users is at least 900,000</u>	208,965 (1/4)	824,612	900,000	236,000				236,000 (1/4)	Jill May	
<u>Operational Recovery Rate</u>	(1/4)	85.15%	88%						Lee Chester	

Aims: Other

Corporate Plan Quarterly PI Report Community

Priorities: Community

Aims: Other

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes
Local Plan Review	n/a	n/a		n/a	n/a	n/a		n/a	Jenny Clifford	
Number of web hits per month	0 (1/4)	0	For information only	27,980				27,980 (1/4)	Liz Reeves	
Compliance with food safety law	n/a	n/a	90%	91%				91% (1/4)	Simon Newcombe	

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Print Date: 06 September 2016
12:19

Corporate Plan Quarterly PI Report Corporate

Quarterly report for 2016-2017
 Arranged by Aims
 Filtered by Aim: Priorities Delivering a Well-Managed Council
 For MDDC - Services

Key to Performance Status:

Performance Indicators:

No Data	Well below target	Below target	On target	Above target	Well above target
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* Indicates that an entity is linked to the Aim by its parent Service

Corporate Plan Quarterly PI Report Corporate										
Priorities: Delivering a Well-Managed Council										
Aims: Put customers first										
Performance Indicators										
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>New Performance Planning Guarantee determine within 26 weeks</u>	97% (1/4)	97%	100%	93%				93% (1/4)	Jenny Clifford	
<u>Working Days Lost Due to Sickness Absence</u>	1.64days (1/4)	8.12days	8.00days	1.71days				1.71days (1/4)	Jill May	
<u>Planning Applications: over 13 weeks old</u>	25 (1/4)	32	45	37				37 (1/4)	Jenny Clifford	
<u>% total NNDR collected - monthly</u>	48.30% (5/12)	99.10%	99.20%	33.96%				49.64% (5/12)	John Chumbley	
<u>% of complaints resolved w/in timescales (10 days - 12 weeks)</u>	93% (1/4)	93%	90%	94%				94% (1/4)	Liz Reeves	(Quarter 1) 94% resolved in time (LR)
<u>Number of Complaints</u>	61 (1/4)	95	For information only	106				106 (1/4)	Liz Reeves	(Quarter 1) 106 complaints logged in this period (LR)
<u>Response to FOI Requests</u>	70% (1/4)	87%	90%	95%				95% (1/4)	Lynsey Chilcott, Liz	

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Print Date: 05 September 2016
11:55

Corporate Plan Quarterly PI Report Corporate										
Priorities: Delivering a Well-Managed Council										
Aims: Put customers first										
Performance Indicators										
Title	Prev Year (Period)	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>(within 20 working days)</u>									Reeves	

Risk Report Appendix 6

Report for 2016-2017

Filtered by Flag:Include: * CRR 5+ / 15+

For MDDC - Services

Not Including Risk Child Projects records or Mitigating Action records

Key to Performance Status:

Risks: No Data (0+) High (15+) Medium (5+) Low (1+)

Risk Report Appendix 6

Risk: Asbestos Health risks associated with Asbestos products such as lagging, ceiling/wall tiles, fire control.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status:
Medium (5)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 1 -
Very Low

Head of Service: Nick Sanderson

Review Note: Risks largely restricted to trained/professional EH or PSH officers therefore overall status remains low

Risk Report Appendix 6

Risk: Breaches in HR Legislation Failure to keep Council policies up to date, that complement the appropriate legislation

Failure to develop staff knowledge and competence regarding legislation/changes

Effects (Impact/Severity): - The Council could face poor reports from assurance bodies
 - Failure to meet statutory duties could result in paying penalties, stretching already thin financial resources
 - Failure to comply with legislation could lead to legal challenge against individuals or the Council as a whole
 - Future legislation changes, their impact on services and the cost of implementing changes to policies, procedures and service delivery

Causes (Likelihood):

Service: Human Resources

Current Status: Medium (5)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 1 - Very Low
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Head of Service: Jill May

Review Note: The council employs four Chartered Ins of Personnel and Development (CIPD) staff who undertake regular employment law updates. All policies are reviewed on an three year programme which has slipped lately due to pressure of work (reorganisations, consultations and redundancies) however we always prioritise legislative change. Therefore whilst this is a huge risk it is a risk which is managed.

Risk: Car Park Car Park Overcrowding

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status: High (20)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 4 - High
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Head of Service: Jill May

Review Note:

Risk: Chemicals Staff using chemicals incorrectly.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status: Medium (10)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 2 - Low
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Head of Service: Lee Chester

Review Note:

Risk Report Appendix 6

Risk: Council Finances - Banking Arrangements Problems with banks and online services may affect ability to access funds when we need to or receive / process payments on a timely basis

Effects (Impact/Severity): Unable to promptly pay suppliers or treasury commitments

Causes (Likelihood): ICT systems down at Council or Bank so impossible to review cash position or make urgent payments

Service: Financial Services

Current Status:
Medium (5)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 1 -
Very Low

Head of Service: Andrew Jarrett

Review Note:

Risk: Council Finances - Investments Failure to invest in the Council's funds in an efficient and effective manner may cause potential of a loss of monies invested

Effects (Impact/Severity): • Could result in cash flow loss of up to £3M

Causes (Likelihood): • Future banking collapses

Service: Financial Services

Current Status:
Medium (5)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 1 -
Very Low

Head of Service: Andrew Jarrett

Review Note: Cabinet have recently agreed to invest in CCLA

Risk: Council Finances - Treasury Management Failure to comply with the CIPFA Code of Practice on Treasury Management /local authority accounting would be a breach in statutory duty

Effects (Impact/Severity):

Causes (Likelihood):

Service: Financial Services

Current Status:
Medium (5)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 1 -
Very Low

Head of Service: Andrew Jarrett

Review Note: Strategy is approved by Cabinet annually.
2015 Audit found no issue with this

Risk Report Appendix 6

Risk: Document Retention If documents fail to be retained for the statutory period then we may face financial penalties

Effects (Impact/Severity): • The Council may be disadvantaged in taking or defending legal action if prime documents are not retained;
 • Performance statistics cannot be verified;
 • The external auditor may not be able to verify the Council's final accounts and subsidy may be lost.
 • Mismanagement of burial records

Causes (Likelihood): • "Data debris" cluttering system and storage space

Service: Management Team

Current Status: Medium (5)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 1 - Very Low
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Head of Service: Liz Reeves

Review Note:

Risk: Failure to comply with card security standards As an organisation we need to comply with the requirements of TrustWave to be authorised as card payment processors.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Management Team

Current Status: Medium (5)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 1 - Very Low
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Head of Service: Liz Reeves

Review Note:

Risk: Fire and Explosion Risks associated with storage of combustible materials, fuels and flammable substances and sources of ignition, as well as emergency procedures (existence, display and knowledge of), accessibility (or obstruction) of emergency exits and walkways to. Also, risks associated with use of fire extinguishers, having correct type in location, in date and trained operatives on site.

Effects (Impact/Severity): Very High (5) – Although the risk is low, a fire in the server or storage room could potentially cause loss of life, have serious financial implications and severely impact the councils ability to provide services due to loss of IT infrastructure.

Causes (Likelihood): Very Low (1) – The likelihood of a fire within ICT is extremely low. No quantities of combustible materials are stored within the work area. There is easy access to the emergency exit and all staff have received fire awareness training.

Service: I C T

Current Status: Medium (5)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 1 - Very Low
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Head of Service: Liz Reeves

Review Note:

Risk Report Appendix 6

Risk: H&S RA - Recycling Depot Operatives Role risk assessment - Highest Risk scored

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

**Current Status:
Medium (10)**

**Current Risk Severity: 5 - Very
High**

**Current Risk Likelihood: 2 -
Low**

Head of Service: Stuart Noyce

Review Note: RA Review

Risk: H&S RA - Refuse Driver/Loader Risk Assessment for Role - Highest risk from role RA. - Risk of RTA from sever weather conditions

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

**Current Status:
Medium (10)**

**Current Risk Severity: 5 - Very
High**

**Current Risk Likelihood: 2 -
Low**

Head of Service: Stuart Noyce

Review Note: Annual Review of Risk Assesment

Risk: Homelessness Insufficient resources to support an increased homeless population could result in failure to meet statutory duty to provide advice and assistance to anyone who is homeless.

Effects (Impact/Severity): • Dissatisfied customers and increase in complaints
• An investigation by DCLG
• Legal costs

Causes (Likelihood): • Social and economic factors like the recession and mortgage repossessions increase the number of homeless.

Service: Housing Services

**Current Status: High
(16)**

**Current Risk Severity: 4 -
High**

**Current Risk Likelihood: 4 -
High**

Head of Service: Nick Sanderson

Review Note:

Risk Report Appendix 6

Risk: Impact of Welfare Reform and other emerging National Housing Policy Changes to benefits available to tenants could impact upon their ability to pay. Other initiatives could impact upon our ability to deliver our 30 year Business Plan.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status: High (15)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 3 - Medium
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Head of Service: Nick Sanderson

Review Note:

Risk: Information Security Inadequate Information Security could lead to breaches of confidential information, damaged or corrupted data and ultimately Denial of Service. If the council fails to have an effective information strategy in place.

Risk of monetary penalties and fines, and legal action by affected parties

Effects (Impact/Severity):

Causes (Likelihood):

Service: I C T

Current Status: High (15)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 3 - Medium
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Head of Service: Liz Reeves

Review Note: this should be reviewed 6 monthly, corporate risk is high. Constant checks are in place and firewall etc. but risk of cyber attack constant

Risk: Legionella Legionella

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status: Medium (5)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 1 - Very Low
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Head of Service: Jill May

Review Note:

Risk Report Appendix 6

Risk: Lone Working Lone Working of centre employees

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status:
Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Head of Service: Jill May

Review Note:

Risk: Noise Risk of hearing damage and headaches from high noise levels above 85 decibels and nuisance noise eg Printers, fans.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status:
Medium (5)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 1 - Very Low

Head of Service: Stuart Noyce

Review Note: No change

Risk: Pannier market general risk assessment General risk assessment for the market's day to day operation

Effects (Impact/Severity): Score of 5 as their appears to be a movement in the structure causing the glass doors to bow

Causes (Likelihood): Unclear structural survey required

Service: Pannier Market

Current Status: High
(15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Head of Service: Amy Tregellas

Review Note: A structural survey is required to identify the cause of the bow in some of the glass doors

Risk: Plant Rooms plant rooms

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status:
Medium (5)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 1 - Very Low

Head of Service: Jill May

Review Note:

Risk Report Appendix 6

Risk: Pool Activities Pool Activities

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status:
Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Head of Service: Lee Chester

Review Note:

Risk: St Andrew Street A staircase in the new development does not meet current building regulations due to conservation requirements.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Property Services

Current Status: High (15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Head of Service: Nick Sanderson

Review Note: The staircase has to remain in position, no further issues reported from the housing team. We will continue to monitor and will take action where possible and permitted.

Risk: Vehicles, Transport, Driving Risk of collisions with other moving or stationary vehicles, cycles and/or pedestrians.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status:
Medium (5)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 1 - Very Low

Head of Service: Stuart Noyce

Review Note: No change

Risk Report Appendix 6

Risk: Waste Management Project 2015 Risks associated with the roll out of the new waste and recycling collection scheme to all households

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status:
Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Head of Service: Stuart Noyce

Review Note: -Monthly monitoring of budgets and project

- project group set up and meeting monthly

- project plan written and updated

-1/4 reporting to PDG

Risk: Welfare Reform Act - Benefits Failure to implement and communicate the new benefits framework effectively could result in applications not being completed in time

Effects (Impact/Severity): Impact on number of officers required in service

Causes (Likelihood): If the changes from current benefits system to Universal Credit go ahead, the system will require greater staff resource

Service: Revenues - Benefits

Current Status: Medium
(12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Head of Service: Andrew Jarrett

Review Note:

Risk: Widespread fire in block of flats Failure to carry out adequate fire risk assessments on our multiple occupancy properties, could result in widespread fire and death

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status:
Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Head of Service: Nick Sanderson

Review Note:

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MID DEVON DISTRICT COUNCIL – SCHEDULE OF MEETINGS – 2017/18.....

Ratified by Council on

MEETING	Normal day and Time	1	2	3	4	5 2018	6	
Planning Committee <i>(first meeting of cycle)</i>	Wed 2.15pm	17 May	12 July	6 Sept	1 Nov	3 Jan	28 Feb	
Planning Committee <i>(second meeting of cycle)</i>	Wed 2.15pm	14 June	9 August	4 October	29 Nov	31 Jan	22 Mar 18 April	
CABINET <i>(first meeting of cycle)</i>	Thurs 2.15pm	11 May	6 July	31 Aug	26 October	4 Jan	1 March	
CABINET <i>(second meeting of cycle)</i>	Thurs 2.15pm	8 June	3 August	28 Sept	23 Nov	1 Feb	5 April	
Environment PDG	Tues 2.00pm	16 May	11 July	5 Sept	7 Nov	9 Jan	6 March	
Housing PDG	Tues 2.15pm	23 May	18 July	12 Sept	14 Nov	16 Jan	13 March	
Economy PDG	Thurs 6.00pm	18 May	13 July	7 Sept	9 Nov	11 Jan	8 March	
Community PDG	Tues 2.15pm	6 June	1 August	26 Sept	28 Nov	30 Jan	27 March	
Scrutiny <i>(first meeting of cycle)</i>	Mon 2.15pm	22 May	17 July	11 Sept	6 Nov	15 Jan	12 March	
Scrutiny <i>(second meeting of cycle)</i>	Mon 2.15pm	19 June	14 August	9 October	4 Dec	12 Feb	16 April	
Audit Committee	Tues 5.30pm	30 May	25 July	19 Sept	21 Nov	23 Jan	20 March	
Away Days	Fri 9.30am							
COUNCIL	Wed 6.00pm	28 June	30 August	25 October	13 Dec	21 Feb	25 April	9 May 2018

Note: (i) *Annual meeting of the Council is now at the normal time of 6.00pm. **Annual Meeting in 2017 is on 10 May**

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MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

October 2016

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)
<p>Grant Payments to External Organisations 2017-18</p> <p>To consider grant funding for 2017/18</p>	<p>Community Policy Development Group</p> <p>Cabinet</p>	<p>27 Sep 2016</p> <p>27 Oct 2016</p>	<p>Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246</p>	<p>Cabinet Member for Community Well Being (Councillor Colin Slade)</p>	<p>Open</p>
<p>Public Health Plan</p> <p>To receive a report of the Public Health and Professional Services Manager with regard to a new Public Health Plan</p>	<p>Community Policy Development Group</p> <p>Cabinet</p>	<p>27 Sep 2016</p> <p>27 Oct 2016</p>	<p>Simon Newcombe, Public Health and Professional Services Manager Tel: 01884 234615</p>	<p>Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)</p>	<p>Open</p>
<p>Health and Safety Policy</p> <p>Report of the Health and Safety Officer regarding a revised policy</p>	<p>Community Policy Development Group</p> <p>Cabinet</p>	<p>27 Sep 2016</p> <p>24 Nov 2016</p>	<p>Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381</p>	<p>Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)</p>	<p>Open</p>

Agenda Item 15.

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Exe Valley Leisure Centre Extension</p> <p>To receive a report of the Leisure Manager with regard to a proposed extension to Exe Valley Leisure Centre.</p>	<p>Community Policy Development Group</p> <p>Cabinet</p>	<p>27 Sep 2016</p> <p>27 Oct 2016</p>	<p>Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381</p>	<p>Cabinet Member for Community Well Being (Councillor Colin Slade)</p>	<p>Open</p>
<p>Environmental Health Partnership Working</p> <p>To consider a report of the Public Health and Professional Services Manager regarding partnership working.</p>	<p>Community Policy Development Group</p> <p>Cabinet</p>	<p>27 Sep 2016</p> <p>27 Oct 2016</p>	<p>Simon Newcombe, Public Health and Professional Services Manager Tel: 01884 234615</p>	<p>Cabinet Member for Community Well Being (Councillor Colin Slade)</p>	<p>Open</p>
<p>Local Plan Review</p> <p>To consider the Local Plan Review</p>	<p>Cabinet</p> <p>Council</p>	<p>17 Oct 2016</p> <p>24 Oct 2016</p>	<p>Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)</p>	<p>Open</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Local Enforcement Plan</p> <p>A Plan setting out the approach and policies towards planning enforcement within the district</p>	<p>Cabinet</p> <p>Council</p>	<p>27 Oct 2016</p> <p>14 Dec 2016</p>	<p>Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)</p>	<p>Open</p>
<p>Proposed Greater Exeter Strategic Plan</p> <p>Report of the Head of Planning and Regeneration requesting consideration of a proposal for a joint strategic plan for the Greater Exeter Area</p>	<p>Cabinet</p> <p>Council</p>	<p>27 Oct 2016</p> <p>14 Dec 2016</p>	<p>Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)</p>	<p>Open</p>
<p>Special Purpose Vehicle - Property</p> <p>To consider the creation and establishment of a Property and Development Company</p>	<p>Cabinet</p>	<p>27 Oct 2016</p>	<p>Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>
<p>Devolution - Mid Devon and the Heart of the South West Proposition</p>	<p>Cabinet</p> <p>Council</p>	<p>27 Oct 2016</p> <p>14 Dec 2016</p>	<p>Stephen Walford, Chief Executive</p>	<p>Leader of the Council (Councillor Clive Eginton)</p>	<p>Open</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Report of the Chief Executive setting out the possible devolution process for recommendation to Council					
Greater Exeter Growth & Development Board To receive a report from the Chief Executive Page 172	Cabinet Council	27 Oct 2016 14 Dec 2016	Stephen Walford, Chief Executive	Leader of the Council (Councillor Clive Eginton), Councillor Richard Chesterton	Open
Half Year Investment Performance & Review of Treasury Management Strategy 2016/17 Report of the Director of Finance, Assets and Resources informing the Cabinet of the treasury performance during the first six months of 2016/17 and agree the ongoing deposit strategy for the remainder of 2016/17	Cabinet	27 Oct 2016	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Medium Term Financial Plan - Capital Programme</p> <p>Report of the Director of Finance, Assets and Resources outlining the Medium Term Financial Plan with regard to the Capital Programme.</p>	Cabinet	27 Oct 2016	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<p>Medium Term Financial Plan - HRA and Business Plan</p> <p>Report of the Director of Finance, Assets and Resources outlining the Medium Term Financial Plan with regard to the Housing Revenue Account and Business Plan.</p>	Cabinet	27 Oct 2016	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<p>Medium Term Financial Plan - General Fund</p> <p>Report of the Director of Finance, Assets and Resources outlining the Medium Term Financial Plan with regard to the General Fund.</p>	Cabinet	27 Oct 2016	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Options for the Town Hall Tiverton</p> <p>To receive a report of the Head of Housing and Property Services considering options with regard to the disposal and future management of the Town Hall.</p>	Cabinet	27 Oct 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt
<p>Gypsies and Travellers Policy</p> <p>To receive a report of the Head of Housing and Property Services regarding a policy for Gypsy and Travellers.</p>	<p>Environment Policy Development Group</p> <p>Cabinet</p> <p>Council</p>	<p>8 Nov 2016</p> <p>1 Dec 2016</p> <p>14 Dec 2016</p>	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<p>Supply and Demand Policy</p> <p>To receive a report from the Head of Housing and Property Services providing the annual review of the Supply and Demand Policy.</p>	<p>Homes Policy Development Group</p> <p>Cabinet</p>	<p>15 Nov 2016</p> <p>24 Nov 2016</p>	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Tiverton Market Strategy</p> <p>To receive a report from the Head of Communities and Governance outlining a strategy for Tiverton Market.</p>	<p>Economy Policy Development Group</p> <p>Cabinet</p>	<p>17 Nov 2016</p> <p>1 Dec 2016</p>	<p>Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)</p>	<p>Open</p>
<p>Tiverton Town Centre Action Plan</p> <p>To receive a report from the Head of Communities and Governance regarding the Town Centre Action Plan</p>	<p>Economy Policy Development Group</p> <p>Cabinet</p>	<p>17 Nov 2016</p> <p>1 Dec 2016</p>	<p>Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)</p>	<p>Open</p>
<p>Decant Policy (update)</p> <p>To receive a report from the Head of Housing and Property Services outlining some minor changes to the Decant Policy.</p>	<p>Homes Policy Development Group</p> <p>Cabinet</p>	<p>15 Nov 2016</p> <p>24 Nov 2016</p>	<p>Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Economic Development Strategy</p> <p>To consider a report of the Head of Communities and Governance revising this policy</p>	<p>Economy Policy Development Group</p> <p>Cabinet</p>	<p>17 Nov 2016</p> <p>1 Dec 2016</p>	<p>Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)</p>	<p>Open</p>
<p>Regulation of Investigatory Powers</p> <p>To consider the annual review of the policy.</p>	<p>Community Policy Development Group</p> <p>Cabinet</p>	<p>29 Nov 2016</p> <p>5 Jan 2017</p>	<p>Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246</p>	<p>Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)</p>	<p>Open</p>
<p>Town and Parish Charter</p> <p>To undertake a four yearly review the Town and Parish Charter</p>	<p>Community Policy Development Group</p> <p>Cabinet</p>	<p>29 Nov 2016</p> <p>5 Jan 2017</p>	<p>Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246</p>	<p>Cabinet Member for Community Well Being (Councillor Colin Slade)</p>	<p>Open</p>
<p>Community Engagement Action Plan</p> <p>To receive information regarding the action plan.</p>	<p>Community Policy Development Group</p> <p>Cabinet</p>	<p>29 Nov 2016</p> <p>5 Jan 2017</p>	<p>Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246</p>	<p>Cabinet Member for Community Well Being (Councillor Colin Slade)</p>	<p>Open</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Community Engagement Strategy 2016-17</p> <p>Report updating Members on progress made with the Community Engagement Action Plan (2015-16) and to review the strategy and focus for 2016-17.</p>	<p>Community Policy Development Group</p> <p>Cabinet</p>	<p>29 Nov 2016</p> <p>5 Jan 2017</p>	<p>Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246</p>	<p>Cabinet Member for Community Well Being (Councillor Colin Slade)</p>	<p>Open</p>
<p>Strategic Land Issues</p> <p>To receive a report of the Head of Housing and Property Services advising on responses to the Town Centre Masterplanning to include expressions of interest and the potential for acquiring a new site for depot redevelopment.</p>	<p>Cabinet</p>	<p>1 Dec 2016</p>	<p>Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Fully exempt <i>Financial and business issues</i></p>
<p>Workforce Plan and Human Resources Strategy</p> <p>Report of the Director of Corporate Affairs and Business Transformation providing a review of the</p>	<p>Cabinet</p>	<p>1 Dec 2016</p>	<p>Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381</p>	<p>Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)</p>	<p>Open</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
current strategy and reflecting the latest legislative and economic changes.					
Tax Base Calculation Report of the Director of Finance, Assets and Resources detailing the statutory calculations necessary to determine the Tax Base for the Council Tax	Cabinet Council	1 Dec 2016 14 Dec 2016	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Council Tax Reduction Scheme Report of the Director of Finance, Assets and Resources setting out the Council Tax Reduction Scheme for 2017/18 for recommendation to Council	Cabinet Council	1 Dec 2016 14 Dec 2016	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Freedom of Information Policy Report of the Head of Customer Services regarding a review of the FOI Policy	Cabinet	1 Dec 2016	Liz Reeves, Head of Customer Services Tel: 01884 234371	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Land for Affordable Housing</p> <p>To acquire land (in consultation with the Cabinet Member for Housing) for the provision of affordable housing (under the scheme of delegation) at Waddeton Park, Post Hill, Tiverton</p>	<p>Head of Housing and Property Services</p>	<p>Not before 2nd Jan 2017</p>	<p>Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960</p>		<p>Open</p>
<p>Masterplan - Area B Tiverton Eastern Urban Extension</p> <p>Report of the Head of Planning and Regeneration requesting the Cabinet to consider consultation drafts</p>	<p>Cabinet</p>	<p>5 Jan 2017</p>	<p>Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)</p>	<p>Open</p>
<p>ICT Strategy</p> <p>Report of the Head of Customer Services regarding a review of the ICT Strategy</p>	<p>Cabinet</p>	<p>2 Feb 2017</p>	<p>Liz Reeves, Head of Customer Services Tel: 01884 234371</p>	<p>Cabinet Member for Community Well Being (Councillor Colin Slade)</p>	<p>Open</p>
<p>Policy Framework</p>	<p>Cabinet</p>	<p>2 Feb 2017</p>	<p>Stephen Walford, Chief Executive</p>	<p>Leader of the Council</p>	

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Report of the Chief Executive requesting endorsement of the Policy Framework for the year.	Council	22 Feb 2017		(Councillor Clive Eginton)	
<p>Establishment</p> <p>Report of the Director of Corporate Affairs and Business Transformation outlining the overall structure of the Council showing the management and deployment of officers</p>	Cabinet Council	2 Feb 2017 22 Feb 2017	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	
<p>National Non Domestic Rates</p> <p>Report of the Director of Finance, Assets and Resources providing Members with an update of the income generation and financial implications of the number of business Rate properties in Mid Devon and to approve the NNDR1 (estimated income to be generated in 2017/18 from business rates).</p>	Cabinet	2 Feb 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Budget</p> <p>Report of the Director of Finance, Assets and Resources providing the proposals for the General Fund and the Housing Revenue Account for the year 2017/18.</p>	<p>Cabinet</p> <p>Council</p>	<p>2 Feb 2017</p> <p>22 Feb 2017</p>	<p>Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242</p>	<p>Cabinet Member for Finance (Councillor Peter Hare-Scott)</p>	<p>Open</p>
<p>Communication Strategy Action Plan</p> <p>Report of the Head of Customer Services reviewing the Communication Strategy</p>	<p>Cabinet</p>	<p>2 Mar 2017</p>	<p>Liz Reeves, Head of Customer Services Tel: 01884 234371</p>	<p>Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)</p>	<p>Open</p>
<p>Private Sector Housing Renewal Policy</p> <p>To receive a report from the Head of Housing and Property Services reviewing the existing policy.</p>	<p>Homes Policy Development Group</p> <p>Cabinet</p>	<p>14 Mar 2017</p> <p>30 Mar 2017</p>	<p>Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>
<p>Empty Homes Strategy</p> <p>To receive a report from the Head of Human</p>	<p>Homes Policy Development Group</p>	<p>14 Mar 2017</p> <p>30 Mar 2017</p>	<p>Jill May, Director of Corporate Affairs and Business Transformation Tel:</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Resources and Development on the Strategy regarding Empty Homes.	Cabinet		01884 234381		
Treasury Management Strategy Statement and Annual Investment Strategy 2017/18 Report of the Director of Finance, Assets and Resources requesting agreement of the proposed Treasury Management Strategy and Annual Investment Strategy for 2017/18.	Cabinet	30 Mar 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Ageing Well Strategy Report of the Head of Communities and Governance regarding a new strategy.	Community Policy Development Group Cabinet Council	28 Mar 2017 30 Mar 2017 26 Apr 2017	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Pay Policy</p> <p>Report of the Director of Corporate Affairs and Business Transformation complying with the legislative requirements of the Localism Act 2011 relating to senior pay, in particular the role of the Chief Executive and senior staff.</p>	<p>Cabinet</p> <p>Council</p>	<p>30 Mar 2017</p> <p>26 Apr 2017</p>	<p>Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381</p>	<p>Leader of the Council (Councillor Clive Eginton)</p>	

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