

Public Document Pack

Mid Devon District Council

Community Policy Development Group

**Tuesday, 28 March 2017 at 2.15 pm
Exe Room, Phoenix House, Tiverton**

**Next ordinary meeting
Tuesday, 6 June 2017 at 2.15 pm**

Those attending are advised that this meeting will be recorded

Membership

Cllr Mrs E M Andrews
Cllr Mrs A R Berry
Cllr F W Letch
Cllr Mrs E J Slade
Cllr Mrs H Bainbridge
Cllr Mrs G Doe
Cllr B A Moore
Cllr R J Dolley
Cllr Mrs C P Daw

A G E N D A

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

1 Apologies and Substitute Members

To receive any apologies for absence and notices of appointment of substitute Members (if any).

2 Public Question Time

To receive any questions relating to items on the Agenda from members of the public and replies thereto.

Note: A maximum of 30 minutes is allowed for this item.

3 Minutes of the Previous Meeting (Pages 5 - 10)

To approve as a correct record the minutes of the last meeting (attached).

4 Chairmans Announcements

To receive any announcements that the Chairman may wish to make.

5 **Strategic Grants and Service Level Agreement Programme** (*Pages 11 - 18*)

To update Members on arrangements for the introduction of grant awards linked to Service Level Agreements for selected agencies during the period 1 April 2017 to 31 March 2020.

6 **Single Equalities Policy and Equality Objective** (*Pages 19 - 42*)

To remind Members of the Council's statutory duties under the Equality Act 2010, and to seek members' approval for the revised Single Equality Scheme and Equality Objective.

7 **Health and Safety Policy** (*Pages 43 - 68*)

To advise Members that, in accordance with the Health and Safety at Works Act 1974, the Council's Health and Safety at Works Policy has been reviewed by the Health and Safety Committee and that all actions from the report dated 27 September 2016 are being undertaken.

8 **CCTV Annual Update** (*Pages 69 - 72*)

To update Members of the changes to the Town Centre CCTV system and operational overview

9 **Air Quality Update** (*Pages 73 - 80*)

To provide an update of progress of the revision of the statutory Air Quality Action Plans for the district.

10 **Performance and Risk** (*Pages 81 - 88*)

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.

11 **Financial Monitoring** (*Pages 89 - 104*)

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

12 **Active Devon Draft Strategy** (*Pages 105 - 106*)

To review the Active Devon Draft Strategy for comment or suggested.

13 **Energy Switching Scheme**

To receive a verbal update from the Public Health Manager regarding

the Energy Switching Scheme that will be introduced by the Authority in the coming months.

14 Chairmans Annual Report (Pages 107 - 108)

To receive the Chairman's draft annual report on the work of the Group since May 2016, which will be submitted to Council on 26 April 2017.

15 Identification of Items for the Next Meeting

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

Leisure Update
Public Health Six Monthly Update
Financial Monitoring
Performance and Risk
Gypsies and Travellers Policy
Town and Parish Charter

Stephen Walford
Chief Executive
Monday, 20 March 2017

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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.

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

Tel: 01884 234209

E-Mail: jstuckey@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

Public Document Pack Agenda Item 3

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **COMMUNITY POLICY DEVELOPMENT GROUP**
held on 31 January 2017 at 2.15 pm

**Present
Councillors**

Mrs E J Slade, Mrs J B Binks,
Mrs H Bainbridge, Mrs G Doe and
F W Letch

**Apologies
Councillor(s)**

Mrs E M Andrews, Mrs A R Berry, B A Moore and
R J Dolley

**Also Present
Councillor(s)**

C R Slade and Mrs M E Squires

**Also Present
Officer(s):**

Andrew Jarrett (Director of Finance, Assets and Resources), Liz Reeves (Head of Customer Services), Lee Chester (Leisure Manager), Simon Newcombe (Public Health and Professional Services Manager), Nick Sanderson (Head of Housing and Property Services) and Julia Stuckey (Member Services Officer)

58 APOLOGIES AND SUBSTITUTE MEMBERS

Apologies were received from Cllr Mrs E M Andrews, Mrs A R Berry, B A Moore and R J Dolley. Cllr Moore was substituted by Cllr Mrs J Binks. (Cllr Mrs Slade took the Chair).

59 PUBLIC QUESTION TIME

There were no members of the public present.

60 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting were approved as a correct record and **SIGNED** by the Chairman.

61 CHAIRMANS ANNOUNCEMENTS

The Chairman had no announcements to make.

62 BUDGET

The Group had before it and **NOTED** a report * from the Director of Finance, Assets and Resources outlining options available in order for the Council to move towards a balanced budget for 2017/18.

The Director outlined the contents of the report explaining that the formula grant had been confirmed shortly before Christmas and that it confirmed a four year settlement. The Council Tax referendum limit had been set at 2% as in previous years but District Councils could increase band D by up to £5, which was around 3%.

Changes had been made to the New Homes Bonus grant which now stipulated that Councils must build a baseline number of properties before they would become eligible to receive the bonus. In Mid Devon this was likely to mean that a claim could only be made after the completion of 130 – 140 new homes. The New Homes Bonus was currently paid as a dowry for 6 years but this was reducing to 5 years and then to 4 years.

The budget gap had improved from the figure within the report to just under £90k from a balanced position. Since issuing the report the Director had held further meetings with service managers and the gap had subsequently been reduced. These savings had been generated by Devon-wide Business Rate revenues, better prices and increased tonnages for recycling, investment income, rental for Station Yard and some staffing reductions among others.

The Director highlighted areas for savings that had been identified by the Community PDG Budget Working Group such as an increase to the level of summons costs charged for non paying of Council Tax and Business Rates and changing the policy for single occupiers who failed to notify of a change in circumstance and who would in future receive a small penalty. The Head of Planning and Regeneration had identified some extra income from the levy of Section 106 monies and pre-application advice. The Director reported that the working group had proved a useful exercise in helping to move towards a balanced budget. It was **AGREED** that a working group be put in place to look at the budget for 2018-19, which would meet in the spring. The membership of the group would be agreed at the next meeting.

The Director informed the Group that a report to Cabinet was recommending that the budget gap be met by use of the New Homes Bonus for this year.

Note: - Report * previously circulated and attached to Minutes.

63 LEISURE PRICING

The Group had before it a report * from the Leisure Manager – Development & Performance advising Members of the proposed leisure pricing strategy for 2017/18.

The officer outlined the contents of the report, explaining that it identified the four income streams; front of house, wetside, health and fitness and dryside. The report proposed an indicative increase on current fees and prices per area, ranging from 3 to 5%, following a benchmarking comparison with local like-for-like providers.

It was proposed that concessionary memberships, which were currently restricted to using facilities before 5.00pm, be changed to allow unrestricted access, rewarding members for their loyalty and attracting new custom from people that may be disadvantaged by the existing time restrictions.

Auto-renewal of annual memberships would be available next year which would make it easier for customers to renew at the end of their subscription. They would receive correspondence to advise them that the payment would be taken.

Officers were engaging with local businesses to encourage corporate relationships and arrangements. Following a review of business size in Mid Devon, corporate deals would be offered to all organisations rather than only those with a minimum of 10 employees which was the current criteria. Local businesses would also be offered training in areas such as health and nutrition, business management and team development.

Discussion took place regarding employers being shown the importance of having a healthy workforce and that local accommodation providers could be asked to promote the centres, or incentivised to do so.

Due to the date of the meeting of the Group there would not be time for the report to go to Cabinet and then an appropriate amount of time for consultation with customers be put in place before the new financial year. Therefore it was **RECOMMENDED** that the Cabinet Member agree the strategy and price increases proposed as a delegated decision.

(Proposed by the Chairman)

Note: Report * previously circulated and attached to Minutes.

64 PERFORMANCE AND RISK

The Group had before it and **NOTED** a report * from the Audit Team Leader 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.

Note: - Report * previously circulated and attached to Minutes.

65 COMMUNITY ENGAGEMENT

The Group had before it a report * from the Head of Customer Services and ICT updating Members on progress made with the Community Engagement Action Plan (2015-17).

The officer explained that following reorganisation there was no longer a dedicated officer for community engagement and that the work had been embedded within services. The report contained an action plan for moving forward and it was the responsibility of service managers to ensure that when changes were being implemented, such as digital forms, customers were made aware and that feedback was received.

The Citizens Panel had reduced in effectiveness as it had become more difficult to get people to engage and responses from them had reduced. It was therefore necessary to look into different ways of engaging and it was proposed that Gov.Delivery would provide a simple means of customer engagement.

Discussion took place regarding:

- Not all members of the public had access or wanted to use digital services;
- Digital communications were the cheapest form of communication for customers;
- Gov.Delivery and the services it could provide.

It was **RECOMMENDED** to Cabinet:

- a) That the work taking place to engage with a wide range of Mid Devon residents and stakeholders be noted.
- b) That Cabinet note and agree the revised action plan and timetable for review of the Community Engagement Strategy.

(Proposed by the Chairman)

Note: - Report * previously circulated and attached to the Minutes.

66 ANTI SOCIAL BEHAVIOUR STATISTICS

The Group had before it and **NOTED** information * regarding anti-social behaviour statistics for 2016-17.

The Head of Housing and Property Services explained that these figures only related to matters dealt with by the Community Safety Team and did not include any statutory nuisances dealt with by Environmental Health or anti social behaviour by housing tenants which was dealt with by Housing Services.

Note: - Information * previously circulated and attached to the Minutes.

67 PUBLIC HEALTH SIX MONTLY UPDATE

The Group had before it and **NOTED** a report* from Public Health and Professional Services Manager providing an update on progress of the Public Health Plan.

The Officer explained that Public Health was working to a programme that did not have a budget associated with it and it had to work to encourage projects to become self sustaining. Walking football for example had achieved this with members paying a small subscription which covered the cost of renting facilities.

The officer also highlighted the GP Exercise Referral Programme which had started ahead of schedule and had already received 12 referrals. This scheme was developed to encourage people to get into the habit of physical activity with the longer term aim that they would become regular users of Mid Devon leisure.

Discussion took place regarding:

- Concessionary memberships and the changes to times of day that they could be used and the intention that this would increase usage;
- The availability of funding to encourage target groups to take up exercise;
- The success of the walking football programme;
- The benefits of exercise such as health and overcoming loneliness;

- Food safety the fact that almost 95% of food premises in Mid Devon achieved level 4 or above.
- Proposals to support the Dementia Alliance.

Note: Report previously circulated and attached to Minutes.

68 AIR QUALITY

The Public Health Manager explained that he had hoped to be able to update Members regarding the joint (Exeter, Teignbridge, East Devon, Mid Devon) Air Quality bids that had been submitted to DEFRA Air Quality Grants 2016/17. Unfortunately the outcome of the bids had been delayed and he did not expect to hear for another week.

The Officer confirmed that a review of the Air Quality Strategy was taking place and a project plan and time line had been put in place with a view to a report going to Cabinet in October. Updates would be provided to all meetings of the Group.

69 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING

Gypsy and Traveller Policy
Air Quality
CCTV annual update
Financial Monitoring
Performance and Risk
Aging Well
Leisure update
Health and Safety Policy
Budget Working Group Membership

(The meeting ended at 3.30 pm)

CHAIRMAN

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Agenda Item 5

COMMUNITY POLICY DEVELOPMENT GROUP
28 MARCH 2017

AGENDA ITEM

SERVICE LEVEL AGREEMENT GRANTS PROGRAMME 2017/18-2019/20

Cabinet Members Cllr C Slade, Cabinet Member for Community
 Cllr R Chesterton, Cabinet Member for Planning and
 Regeneration
Responsible Officer Stephen Walford, Chief Executive & Director of Growth

Reason for Report: To update Members on arrangements for the introduction of grant awards linked to Service Level Agreements for selected agencies during the period 1 April 2017 to 31 March 2020.

RECOMMENDATIONS that:

1. The recommended three-year funding levels set out in paragraph 2.3 be approved;
2. An allocation be made for agencies previously in receipt of an annual Strategic Grant but which applied unsuccessfully to the new Service Level Agreement grant programme as a transitional arrangement.
3. That the recommended level of grants to other external organisations set out in paragraph 3.0 be approved.

Relationship to Corporate Plan: The allocation of grants provides support to external agencies delivering services that advance the Council's corporate priorities. Grant allocations tend to be most closely aligned to the Economy, Homes and Community priorities, in particular:

Priority 2: Homes - Continue to work to prevent homelessness;
Priority 3: Community - Support local communities to retain and develop local facilities and services

The services to be provided will also contribute to the Economy priority by improving the local economic vitality, increasing footfall and spend in town centres and increasing the number of people spending money in the district.

Financial Implications: The strategic shift from providing annual grants for the provision of eleven services, to three-year service level agreements for three service areas will require the Council to set aside an annual grants budget up to and including 2019/20.

Risk Assessment: Decreases to selected agencies introduced within a short period of time may lead to closure of a valued service or have a negative impact on the activities and services provided to residents. It could also result in adverse publicity for the Council. Significant reductions in established grant allocations may risk a challenge

from (a) external organisations under public law and/or (b) the Secretary of State for Communities and Local Government.

1.0 Introduction

- 1.1 At its meeting on 27 September 2016 the Community Policy Development Group recommended that:
1. The Museum of Mid Devon Life and Tiverton Tourism Information Service be moved from the grants budget to a separate tourism budget;
 2. A commissioning approach to future grant allocations should be adopted; and
 3. Grants to be paid on an annual basis for the duration of the 2015-2020 Corporate Plan.

These recommendations were approved by Cabinet on 27 October 2016.

- 1.2 The commissioning approach taken by the Council consists of (a) ending annual grant awards for the provision of eleven services (see appendix 1); (b) moving the budget for the Museum of Mid Devon Life and the Tiverton Tourism Information Service to a separate tourism budget, and (c) introducing a new Service Level Agreement Grant Programme for the period 1 April 2017 to 31 March 2020 for the provision of the following services:
1. Welfare Advice and Information;
 2. Support for Community Organisations;
 3. Community Transport Services;

The service areas selected each have a social and economic benefit to the district, for example, by ensuring residents receive the welfare payments to which they are entitled, that people with mobility difficulties can travel to towns and villages and charitable organisations are able to become more self-reliant and bring additional funding into the area, supporting local jobs and services. The move to a Service Level Agreement Grant Programme will enable the Council to monitor performance more effectively and achieve best value for taxpayers.

- 1.3 The timetable for the introduction of the Service Level Agreement Grants Programme is set out in the application guidelines as follows:

#	Milestone	Date/Deadline
1	Application process opens to written submissions	Weds 21 Dec 2016
2	Deadline for written submissions	Mon 6 Feb 2017, 5pm.
3	Successful applicants notified and invited to give a presentation to the Council	Mon 20 Feb 2017
4	Applicant's presentations to the Council	13 th Mar 2017

5	Successful applicants notified	Mar 2017
6	The Council and successful applicant discussions on Key Performance Indicators and funding levels for Service Level Agreement	Mar/Apr 2017
7	Service Level Agreement funding commences	1 May 2017

- 1.4 The awarding of grants to external agencies is a discretionary function of the Council, it having no statutory responsibility to provide a grant programme to external organisations.
- 1.5 There is likely to be a continued expectation that additional reductions to the grants budget will be required to assist the Council's overall budget setting process, and this will be consideration when agreeing grant levels with agencies selected to deliver against each of the Service Level Agreement areas.
- 1.6 The possibility of creating a small budget as a transitional arrangement for agencies that will lose their annual grant award on 1 April 2017 is a further consideration.

2.0 Service Level Agreement Grant Programme (SLAGP) – Progress to date

- 2.1 The timetable set out in paragraph 1.3 is being adhered to. The SLA Grants Programme is a two-stage grant application process with agencies providing a written submission assessed against a detailed grant criteria. Applications that met the eligibility criteria were shortlisted and asked to give a presentation to a Grants Working Group nominated by the Community PDG.
- 2.2 Nine applications were received in total. Of these:
- Three were shortlisted for the Welfare Advice and Information SLA;
 - Three were shortlisted for the Support to Community Organisations SLA; and
 - One applicant was shortlisted for the Community Transport Services SLA.
- Two further applicants were considered not to have met the eligibility criteria enabling progression to the presentation phase.
- 2.3 Presentations were received by the Grants Working Group on Monday 13 March. Following the presentations, the Grants Working Group is recommending the following provisional Service Level Agreement allocations::
1. Welfare Advice and Information – an annual budget totalling £34,650 allocated as follows: Age UK Mid Devon (£9,650), Churches Housing Action Team (£12,500) and the Citizens Advice Bureau (£12,500);
 2. Support to Community Organisations – an annual budget totalling £18,000 allocated as follows: Involve – Voluntary Action in Mid Devon (£12,000), The Onion Collective (£6,000);

3. Community Transport Services – an annual budget totalling £22,000 allocated to Tiverton and District Community Transport Association.

Welfare Advice and Information	17-18	18-19	19-20
Age UK Mid Devon	£9,650	£9,650	£9,650
CHAT (Churches Housing Action Team)	£12,500	£12,500	£12,500
Citizens Advice Bureau	£12,500	£12,500	£12,500
	£34,650	£34,650	£34,650
Support to Community Organisations	17-18	18-19	19-20
INVOLVE – Voluntary Action in Mid Devon	£12,000	£12,000	£12,000
The Onion Collective	£6,000	£6,000	£6,000
	£18,000	£18,000	£18,000
Community Transport Services	17-18	18-19	19-20
Tiverton and District Community Transport Association	£22,000	£22,000	£22,000
	£22,000	£22,000	£22,000
TOTAL	£74,650	£74,650	£74,500

The spread of awards to three agencies providing Welfare Advice and Information services is aimed at ensuring all residents are afforded some provision, whether aged 50 and over (Age UK), in need of housing support (Churches Housing Action Team), augmented by the Citizen's Advice Bureau's generic service. This provision is intended to complement the Council's benefits and housing advice services.

Awards to two agencies for the Support to Community Organisations SLA will be arranged as: Involve – Voluntary Action in Mid Devon, ongoing generalist support and advice for the many charitable organisations operating within the district, with support for social enterprises picked up via the Council's contract with the Business Information Point. To augment Involve's provision, there is a recommendation to pay for 20 days consultancy by The Onion Collective to enable the not-for-profit sector to deliver larger, 'flagship' projects across the district.

The annual award recommended to Tiverton and District Community Transport Association reflects the predicted increased demand across the district for a more mobile elderly and infirm demographic, particularly connecting people in rural settlements to services in Tiverton, Cullompton and Crediton.

The recommendations are provisional on the Council and the recommended SLA delivery partners agreeing an annual funding level, key performance indicators and a schedule for reviewing performance. Negotiations with the selected providers will take place in March and April with a view to finalising each Service Level Agreement at the start of May 2017.

- 2.4 Further considerations are (a) the ability of the new grants programme to provide a funding allocation to agencies that previously received an annual grant but applied unsuccessfully to the SLA programme, and (b) realising a saving in the annual grant budget. With the recommended awards totalling £223,950 over the three-year period, the Service Level Agreement Grant Programme offers the prospective to provide a ‘parachute’ payment to agencies that do not form part of the new programme, together with a potential net saving of between 11% and 13%.
- 2.5 It is envisaged that contracts setting out performance indicators would be issued for a three-year period commencing 1 April 2017 and concluding on 31 March 2020, coinciding with the 2015-2020 Corporate Plan. Contracts would have a termination clause providing an appropriate notice period that could be enacted by either party. Joint agency reviews would be carried out at regular intervals and frequent update reports, which could include presentations by the selected service providers, to the Community PDG. An assessment on whether to continue with the Service Level Agreement Grant Programme will be made in year 3 and a report setting out future options presented to the Community Policy Development Group.

3.0 Grants to other external organisations

In addition to the SLA Grants Programme, the Council also provides grants to four other external organisations; Tiverton Museum of Mid Devon Life, the Tourist Information Service, the Grand Western Canal and the Exe Rail Partnership. It is proposed that the Council enters into a 3 year SLA with Tiverton Museum and the Tourist Information Service at the current level of funding. It is also proposed that grants for Grand Western Canal and Exe Rail Partnership are retained at their current level for the next two financial years.

	17-18	18-19	19-20
Tiverton Museum of Mid Devon Life	£27,500	£27,500	£27,500
Tourist Information Service	£4,000	£4,000	£4,000
Grand Western Canal	£45,000	£45,000	tbc
Exe Rail Partnership	£3,500	£3,500	tbc
TOTALS	£80,000	£80,000	tbc

4.0 Summary

- 4.1 This report sets out the progress made to date on the introduction of a new three-year Service Level Agreement Grant Programme to replace the schedule of annual grant awards.
- 4.2 The Grants Working Group nominated by the Community PDG has received presentations from shortlisted applicants for each of the three SLA areas. The agencies recommended to become partners to the Council over the period 1 April 2017–31 March 2020 for the delivery of selected services are listed in paragraph 2.3. All recommendations and appointments are contingent on the Council and successful applicants agreeing a budget, key performance indicators and a review framework.

Contact for more information: John Bodley-Scott (Economic Development and Regeneration Manager, ext; 4363 email: jbodleyscott@middevon.gov.uk).

Circulation of the report: Management Team, Cllr C Slade, Head of Communities and Governance, Head of Finance and Section 151 Officer, Community Development and Regeneration Manager.

Appendix A – Strategic Grant allocations 2016/17

Table 1 – Strategic Grant Allocations to External Organisations 2016/17

#	Agency	Grant awarded
1	Age UK Mid Devon	£ 4,000
2	Churches Housing Action Team (CHAT)	£ 5,000
3	Citizens Advice Bureau Mid Devon (CAB)	*£ 37,500
4	Community Housing Aid Night Stop Service	£ 2,000
5	Crediton Arts Centre	£ 1,000
6	Involve – Voluntary Action Mid Devon	£ 11,750
7	Market Centre Youth Drop-In	£ 2,750
8	Sunningmead Community Association	£ 375
9	Tiverton and District Community Transport (TDCTA)	**£ 22,000
10	Tiverton Museum of Mid Devon Life	£ 27,500
11	Tiverton Tourism Information Service (TIC)	***£ 4,000
Total		£117,875

Notes

* CAB: £14,500 is taken at source from the grant award to cover the cost of rental and services provided at its offices in Tiverton Town Hall and Crediton Town Hall.

** TDCTA: £5,600 of the grant allocation is held by the Council to cover the cost of rental space within the Phoenix Lane Car Park, Tiverton.

*** TIC: the Tourist Information Service is provided within and managed by the Tiverton Museum of Mid Devon Life.

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Agenda Item 6

COMMUNITY PDG
28 MARCH 2017

SINGLE EQUALITY SCHEME

Cabinet Member: Cllr Colin Slade
Responsible Officer: Catherine Yandle, Audit Team Leader

Reason for Report: To remind Members of the Council's statutory duties under the Equality Act 2010, and to seek members' approval for the revised Single Equality Scheme and Equality Objective.

RECOMMENDATION(S): That Members approve the Single Equality Scheme together with the Equality Objective for 2017-18.

Relationship to Corporate Plan: The Equality Objective reflects the Corporate Plan priority under Empowering our Community: To work with our partners to maximise the potential of all our citizens by tackling social disadvantage and deprivation.

Financial Implications: The Single Equality Scheme does not have any financial implications beyond those identified in individual service equality impact assessments.

Legal Implications: Not complying with the Council's statutory duties with regard to equality could open the Council to legal challenge.

Risk Assessment: Approving the Single Equality Scheme and Equality Objective reduces the risk of legal challenge.

1.0 Introduction

- 1.1 Under the Equality Act 2010 local authorities have a duty to have 'due regard' to:
 - a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 1.2 The way a local authority shows it has 'due regard' is by evidencing how equality is considered as part of its decision-making processes. The Single Equality Scheme indicates how this should be done. (Appendix B attached with tracked changes.)
- 1.3 Local authorities also have specific duties under the Act to publish Equality Information annually and 'Equality Objectives' at least every four years. The Equality Information is attached as Appendix A and will be available on the Mid Devon District Council website by 31 March 2017.

2.0 Equality Objective

- 2.1 The Council's 'Equality Objective' set 2 years ago was to focus on the training needs of staff and members, to ensure they have the right knowledge and tools to fulfil their responsibilities under the Act:

"To ensure all staff and members of the Council receive the appropriate level of training on equality issues."

- 2.2 Equality and diversity training was rolled out to all staff starting with managers in November 2014. It is felt that this now needs to be followed up in 2017-18 with some practical actions for both staff and Members to ensure we achieve this objective going forward; a quick review of our website, templates etc. indicates this is necessary.
- 2.3 This is in part because case law over the last few years has clarified that considerations of equality should not only be placed at the centre of policy development but that bodies subject to the Public Sector Equality Duty, of which we are one, must apply this duty to the carrying out of any functions of a public body not just statutory functions.

Contact for more Information: Catherine Yandle, Audit Team Leader

Circulation of the Report: Members of Community Wellbeing PDG, Cllr Slade, Management Team

Equality Information

General Population

Population of Mid Devon District

The population of Mid Devon in 2015 was 80,400 previously 77,800 (2011 census).

There are:

- 13,700 (14,600) children aged 0-14.
- 46,900 people of working age¹.
- 19,000 (15,900) people are aged 65 or over¹.

Age band	Total	%
0 to 4	4,400	5.5%
5 to 14	9,300	11.6%
15 to 24	8,300	10.3%
25 to 44	16,900	21.0%
45 to 64	22,500	28.0%
65 to 74	11,000	13.7%
75 or over	8,000	9.9%
Total	80,400	100.0%
		100.0%

Source: ONS via www.devon.gov.uk

Disability

- 17% of the population reported that they have a long-term illness which limits their day-to-day activity (*2011 Census*)
- 3,245 or 4.2% of the population are claiming Disability Living Allowance (*DWP Feb 2012*)

Number claiming Disability Living Allowance by ward

Ward	No.
Boniface	160
Bradninch	85
Cadbury	30
Canonsleigh	100
Castle	175
Clare and Shuttern	115
Cranmore	275
Cullompton North	190
Cullompton Outer	70
Cullompton South	195
Halberton	55
Lawrence	185
Lower Culm	245
Lowman	305
Newbrooke	65

Sandford and Creedy	115
Silverton	55
Taw	55
Taw Vale	95
Upper Culm	125
Upper Yeo	55
Way	45
Westexe	320
Yeo	130
Total	3245

Source: DWP Feb 2012

Ethnicity

- The Black and Minority Ethnic population of Mid Devon is 1.4% of the population with a further 2.3% 'Other White Ethnic Groups' which includes significant number of migrant workers, mostly from Eastern Europe.

Ethnicity		%
White British	74,554	95.89
White Irish	278	0.36
White Gypsy or Irish Traveller	88	0.11
Other White Ethnic Group	1776	2.28
Mixed White and Black Caribbean	132	0.17
Mixed White and Black African	69	0.09
Mixed White and Asian	169	0.22
Other Mixed Ethnic Group	114	0.15
Indian	116	0.15
Pakistani	7	0.01
Bangladeshi	18	0.02
Chinese	167	0.21
Other Asian Ethnic Group	120	0.15
Black African	64	0.08
Black Caribbean	17	0.02
Other Black Ethnic group	13	0.02
Arab	4	0.01
Other Ethnic Group	44	0.06

Source: 2011 Census

Ethnicity		%
White	76,696	98.6
Mixed	484	0.6
Asian	428	0.6
Black	94	0.1
Other	48	0.1
Minority Ethnic Groups	1054	1.4

Source: 2011 Census

Religion & Belief

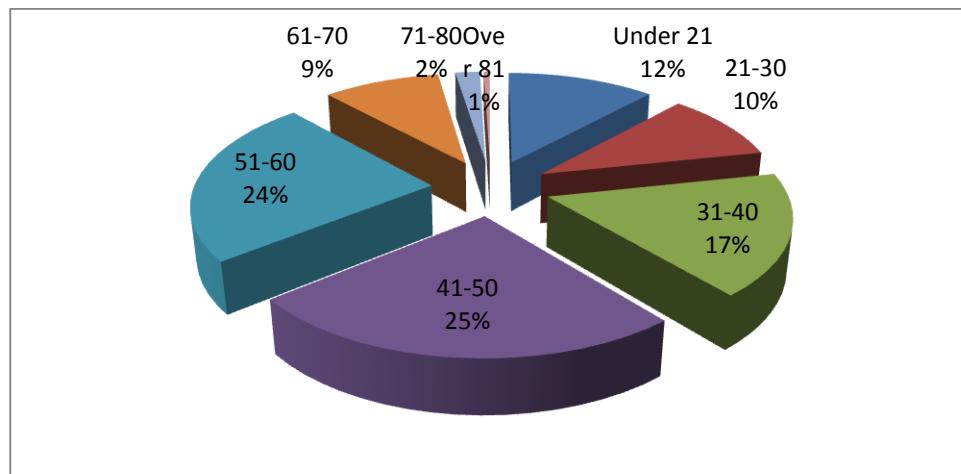
Religion		%
Christian	48,273	62.1%
Buddhist	224	0.3%
Hindu	96	0.1%
Jewish	46	0.1%
Muslim	112	0.1%
Sikh	5	0.0%
Other Religions	366	0.5%
No Religion	22,122	28.4%
Religion Not stated	6,506	8.4%

Source: 2011 Census

Mid Devon District Council Staff & Memebers Profile (as at 31st March 2015)
(all numbers under 5 are suppressed)

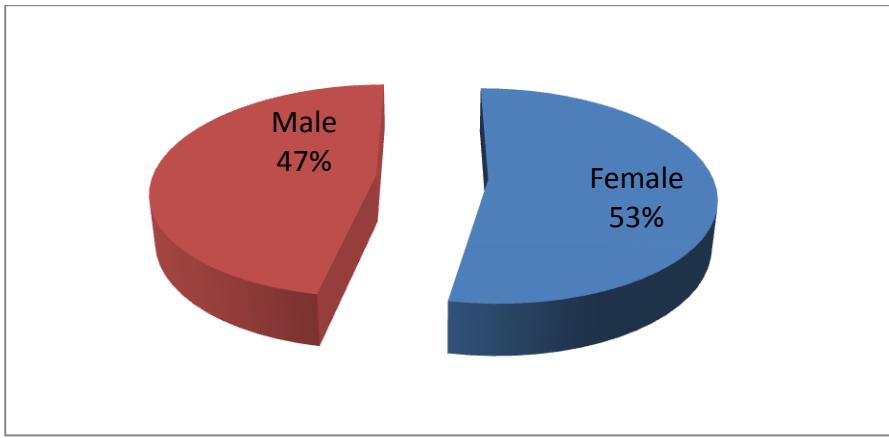
Total Number of Staff: 609

Age	No	%
Under 21	72	11.8%
21-30	60	9.9%
31-40	105	17.2%
41-50	154	25.3%
51-60	146	24.0%
61-70	57	9.4%
71-80	12	2.0%
Over 81	3	0.5%
	609	100.0%



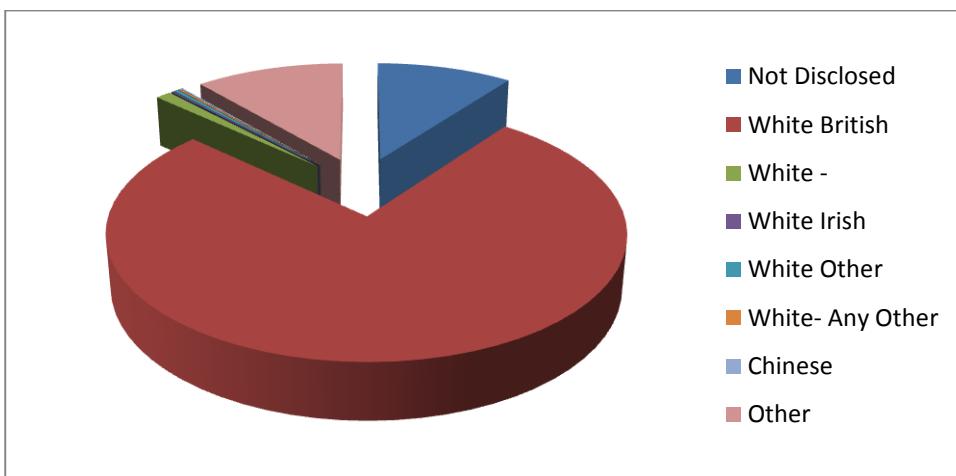
Gender Profile

Gender	No.	%
Female	323	53.0%
Male	286	47.0%
	609	100.0%



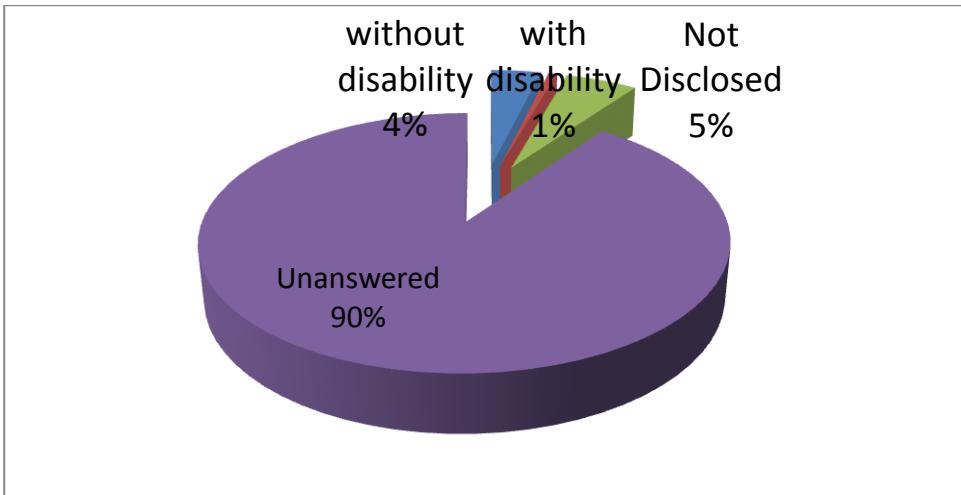
Ethnicity Profile

Ethnicity	No.	%
Not Disclosed	62	10.2%
White British	467	76.7%
White -	7	1.1%
White Irish	1	0.2%
White Other	2	0.3%
White- Any Other	1	0.2%
Chinese	1	0.2%
Other	68	11.2%
Total	609	100.0%



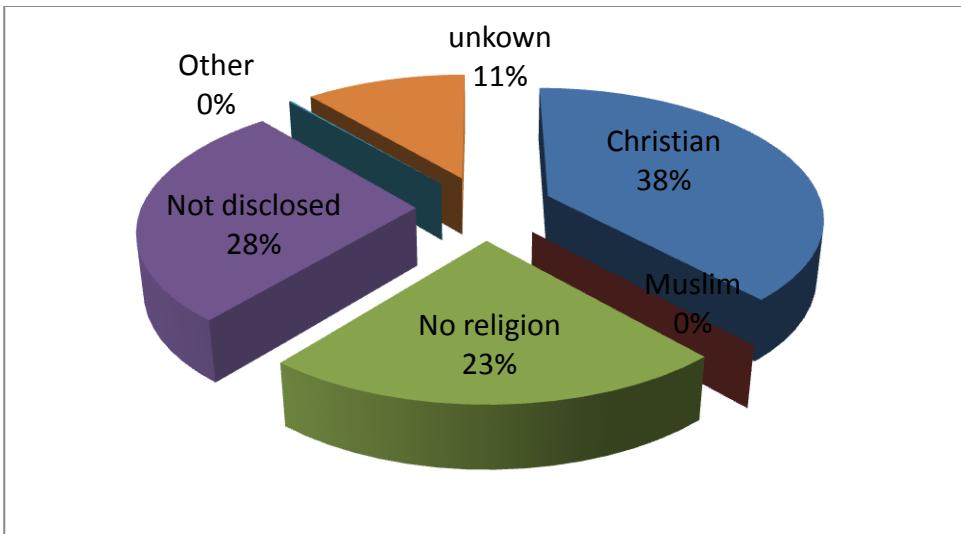
Disability Profile

Disability	No.	%
without disability	23	3.8%
with disability	4	0.7%
Not Disclosed	33	5.4%
Unanswered	549	90.1%
	609	100.0%



Religion & Belief Profile

Religion	No.	%
Christian	233	38.3%
Muslim	0	0.0%
No religion	138	22.7%
Not disclosed	169	27.8%
Other	1	0.2%
Unknown	68	11.2%
	609	100.0%



List of Specific HR Policies addressing equality concerns

Parental Leave Policy
 Childcare Voucher Policy
 Flexible Working Hours Policy
 Adoption Policy
 Maternity Leave
 Paternity leave
 Family Friendly Policy

Redundancy and Redeployment Policy
Recruitment Policy
Relationships in the Workplace Policy
Dignity at Work Policy

Service Users

Community Involvement

The Council uses a range of methods to engage with residents with different needs

- Household Surveys
- Street Surveys
- Visits to organisations
- Tenants Together

Citizen's Panel

This was recruited as far as possible to match the demographic make-up of the district every three years. The latest term finished in December 2016. Management Team agreed that alternative channels should be used to engage residents, and where possible, engagement online instead of printing paper surveys should be used. Therefore it was agreed that we should stop using the citizens' panel in its current form. To replace the citizens' panel in 2017 we are implementing "Gov.delivery" (launched 16 March) which is a simple means of customer engagement with the Council via our website.

Customer First

Customer First provides front-line telephone and meet-and-greet services

In the year 1/4/2015 – 31/3/16 there have been:

- 643 complaints, comments and compliments comments logged with the Compliments
- Of the 289 complaints 44 were upheld (15%)
- There were no complaints of racial discrimination recorded

Housing

(all numbers under 5 have been suppressed)

Housing Services maintain records on lead tenants - the main householder who holds the lease with the Council. They do not keep records on every individual living in Council property.

Number of lead tenants, by Age

Age	Number	%
16-20	5	0.16%
21-30	277	9.12%
31-40	368	12.11%
41-50	452	14.88%
51-60	503	16.56%
61-70	531	17.48%
71-80	454	14.94%
81-90	322	10.60%
91-100	91	3.00%
101-110	1	0.03%
No Response	34	1.12%
	3,038	100.00%

Number of lead tenants by Gender

Gender	Number	%
Male	1351	44.47%
Female	1687	55.53%
	3038	100%

Number of lead tenants, by ethnicity

Ethnicity	Number	%
White British	1386	89.71%
White Irish	10	0.65%
White Accession/Eastern European	10	0.65%
White Other	8	0.52%
Mixed White/Black Caribbean	4	0.26%
Mixed White/Black African	2	0.13%
Mixed White/Asian	0	0.00%
Mixed Other	1	0.06%
Asian/Asian British Indian	0	0.00%
Asian/Asian British Bangladeshi	1	0.06%
Asian/Asian British Other	1	0.06%
Black/Black British Caribbean	1	0.06%
Black/Black British African	1	0.06%
Refused	35	2.27%
Traveller	0	0.00%
Unknown	85	5.50%

	1545	100.00%
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Number of lead tenants by disability

Disability	Number	%
Blind	4	0.52%
Deaf	9	1.16%
Hard of Hearing	38	4.91%
Learning Disabled	42	5.43%
Long-term Illness	234	30.23%
Mental Health Issues	122	15.76%
Mobility Difficulties	233	30.10%
Partially Sighted	23	2.97%
Social Services	55	7.11%
Wheelchair User	11	1.42%
Not Stated	3	0.39%
	774	100.00%

(respondents were able to indicate multiple disabilities)

Number of lead tenants by religion

Religion	Number	%
Buddist	3	0.19%
Christian	888	57.48%
Hindu	0	0.00%
No Religion	399	25.83%
Other	20	1.29%
Refused	62	4.01%
Unknown	171	11.07%
No response	2	0.13%
	1545	100.00%

Number of lead tenants by sexuality

Sexuality	Number	%
Heterosexual	751	48.61%
LGB	7	0.45%
Other	1	0.06%
Refused	117	7.57%
Unknown	669	43.30%
	1545	100.00%

List of MDDC Services and Relevance to Equality

Service & Service Areas	Overall relevance	Areas of high relevance
Corporate	High	
Corporate Plan	High	
Workforce Strategy	High	
Mid Term Financial Plan	High	
HR	High	
Recruitment	High	
Training	High	
Employment Policies	High	Bullying and Harassment Policies, Disciplinary Procedures, Family Friendly Policies, Redundancy & retirement policies etc.
Housing Services	High	
Choice based letting	High	
Housing ASB Policy	High	
Tenant Involvement	High	
Planned Maintenance	Medium	
Care Services	High	
Reactive Housing Repairs & Maintenance	Medium	Disability adaptations
Rent Arrears	High	
Affordable Housing	High	
Sheltered Housing	High	
Homelessness	High	
Private Sector Housing	High	Disability adaptations
Customer First	High	
Front desk	High	
Phone contact	High	
Feedback & Complaints procedures	High	
Communications	Medium	
Website administration	High	
Community Safety	High	
Community Safety & ASB response	High	Hate Crime
Community Development & Regeneration	Medium	
Grants & Funding	Medium	Council Grants, SLAs
Community Involvement	Medium	
Economic Development	Medium	
Equality	High	

Estates Management	Medium	
Public buildings	High	Accessibility to Council properties
Cemeteries	Medium	
Play Areas	Medium	DDA compliance
Car Parks	Medium	Disabled parking spaces
Commercial Properties	Low	
Waste Management	Medium	
Waste Collection	Medium	Information Assisted collections
Recycling	Medium	Information Assisted collections
Trade Waste	Low	
District Officers	Low	
Leisure Services	Medium	
Wet side	Medium	Accessibility of services and courses
Dry side	Medium	
Members Services	Medium	
Members Services	Medium	Member recruitment, member training
Electoral Services	Medium	
Electoral Services	Medium	Electoral registration
Environmental Health	Low	
Food Premises Inspections	Low	Ethnic restaurants
Air Quality & Contaminated Land	Low	
Noise & Nuisance	Medium	
Emergency Planning	High	Provision for the vulnerable
Licensing	Low	
Alcohol and entertainment	Low	
Gambling	Low	
Taxis	Low	Wheelchair accessible taxis
Charitable Collections	Low	
Planning	Low	
Forward Planning	Low	LDF Core Strategy Statement of Community Involvement Provision of Affordable Housing
Development Management	Medium	Gypsy and traveller sites Provision of Affordable Housing
Building Control	Low	Any guidance or enforcement of disability adaptations
Conservation	Low	
Financial Services	Low	
Accounts	Low	

Procurement	Medium	Contracts, SLAs
Benefits	High	
Revenues	Low	
Council Tax	Low	
Business Rates	Low	
Debt recovery	High	
IT	Low	
IT	Low	Website functionality
Landcharges	Low	
Audit	Low	

High Risk Services

- Corporate
- HR
- Housing
- Customer First
- Community Safety

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Single Equality Scheme

Mid Devon District Council's Single Equality Scheme (SES) sets out how we are working to implement the equality duties that are set out in the Equality Act 2010.

Section 149 of the Act imposes a duty on 'public authorities' and other bodies when exercising public functions to have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- c. foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

These are the three aims of the general equality duty.

1.0 Our Vision

Mid Devon District Council is committed to providing quality services delivered in a fair and equitable way and to promoting good relations between different groups within the community. We value the positive contribution that all our residents bring to the district, and want to work with individuals and groups to continue to improve our services and to promote equality.

2.0 How will we achieve this?

In order to achieve our vision we will:

- Seek to understand the needs of our community
- Know our customers and their specific needs
- Involve the community in changes that might affect them
- Develop services that can respond to the requirements of different residents
- Develop an inclusive working environment
- Ensure equality in procurement and commissioning
- Promote equality through working with others
- Recognise the needs of specific equality groups

3.0 Understanding our community

In order to develop services that meet people's needs we must first of all understand our community. The following gives a brief profile of the district.

An equality profile of Mid Devon

Mid Devon is a rural district lying equidistant between the north and south coasts. It has three principle towns, Tiverton, Cullompton and Crediton, serving an extensive rural hinterland.

Population

The population of Mid Devon, currently around 79,500¹, has grown by 11% over the last 10 years. Much of this increase is due to inward migration from other parts of the UK. The largest increase is among those of retirement age, who now make up 23%² of the population. A significant proportion of young people move out of the area for education or work.

The Black and Minority Ethnic population is now 1.4% of the population with a further 2.3% 'Other White Ethnic Groups' which includes significant number of migrant workers, mostly from Eastern Europe 5% of the population were born outside of the UK.²

The key issues for the population of Mid Devon are:

Economy

Mid Devon is an area of low unemployment, but jobs tend to be poorly paid and low skilled. Average earnings of employed people are almost 8% lower than the national average - £499 compared to £541 nationally³. Over a third of the resident population commutes out of the District for work, particularly from the Crediton and Cullompton areas. There are a high proportion of part-time and self-employed workers. There are also a growing number of older people who are dependent on benefits and pensions for their income.

Housing

House prices have more than doubled in the last ten years, far outstripping local average wages. The average house price in 2015 was £233,123, representing nearly 10 times the average full time wage. This situation is considerably worse in the rural areas of the District. This makes it extremely difficult for first time buyers and people on low incomes. 14% of households live in social housing. There is also an increasingly aging population who require support to live in their own homes, and suitably adapted accommodation when they are unable to manage on their own.

Crime

Mid Devon is an area of low crime. The incidence of all major crime (theft, burglary, violent crime) is well below national averages. However, concerns about crime and anti-social behaviour remain high particularly amongst the most vulnerable.

Education

Most Mid Devon schools perform well against national averages, but there are concerns about the aspirations of young people in certain areas. 62.5% of 16-year old pupils achieved 5 GCSE or equivalent at grades A* - C including English and Maths in 2014 compared to 57.9% Devon-wide. However, the proportion of people of working age who lack any qualifications is higher than the Devon average.

Access

¹ 2011 Census

² Office of National Statistics 2015

In a rural district access to vital services can be a significant problem for some people, particularly those on low income. Some 60% of the district falls into the bottom quartile of deprivation for 'Access to Housing and Services'. Over half of rural parishes do not have a post office, and access to scheduled public transport is a problem in many areas, including the edges of market towns. Despite regional programmes to increase speeds, broadband speeds remain low in many rural areas limiting the growth of home-based businesses and increasing the digital divide.

Health

The residents of Mid Devon are generally healthier than the rest of the population in the UK. Life expectancy is higher than the national average both for men and women, and mortality rates for all major diseases are lower. However, there are pockets where life expectancy and mortality rates are considerably lower than would be expected. There is a growing proportion of over 75s who will put increasing demands on health and social care services, and a number of people with physical, sensory and learning disabilities whose needs and those of their carers, must be met.

Multiple disadvantage

Although Mid Devon generally rates very well in national statistics, small parts of Tiverton, Cullompton and Crediton do disproportionately badly for income, education, skills and training when compared to other areas nationally. Mid Devon ranked just above the half way point on the Index of Multiple Deprivation.

Similarly, some people in Mid Devon, because of their condition or circumstances, are more vulnerable to disadvantage and poor health outcomes than the rest of the population. This may be due to their age, gender, physical, sensory or learning disability, mental illness, sexuality, race, religion or social circumstances. There are a variety of organisations that provide support to these individuals and their families, including education and training providers, health and social care agencies, employers, voluntary sector organisations.

Equality Priorities

From this profile the Council recognises that there are three main equality priorities for the district:

1. Meeting the needs of an aging population
2. Overcoming the problems to vulnerable individuals caused by rural isolation
3. Overcoming the effects of multiple disadvantage in families with complex needs.

4.0 Knowing our customers – equality monitoring

Mid Devon District Council recognises that it is important to know who uses our services. By comparing this with what we know about the community as a whole, we can see if there are any groups who are under-represented, highlighting where there may be barriers to overcome.

We regularly monitor the age, disability, gender, and ethnicity of our customers. Where appropriate and relevant, we also monitor religion or belief, and sexual orientation.

The equality information collected can be used to:

- review service delivery
- compare our performance over time
- assist in the development of services in line with people's needs
- monitor the impact of any service changes.

In line with current legislation we will publish relevant equality information, while maintaining customer and employee confidentiality. This information will include:

- an equality profile of the district
- workforce information, and
- service-level information for services most relevant to equality.

5.0 Involving the community

As part of our commitment to good consultation, we have developed a Community Engagement Strategy to improve how the Council engages with the community progress was reported to Cabinet on 2 March 2017 . The Council is keen to make sure that people from different equality groups take part in consultation, and will try to find the most appropriate way to consult with them according to their needs.

Mid Devon District Council will:

- work with groups representing the interests of people from different equality groups to get feedback on proposed service changes particularly relevant to them
- develop and support forms of consultation that are appropriate to the communication needs of different groups within the community
- monitor and assess the consultation methods used and where necessary adapt them to meet the needs of different participants
- publish the results of these consultations and feed them back into our decision-making processes in an open and responsible way.

Customer feedback

Mid Devon District Council positively welcomes feedback. We want to ensure residents' views, whether positive or negative, are noted and their concerns are addressed. We are aware that the Council's formal feedback process may be inaccessible to those sections of the community who have difficulties in accessing services. The Council encourages helper organisations to act as advocates for a complainant if necessary.

6.0 Developing responsive services

The Council undertakes Equality Impact Assessments on those service most likely to impact on the wellbeing of individuals. The impact assessment process asks 'How does this service or policy affect different groups in the community', and 'how can any adverse effects be reduced?' Each Equality Impact Assessment includes an action plan on how we will try to reduce any inequalities identified and promote equality.

A primary factor in making a service accessible is providing information and advice in a usable and convenient format.

We seek to ensure that all users:

- know about the relevant services they might need.
- are given support where necessary i.e. with completing forms
- are confident about using and contacting a service and, if necessary, complaining about it.

We will do this by:

- communicating clearly both internally and externally
- providing information in plain English
- making as many services as internet accessible as possible
- offering information in different formats on request
- providing interpretation and translation services when deemed appropriate
- ensuring that buildings that are open to the public, including leisure and community facilities, can be accessed and used by all residents
- making sure that our employees are trained and supported to deliver the highest possible levels of customer service in line with this policy.

Changing services and policies

Mid Devon District Council has a responsibility to assess the likely impact on residents and employees of policies or services it is proposing to change or introduce before they are adopted. This is to make sure that any changes do not disproportionately affect any particular group, and any adverse impacts can be reduced as much as possible.

Policies, in particular, are frequently adapted or replaced to reflect changes in the legal, social and political environment. Our objective is to build equality and diversity into the policy making process and to make that process clear, open and inclusive.

7.0 Developing an inclusive working environment

The Council considers equality and diversity in all aspects of employment, from advertising vacancies, recruitment and selection, terms and conditions of employment, training and personal development, to reasons for ending employment.

We will promote equality in recruitment by:

- advertising jobs as widely as possible
- providing job details and accepting job applications in alternative formats on request as appropriate to the needs of the applicant
- monitoring recruitment processes and taking action as a result of the findings
- acknowledging that recruitment and selection decisions should be based upon objective, measurable and reasonable selection criteria
- asking only for the skills and qualities actually needed to do the job
- commitment to equality in employment and in service delivery will be reinforced in staff induction programmes for new staff
- training managers on how to recruit in a non-discriminatory way, making sure that all job applicants, whether redeployment candidates, existing employees or people who do not currently work for the District Council, demonstrate that they are qualified, motivated and competent to do the job.

We will promote equality in disciplinary procedures by:

- regularly reviewing our disciplinary and grievance procedures to ensure an appropriate mechanism is in place to deal with bullying and harassment at work.

We will promote equality in pay and conditions by:

- using a pay structure that makes sure employees are rewarded fairly and equitably.

We will promote equality in training and development by:

- providing training programmes for staff to raise awareness of equality issues and assist them in applying equality principles to their role within the Council
- recognising and supporting the potential of all employees by offering opportunities for training and personal development
- monitoring employee development to make sure that training and development opportunities continue to be open to all employees.

8.0 Ensuring equality in procurement and commissioning

Mid Devon District Council is a major purchaser of services. Every year we spend over £5 million with businesses so that we can deliver our services. We recognise that our spending power gives us the chance to influence how others work and to promote equality. We will:

- require any company or business that wishes to be one of our contractors or suppliers to demonstrate appropriate consideration in their policies on equality in relation to employment and service delivery
- seek to encourage any company, business or individual wishing to provide goods or services to Mid Devon District Council, to contribute to our policy by implementing fair practices in employment and training
- review our own policies and practices and where necessary make changes to them to ensure they do not discriminate or place unfair requirements on small businesses from Mid Devon
- cease issuing contracts to, purchasing from or commissioning any contractor, business or organisation, where we believe they fail to comply with our values in relation to equality and diversity
- follow good practice by having a procurement strategy that gives a clear commitment to equality of opportunity and to tackling discrimination and disadvantage.

9.0 Promoting equality through working with others

The Council recognises that it cannot meet its equality responsibilities without working closely with other public bodies, community groups and individuals.

Mid Devon District Council will:

- use our standing in the area to help shape public opinion to promote understanding between different sections of the community
- work with other public, private, voluntary and community groups in Mid Devon to ensure that equality and diversity policies and plans similar to our own are adopted and implemented more widely

- share information, experience and examples of good practice on equality through links with other public, private, voluntary and community organisations in the region
- promote equality and diversity within partnership working and in our dealings with the media
- involve people from different equality groups in influencing our work and progress on equality
- learn from the equality and diversity policies and plans of other local authorities and organisations.

10.0 Meeting the needs of specific equality groups

The Council is aware that certain groups within society are particularly vulnerable to discrimination because of age, disability, gender, marital status, race, belief or sexual orientation. In order to eliminate discrimination and promote equality we recognise the need to work with representatives who can advocate on behalf of particular equality groups in order to develop services that meet their specific requirements. We also recognise that people are individuals, and that although they may be included within a particular equality group they also have individual needs that may differ from the rest of the group. We are committed to dealing with every resident as an individual with their own particular needs.

11.0 Monitoring

We will monitor the progress of this Single Equality Scheme, reporting on it to our Scrutiny Committee.

Monitoring Impact and Acting on Results

Mid Devon District Council recognises that monitoring is an important way of assessing the effects of policies in practice and is a vital part of any strategy to promote equality.

Monitoring will help us check whether our policies, operations and organisational culture are discriminating against some groups and individuals. This will help us find out why and how discrimination takes place. Where we see that any of our policies or procedures have a negative impact we will investigate the reasons for this and revise them accordingly.

Publishing Results

If Mid Devon District Council is to be successful and keep public confidence, we need not only to promote equality but also to be seen to be doing so. The Council will therefore publish the results of its monitoring, assessment and consultation activities.

Appendices

Appendix 1 Summary of Equalities Legislation

Mid Devon District Council Equality Strategy complies with the following Equal Opportunities Legislation, Codes of Practice and recommendations:

- The Sex Discrimination Act 1975
- Sex Discrimination (Gender Reassignment) Regulations 1999
- The Protection from Harassment Act 1997
- Employment Equality (Sexual Orientation) Regulations 2003
- Gender Equality Duty
- Equal Pay (Amendment) Regulations 1983
- Codes of Practice, including on Equal Pay
- The Race Relations (Amendment) Act 2000
- Employment Equality (Religion or Belief) Regulations 2003
-
- Racial and Religious Hatred Act 2006
- The Macpherson Recommendations, Stephen Lawrence Inquiry
- The Disability Discrimination Act 1995 and 2005
- Disability Equality Duty
- Special Educational Needs and Disability Regulations 2014
- Equal Opportunities Commission and Commission for Racial Equality Codes of Practices
- The Human Rights Act 1998.
- The Work and Families Act 2006
- Equality Act 2010

Appendix 2 Protected Characteristics

We understand we have a duty to promote equality and eradicate discrimination in relation to the nine protected characteristics outlined in the Equality Act 2010.

- Age
- Disability (including people with learning disabilities, people with a mental illness, and people living with HIV and/or AIDS)
- Gender reassignment
- Marital status, family circumstances, or caring responsibilities
- Pregnant women and mothers with young children (under 5's)
- Race, including nationality, national or ethnic origin, being a traveller or gypsy
- Religion or belief
- Sex
- Sexual orientation

Agenda Item 7

COMMUNITY POLICY DEVELOPMENT GROUP

17 MARCH 2017

Health and Safety Policy review

Cabinet Member(s): Cllr Margaret Squires
Responsible Officer: Michael Lowe (Health and Safety Officer)

Reason for Report: To advise Members that, in accordance with the Health and Safety at Works Act 1974, the Council's Health and Safety at Works Policy has been reviewed by the Health and Safety Committee and that all actions from the report dated 27 September 2016 are being undertaken.

RECOMMENDATION: Members to note that the Health and Safety Policy was approved by the JNCC on 12 January 2017, following review by the Health and Safety Committee and Unison. Members to also note the action points in the report to the Community PDG have been reviewed by the Health and Safety Committee and have subsequently been undertaken.

Relationship to Corporate Plan: Health and safety impacts across all aspects of the corporate plan as there is an obligation on the Council to ensure that its activities do not adversely affect the health and safety of employees, members of the public, contractors and others with whom we interact.

Financial Implications: Failure to meet the Council's obligations could lead to serious financial implications. The maximum penalty for failing to discharge its duties are unlimited., In addition, to this would also be the costs involved in any litigation in the Civil Courts.

Legal Implications: Failing to comply with Health and Safety legislation and regulations could result in the Council being issued with Improvement/Prohibition Notices and/or prosecution. The Council would also be at risk of potential civil litigation.

Risk Assessment: Ensuring the Council has robust health and safety policies and procedures, which are proactively monitored, will ensure the health and safety of employees and those who are affected by its actions and also reduce the potential risk of legal challenges and civil litigation.

1.0 Update

- 1.1 The Health and Safety Policy was reviewed by the Health and Safety Committee on 9 January 2017 and, following consultation with Unison, recommended to the JNCC committee for approval.
- 1.2 The Health and Safety Policy was approved by JNCC on 12 January 2017.
- 1.3 The future actions in the report to the Community PDG dated 27 September are now being implemented and form part of the Health and Safety Business Plan for 2017-18.

2.0 Future actions

- 2.1 In accordance with the Health and Safety at Works Act 1974, the Safety Representatives and Safety Committee Regulations, Mid Devon District Council will continue to review the Health and Safety Policy on an annual basis, with approval by the JNCC.

Contact for more Information: Michael Lowe, Health and Safety Officer, mlowe@middevon.gov.uk

Circulation of the Report: Members of Community PDG, Cllr Squires, Management Team

Corporate Policy

Version Control

Title: Mid Devon District Council Health and Safety Policy

Purpose: Health and Safety

Owner: Stephen Walford

Date: 12th January 2017

Version Number: v2.1

Status: Final

Review Frequency: Annually

Next review date: January 2018

Consultation

This document obtained the following approvals:

Who	Date	Version Approved
Management Team	29 th November 2016	V2.1
H&S Committee	09 th January 2017	V2.1
JNCC	12 th January 2017	V2.1

Index

- 1. Part 1: General commitment**
- 2. Part 2: Organisation**
- 3. Part 3: Arrangements**
- 4. Part 4: Statement of general policy**

PART 1 Statement of general commitment towards health and safety at MDDC

Mid Devon District Council is committed to ensuring high standards of health, safety and welfare for its employees. It is also committed to ensuring that Council activities do not adversely affect the health or safety of members of the public, contractors and others with whom we interact. Policies and procedures on specific areas of health and safety can be found on SharePoint Policies & Strategies - Home

The Council regards compliance with statutory requirements as the minimum standard. Policies may extend beyond the legal standard if this is agreed. This general policy sets out the steps that will be taken to ensure compliance with the Health and Safety at Work Act 1974 and other statutory provisions, which should lead to a progressive improvement in health and safety standards over time in accordance with the principles of good health and safety management described in HSG65 (www.hse.gov.uk/managing/index.htm).

The Council believes that minimising risks to people, equipment and premises is an essential part of offering quality services in a cost conscious and competitive environment. The successful implementation of this policy requires the commitment and co-operation of management and all employees at all levels within the organisation. The Council delegates the responsibility for day to day operational health and safety management to the Chief Executive, Directors, and Senior Officers through the normal line management structure.

All managers, supervisors and staff have responsibility for the health and safety of persons and facilities within their designated areas of control.

All employees should take note when reading this policy that they also have their own legal obligations under the Health and Safety at Work etc. Act 1974. Under this law there is the duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. Failure to do this could result in prosecution and a fine. Employees are also required to work in accordance with the provided training and instructions and to report situations that could be considered unsafe and shortcomings in health and safety procedures.

The Chief Executive and Directors will be supported in their efforts by provision of competent health and safety advice from the Corporate Health and Safety Officer. Effective communication will be maintained with staff and union safety representatives e.g. through the Link, H&S Committee and Core Briefings. The Council will maintain and improve competence in health and safety through staff training and development.

This policy will be monitored to ensure that the objectives are achieved. It will be reviewed regularly and changes made as may be necessary.

PART 2: Organisation

General

This section sets out the range of duties and responsibilities throughout the Council for the implementation of this policy.

Service specific policies and operating procedures will be required to supplement this policy to ensure that the specific risks associated with the activities of each Service are identified and controlled throughout the diverse range of the Council's activities.

The following management process will be applied (HSG65) in managing health and safety:

- Plan what it is you want to do
 - Policy
 - Planning
- Carry out risk assessment first then implement it
 - Risk Profiling
 - Organising for health & safety
- Check that the risk assessment is effective
 - Measuring performance
 - Investigating incidents
- Act by learning from experience
 - Reviewing performance
 - Learning Lessons

2.1 Councillors

Elected members cannot be responsible on a practical level for the implementation of Health and Safety arrangements within the Council – this is a responsibility of the Chief Executive and his senior managers. Members however are required to ensure that overall health and safety arrangements are in place through the scrutiny process and the receiving of committee reports e.g. relating to the auditing and performance of the Council's health and safety management system. This will also be monitored through the Health and Safety Committee on which a Cabinet Member is nominated. Any resultant reports that require a decision will be passed through the Cabinet.

To assist them, the Chief Executive, Directors and Senior Officers will provide Councillors with professional advice and guidance. This is also available from the Corporate Health and Safety Officer where needed.

2.2 Chief Executive

The Chief Executive is responsible for:

- The overall implementation of Corporate Policy decisions, day-to-day operations and will review and decide upon matters within the Council's Corporate Policies;
- Ensuring that the Council has an effective Health and Safety Committee and for responding to its recommendations;
- Encouraging a positive Safety Culture throughout the organisation by providing leadership and commitment to high standards of health and safety;
- Appraising the effectiveness of this policy and making changes where appropriate;
- Ensuring that the attention of Councillors is drawn to information regarding health, safety and welfare where this has a bearing on their decisions;
- Ensuring the Council provides adequate resources to implement and maintain the effectiveness of this Policy, and that measures are in place for joint consultation regarding safety between employee and member representatives in accordance with the Safety Committees and Safety Representatives Regulations 1977
- Ensuring that a sufficient number of competent persons are available to give advice on the application of the provisions of health and safety law as they apply to the activities of the Council in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The Chief Executive will be informed by the most appropriate method of any incident, accident or deviation from this policy.

The Health and Safety Executive (HSE) gives the following definition of what a health and safety culture is:

The safety culture of an organisation is the product of individual and group values, attitudes, perceptions, competencies and patterns of behaviour that determine the commitment to, and the style of and proficiency of, an organisation's health and safety management.

Organisations with a positive safety culture are characterised by communications founded on mutual trust, by shared perceptions of the importance of safety and by confidence in the efficacy of preventive measures.

2.3 Directors

Directors will be responsible for:

- The implementation of the Council's health and safety policies including the monitoring and review of the safety performance of each Service within their remit
- Where they are identified, implementation of the specific arrangements in Part 3 of this Policy;
- Managing the health and safety performance of their Service in accordance with the management process outlined above;
- Encouraging and sustaining a positive safety culture as described above within their specific Service;
- Establishing risk assessment as a positive approach to the management of their Service's activities;
- Ensuring that arrangements are made within their Service for all staff to be kept informed on matters of health and safety;
- Seeking to ensure, and where necessary document, that adequate resources are made available within their Service to implement and maintain the Council's policies for health, safety and welfare;
- Ensuring that for all work and places of work under their control, risk assessment processes are applied with equal importance to all other management functions;

- Dealing with any wilful disregard by employees of health and safety arrangements including, where necessary, the use of the Council's disciplinary procedure;
- Working with their managers and team leaders towards ensuring that health and safety performance requirements are objectively set, monitored and reviewed;
- Reporting any known deviance from this Policy to the Chief Executive.

2.4 Senior Officers, Supervisors and Team Leaders

Senior Officers, Supervisors and Team Leaders are responsible to their relevant Director for the health and safety performance of their respective areas. In this they will be required to:

- Have sufficient knowledge of the activities under their control, and the Council's policies relating to them, to be in a position to assure their competency in managing the Council's Health and Safety Policy and provide positive leadership on health and safety;
- Work with the Chief Executive and Directors in achieving a positive safety culture throughout the authority;
- Manage the day to day operations based on safe systems of work with a considered proactive approach towards managing risks;
- Where they are identified, implementation of the specific arrangements in Section 3 of this Policy;
- Ensure through the provision of training and selection that each employee involved is competent to undertake safely the responsibilities given to them BEFORE they carry them out;
- Ensure that sufficient instruction, information and supervision is given to individual staff under their management based on the level of risk to which they may be exposed and that employment of their staff includes the necessary elements of competency (in accordance with Regulation 13 of the Management of Health and Safety at Work Regulations 1999);
- Be responsible where required for making returns and reports to the Corporate Health and Safety Officer – including reports of near misses, accidents or dangerous occurrences;
- Ensure that, before the issue of contracts or orders adequate checks are made to confirm the suitability of the contractor's health and safety policies, method statements and risk assessments (Contractor Arrangements Section). This will include assessment of their arrangements to provide adequate welfare facilities and ability to manage all the activities they will undertake for, or on behalf of, the Council. All arrangements must be consistent with those required by the Council for its own staff;
- Ensure that policies, safe systems of work and risk assessments specifically tailored to control the hazards for their functions or work areas are created, implemented, recorded, monitored, and reviewed as necessary. Employees will be briefed on any risk assessment that affects their work and given the opportunity to contribute to the assessment e.g. through 'Toolbox talks' before work begins;
- Ensure that all statutory records of testing/inspection/maintenance pertinent to their service area are maintained, and create and record as necessary routine maintenance arrangements;
- Ensure that all new work places and work activities are subject to a risk assessment and that all identified hazards are documented and measures taken to minimise or control the risks as far as is reasonably practicable;
- Ensure that before employment - a Young Person's Risk Assessment is carried out on any employee who has not yet reached their 18th birthday in accordance with Regulation 19 of the Management of Health and Safety at Work Regulations and its Approved Code of Practice. (This is intended to identify whether the individual is suitable for the tasks they may be given and to limit those tasks where necessary and what training and supervision will be required to ensure their competency and safety whilst at work);
- Ensure that risk assessments are carried out for expectant mother or employees with special needs Risk management: Health and safety in the workplace;
- Consult with the Corporate Health and Safety Officer regarding specific Health and Safety training needs and, where needed, risk assessments;
- Ensure their staff, as far as is reasonably practicable, apply all legal, corporate and directorate requirements relative to the work of their specific function that may affect health, safety and welfare at work;
- Ensure the provision of welfare facilities (clean water, seating, toilets and washing facilities) for all work situations under their control and ensure that first-aid, to the standard required

by law, is available and made known to all their staff and periodic checks are made of first-aid equipment. First aid arrangements can be assessed using the free HSE tool available on the www.hse.gov.uk website;

- Ensure that employees are fully aware of procedures to be followed in the event of a fire;
- Ensure that, in circumstances where the use of Personal Protective Equipment (PPE) has been identified, the type and quality selected will be appropriate and will adequately protect that person from the hazards encountered. Supervisors must ensure that those who are required to wear PPE have been given adequate training in its use, care and maintenance and, where appropriate, keep the appropriate records.

2.5 Corporate Health and Safety Officer

The Health and Safety Officer is responsible for providing advice, support and information on the application of health and safety legislation within the Council to comply with Regulation 7 of the Management of Health and Safety at Work Regulations 1999. In particular, the Health and Safety Officer will:

- Assist the Council in establishing and maintaining appropriate monitoring and auditing systems for health and safety;
- Carry out internal 'Health and Safety Status Reviews' of each Council Service;
- Provide information and advice on request to management and staff on all aspects of health and safety, including fire safety;
- Carry out fire risk assessments on all relevant council properties;
- Advise management on the formulation, development and implementation of health and safety policy and procedures in line with legal requirements and guidance such as that available from the HSE and other relevant bodies;
- Advise on the need for health and safety training, including at induction, and to be a key participant in developing and, where necessary, delivering such training;
- Work with management and staff to ensure that we meet our legal requirement to carry out risk assessments;
- Advise management on the steps needed to achieve adequate control of risks to health and safety;
- Work with managers, staff and safety representatives to ensure that we carry out a programme of regular safety inspections;
- Advise management on systems for recording and reporting accidents and ill-health and be responsible for the maintenance of adequate records;
- Where required, make RIDDOR reports to the HSE;
- Investigate accidents and cases of reported ill-health in order to recommend actions to avoid a recurrence;
- Liaise on health and safety with external bodies and enforcing authorities.

2.6 Safety Representatives

Recognised Trades Unions have, in consultation with the Council, identified employees to represent the employees on matters relating to Health, Safety and Welfare at work. Their duties are defined in part 3 but as representatives on the Corporate Health and Safety Committee they may:

- Investigate potential dangers and hazards.
- Examine the cause(s) of accidents.
- Investigate complaints relating to Health, Safety or Welfare at work.
- Inspect the scene of an accident, dangerous occurrence/near miss or reported case of disease if it is safe to do so (after consultation with the Corporate Health and Safety Officer).
- Carry out formal inspections of the workplace or part of the workplace. The maximum frequency of formal inspections will be quarterly, except by written agreement of the Chief Executive.

2.7 Health and Safety Committee

The Health and Safety Committee will be the principal forum for the Council to consult both its employees and the Union on measures taken to ensure, as far as reasonably practicable, their health, safety and welfare. The Committee will be administered in accordance with the Safety Committees and Safety Representatives Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996. In its operation the Health and Safety Committee will assist the Council to discharge its general obligations under the Health & Safety at Work etc. Act 1974.

The Health and Safety Committee will monitor and review the operation of the Council's safety policy and any related arrangements and procedures, receive reports of incidents, trends and any remedial action taken and where necessary make recommendations to the Cabinet and or other relevant Council Committees regarding any revisions or additions that may be required. Minutes of meetings and agreed actions will be kept.

The Health and Safety Committee will consider and make recommendations to the Chief Executive and Councillors as appropriate concerning priorities and the strategic direction for MDDC to achieve compliance with statutory obligations and continually improve performance.

An elected member, who acts as the Elected Member's Health and Safety Champion?, will be a member of the Health and Safety Committee.

The Corporate Health and Safety Committee will specifically consider the Council's overall position and performance in relation to the Corporate Manslaughter and Corporate Homicide Act 2007.

2.9 Employees

The Council commits itself to providing suitable and sufficient health and safety information, instruction and training as is appropriate to the activities employees carry out.

Individual responsibilities of all employees are as follows:

- In accordance with Section 7 of the Health and Safety at Work etc. Act 1974, it is the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and;
- As regards any duty or requirement imposed on the Council under health and safety law, to co-operate with the Council so far as is necessary to enable it to comply and;
- Not to intentionally or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare by the Council e.g. fire or safety equipment.

Note that as the above are statutory duties failure to comply with the above will not only result in investigation and, where proven, disciplinary action but also may lead to investigation and prosecution by the HSE.

PART 3: Arrangements

The Council is required by Regulation 5 of the Management of Health and Safety at Work Regulations 1999 to make and give effect to such arrangements as are appropriate, having regard to the nature of its activities and the size of its undertaking, for the effective planning, organisation, control, monitoring and review of its preventive and protective measures, and to put these arrangements in writing.

Effective management of health and safety will depend, amongst other things, on the robust application of proactive risk assessment and leading from this, the implementation of reasonable mitigating controls to prevent, avoid or minimise the risk of injury. The law requires a written summary be kept of the risk assessments. At MDDC this would be using the SPAR system and the Risk Assessment Register on SharePoint.

Corporate policies on health and safety are listed on SharePoint under Corporate Health and Safety.

3.1 Risk Assessment

Directors will take responsibility for the completion, implementation, monitoring and review of Risk Assessments for their area of responsibility. Collectively this will cover all activities of the Council. In practical terms this process will need to be broken down and delegated to competent individuals who will be in a position to assess the risk of significant hazards that exist within each work area and report back to the relevant Director who will retain overall responsibility for ensuring the risk assessment process is completed. The Corporate Health and Safety Officer through his routine reviews will monitor performance and report back to the H&S Committee any findings.

The Council will apply HSE guidance on Risk Assessment (Risk management: Health and safety in the workplace) including adoption of the '5 Steps to Risk Assessment' approach for all new assessments and reviews. The 5 steps are as follows:

- Step 1: Identify the Hazards**
- Step 2: Decide who might be harmed and how**
- Step 3: Evaluate the risks and decide on precautions**
- Step 4: Record your findings and implement them**
- Step 5: Review your assessment and update if necessary**

The findings of the risk assessments will be recorded on the Risk Assessment Register and where they meet the criteria SPAR.

Action required to remove/control risks will be approved by the Director who will, if necessary, take them to the Chief Executive.

Line Managers will be responsible for ensuring the required actions are implemented as part of their day-to-day management supervision.

The Corporate Health and Safety Officer will check that the implemented actions have removed/reduced the risks as part of his routine reviews and accident/near-miss investigations. Feedback will be provided to the relevant Director including the need for a review, which they must act on without delay.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

3.2 Consultation with employees

MDDC recognises Unison as the union that represents employees for consultation on Health and Safety under the Safety Committee and Safety Representatives Regulations and the Health and Safety (Consultation with Employees) Regulations.

3.2 Safe use of plant and equipment

Directors will be responsible for ensuring the Provision and Use of Work Equipment Regulations 1998 (PUWER) - Work equipment and machinery are implemented and adhered to. The Line Managers shall ensure that equipment is suitable for the task it is being used for and that effective maintenance procedures are drawn up and implemented.

Employees will report any problems found with plant/equipment to the relevant Line Manager who will authorise its repair or replacement.

On request, the Corporate Health and Safety Officer can check that new plant and equipment meets health and safety standards before it is purchased e.g. CE marking.

3.3 Safe use of hazardous substances

The Council will comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH). <http://www.hse.gov.uk/pubns/indg136.pdf>

Hazardous substances include:

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes and dust)
- Other substances that can be a hazard that employees may come into contact with during their work, e.g. blood, vomit and faeces, containing biological agents such as bacteria and other micro-organisms e.g. viruses.

The COSHH assessment process is detailed under a separate Policy. Policies & Strategies - Home Responsibility for its implementation, monitoring and review rests with the individual Director and Line Managers for their particular area. The initial priority will be to have an overview of what substances require assessment and obtain the relevant Product Data Sheet for each chemical purchased from the manufacturer/supplier.

The COSHH Regulations require the Council to prevent exposure to substances hazardous to health, if it is reasonably practicable to do so. In achieving this, the Council may:

- Change the process or activity so that the hazardous substance is not needed or generated;
- Replace it with a safer alternative;
- Use it in a safer form e.g. pellets instead of powder, gels instead of liquids etc.;

If prevention is not reasonably practicable the Council will introduce control measures identified by the COSHH Assessment. Health & Safety - Home. These will be applied in the following order of priority:

1. use appropriate work processes and systems, engineer controls and provide suitable work equipment and materials e.g. use processes which minimise the amount of material used or produced, or equipment which totally encloses the process;
2. control exposure at source (e.g. local exhaust ventilation) and reduce the number of employees exposed to a minimum, the level and duration of their exposure, and the quantity of hazardous substances used or produced in the workplace;
3. provide PPE including face masks, gloves, clothing but only as a last resort and never as a replacement for other control measures which are required.

Following the assessment a written record of any findings and control measures will be retained and employees provided with suitable and sufficient information, instruction and training to minimise any identified risk to their health. The Corporate Health and Safety Officer will review each Service on COSHH and provide feedback.

3.4 Information, instruction and supervision

A Health and Safety Law poster will be displayed at each Council building.

Health and Safety advice is available from the Corporate Health and Safety Officer:

Michael Lowe
Tel 07714 680171
Email mlowe@middevon.gov.uk

Supervision of young workers/trainees will be arranged/undertaken/monitored by Line Managers.

The Council has a duty to provide relevant health and safety information to its employees in **any reasonably foreseeable circumstance**. It is for Senior Officers to be aware of this as part of their Risk Assessment e.g. who needs to know what information? This is of particular importance where Council employees are working off-site e.g. at locations under the control of another employer where information may be provided to their employees but not to ours. Where informed, the Corporate Health and Safety Officer can provide advice on the information required.

3.5 Competency for tasks and training

Human Resources will support induction training for all employees in liaison with Directors and Line Managers.

Line Managers will arrange job specific training in liaison with the Council's Learning and Development Officer.

Training records will be kept by each Service and will be reviewed by the Corporate Health and Safety Officer and Internal Audit.

Training on health and safety will be identified, arranged and monitored by Senior Officers through their risk assessment process (see above).

3.6 Accidents, first aid and work-related ill health

Under Regulation 6 of the Management of Health and Safety at Work Regulations 1999 the Council will ensure that all its employees are provided with health surveillance as is appropriate having regard to the risks to their health and safety. The need for health surveillance and its appropriate level, frequency and type will be identified as part of the Council's Risk Assessments taking into account current HSE guidance. [HSE: Health surveillance](#)

Where the assessment requires it, the relevant Senior Officer for the activity will arrange for appropriate health surveillance in liaison with Human Resources who will maintain a Health Surveillance Record with the employee's other personal information.

Names of employees identified as requiring health surveillance will be passed to the Corporate Health and Safety Officer for his information.

To fulfil its obligations under the Health and Safety Regulations 1981 [First aid at work - The Health and safety \(First Aid\) Regulations 1981](#) the Council will maintain an appropriate level of First Aiders in addition to the minimum legal requirement of identifying Appointed Persons. The level of cover will be set within a specific First Aid Policy. [Policies & Strategies - Home](#)

First aid kits will be provided at each Council building and, subject to risk assessment, appropriate first aid equipment will be maintained in Council owned vehicles.

All accidents and cases of work-related ill health are to be recorded on an Accident Report Form and reported under RIDDOR where necessary. The Accident Reporting Procedure will be maintained by the Corporate Health and Safety Officer (found under Corporate Health and Safety on SharePoint). [Health & Safety - Home](#)

In addition to this - If there is a work related accident resulting in the death or major injury to an employee, self-employed person working on Council premises or a member of the public it will be investigated by the Corporate Health and Safety Officer (or by a nominated person in his absence) and reported to the HSE, within 10 days (or 15 days if due to an over 5 day absence from work), [How to make a RIDDOR report - RIDDOR - HSE](#)

3.7 Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

- carry out regular workplace inspections
- investigate any accidents or reports of ill health
- regularly review policies and procedures whenever necessary

The Corporate Health and Safety Officer will be responsible for this.

The Human Resources department, in liaison where necessary with the Corporate Health and Safety Officer, are responsible for investigating work-related causes of sickness absences. The relevant Director is responsible for acting on investigation findings to prevent a recurrence.

3.8 Emergency procedures – fire and evacuation

Senior Officers with responsibility for the buildings they are operating in must ensure that:

- there are emergency plans in place to deal with any potential emergency [Emergency procedures](#)
- emergency evacuation procedures are developed and implemented
- all fire safety checks are completed in accordance with the fire risk assessment
- emergency evacuation procedures are tested randomly at least twice a year

The Corporate Health and Safety Officer is responsible for:

- ensuring a fire risk assessment is undertaken and implemented for all Council managed buildings
- supporting the Senior Officers in developing and implementing emergency action plans and evacuation procedures
- monitoring that all emergency action plans and fire safety checks are being maintained and reviewed

The Estates Manager is responsible for;

- ensuring all fire fighting equipment meets and is maintained in accordance with BS-5306
- ensuring all fire alarm systems meet and are maintained in accordance with BS-5839
- ensuring that all emergency lighting fittings meet and are maintained in accordance with BS-5266
- ensuring any faults brought to Estates attention which impact on the safe evacuation of people from a Council building are given priority

This is the statement of general policy and arrangements for

Mid Devon District Council

Stephen Walford Chief Executive

has overall and final responsibility for health and safety

Michael Lowe Corporate Health and Safety Officer

has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of: Title	Action/Arrangements (What are you going to do?)
To prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Corporate Health and Safety Officer	All accidents are to be reported to H&S Officer immediately using an Accident Report form available on SharePoint or from the Health and Safety Officer, healthandsafety@middevon.gov.uk
To provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Learning & Development Manager Senior Officers	Training needs are assessed by the Senior Officers, with the delivery of the training program supported by the Learning and Development Manager. Senior Officers are responsible ensuring the completion of appropriate risk assessments and using these to generate safe systems of work
Engage and consult with employees on day-to-day health and safety conditions	Unison Branch Secretary Corporate Health and Safety Officer	Mid Devon District Council complies with the Health & Safety (Consultation with Employees) Regulations 1996 by taking a joint consultation process with union involvement
Implement emergency procedures – evacuation in case of fire or other significant incident	Senior Officers with responsibility for buildings under their control	Each MDDC site has an emergency evacuation plan in place created from their fire risk and specific risk assessments. It is the responsibility of the designated site manager to ensure staff are trained in the procedures and they are regularly tested
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Estates Manager Senior Officers	The Estates Manager has overall responsibility for ensuring the maintenance of facilities and plant equipment, Senior Officers are responsible for the maintenance and safe use operational equipment, machinery and safe storage/use of hazardous substances
Signed: * (Employer)	Stephen Walford Chief Executive	Date: 17/1/17
Health and safety law poster is displayed on	Staff noticeboards in all MDDC sites	
First-aid box is located:	Listed in the emergency action plans for each site	
Accident book is located:	Blank forms are accessed through SharePoint with the completed forms sent to the H&S Officer with escalation to RIDDOR where necessary Health & Safety - Home	

Corporate Policy

Version Control

Title: Mid Devon District Council Health and Safety Policy

Purpose: Health and Safety

Owner: Stephen Walford

Date: 12th January 2017

Version Number: v2.1

Status: Final

Review Frequency: Annually

Next review date: January 2018

Consultation

This document obtained the following approvals:

Who	Date	Version Approved
Management Team	29 th November 2016	V2.1
H&S Committee	09 th January 2017	V2.1
JNCC	12 th January 2017	V2.1

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- 2. Part 2: Organisation**
- 3. Part 3: Arrangements**
- 4. Part 4: Statement of general policy**

PART 1 Statement of general commitment towards health and safety at MDDC

Mid Devon District Council is committed to ensuring high standards of health, safety and welfare for its employees. It is also committed to ensuring that Council activities do not adversely affect the health or safety of members of the public, contractors and others with whom we interact. Policies and procedures on specific areas of health and safety can be found on SharePoint Policies & Strategies - Home

The Council regards compliance with statutory requirements as the minimum standard. Policies may extend beyond the legal standard if this is agreed. This general policy sets out the steps that will be taken to ensure compliance with the Health and Safety at Work Act 1974 and other statutory provisions, which should lead to a progressive improvement in health and safety standards over time in accordance with the principles of good health and safety management described in HSG65 (www.hse.gov.uk/managing/index.htm).

The Council believes that minimising risks to people, equipment and premises is an essential part of offering quality services in a cost conscious and competitive environment. The successful implementation of this policy requires the commitment and co-operation of management and all employees at all levels within the organisation. The Council delegates the responsibility for day to day operational health and safety management to the Chief Executive, Directors, and Senior Officers through the normal line management structure.

All managers, supervisors and staff have responsibility for the health and safety of persons and facilities within their designated areas of control.

All employees should take note when reading this policy that they also have their own legal obligations under the Health and Safety at Work etc. Act 1974. Under this law there is the duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. Failure to do this could result in prosecution and a fine. Employees are also required to work in accordance with the provided training and instructions and to report situations that could be considered unsafe and shortcomings in health and safety procedures.

The Chief Executive and Directors will be supported in their efforts by provision of competent health and safety advice from the Corporate Health and Safety Officer. Effective communication will be maintained with staff and union safety representatives e.g. through the Link, H&S Committee and Core Briefings. The Council will maintain and improve competence in health and safety through staff training and development.

This policy will be monitored to ensure that the objectives are achieved. It will be reviewed regularly and changes made as may be necessary.

PART 2: Organisation

General

This section sets out the range of duties and responsibilities throughout the Council for the implementation of this policy.

Service specific policies and operating procedures will be required to supplement this policy to ensure that the specific risks associated with the activities of each Service are identified and controlled throughout the diverse range of the Council's activities.

The following management process will be applied (HSG65) in managing health and safety:

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2.1 Councillors

Elected members cannot be responsible on a practical level for the implementation of Health and Safety arrangements within the Council – this is a responsibility of the Chief Executive and his senior managers. Members however are required to ensure that overall health and safety arrangements are in place through the scrutiny process and the receiving of committee reports e.g. relating to the auditing and performance of the Council's health and safety management system. This will also be monitored through the Health and Safety Committee on which a Cabinet Member is nominated. Any resultant reports that require a decision will be passed through the Cabinet.

To assist them, the Chief Executive, Directors and Senior Officers will provide Councillors with professional advice and guidance. This is also available from the Corporate Health and Safety Officer where needed.

2.2 Chief Executive

The Chief Executive is responsible for:

- The overall implementation of Corporate Policy decisions, day-to-day operations and will review and decide upon matters within the Council's Corporate Policies;
- Ensuring that the Council has an effective Health and Safety Committee and for responding to its recommendations;
- Encouraging a positive Safety Culture throughout the organisation by providing leadership and commitment to high standards of health and safety;
- Appraising the effectiveness of this policy and making changes where appropriate;
- Ensuring that the attention of Councillors is drawn to information regarding health, safety and welfare where this has a bearing on their decisions;
- Ensuring the Council provides adequate resources to implement and maintain the effectiveness of this Policy, and that measures are in place for joint consultation regarding safety between employee and member representatives in accordance with the Safety Committees and Safety Representatives Regulations 1977
- Ensuring that a sufficient number of competent persons are available to give advice on the application of the provisions of health and safety law as they apply to the activities of the Council in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The Chief Executive will be informed by the most appropriate method of any incident, accident or deviation from this policy.

The Health and Safety Executive (HSE) gives the following definition of what a health and safety culture is:

The safety culture of an organisation is the product of individual and group values, attitudes, perceptions, competencies and patterns of behaviour that determine the commitment to, and the style of and proficiency of, an organisation's health and safety management.

Organisations with a positive safety culture are characterised by communications founded on mutual trust, by shared perceptions of the importance of safety and by confidence in the efficacy of preventive measures.

2.3 Directors

Directors will be responsible for:

- The implementation of the Council's health and safety policies including the monitoring and review of the safety performance of each Service within their remit
- Where they are identified, implementation of the specific arrangements in Part 3 of this Policy;
- Managing the health and safety performance of their Service in accordance with the management process outlined above;
- Encouraging and sustaining a positive safety culture as described above within their specific Service;
- Establishing risk assessment as a positive approach to the management of their Service's activities;
- Ensuring that arrangements are made within their Service for all staff to be kept informed on matters of health and safety;
- Seeking to ensure, and where necessary document, that adequate resources are made available within their Service to implement and maintain the Council's policies for health, safety and welfare;
- Ensuring that for all work and places of work under their control, risk assessment processes are applied with equal importance to all other management functions;

- Dealing with any wilful disregard by employees of health and safety arrangements including, where necessary, the use of the Council's disciplinary procedure;
- Working with their managers and team leaders towards ensuring that health and safety performance requirements are objectively set, monitored and reviewed;
- Reporting any known deviance from this Policy to the Chief Executive.

2.4 Senior Officers, Supervisors and Team Leaders

Senior Officers, Supervisors and Team Leaders are responsible to their relevant Director for the health and safety performance of their respective areas. In this they will be required to:

- Have sufficient knowledge of the activities under their control, and the Council's policies relating to them, to be in a position to assure their competency in managing the Council's Health and Safety Policy and provide positive leadership on health and safety;
- Work with the Chief Executive and Directors in achieving a positive safety culture throughout the authority;
- Manage the day to day operations based on safe systems of work with a considered proactive approach towards managing risks;
- Where they are identified, implementation of the specific arrangements in Section 3 of this Policy;
- Ensure through the provision of training and selection that each employee involved is competent to undertake safely the responsibilities given to them BEFORE they carry them out;
- Ensure that sufficient instruction, information and supervision is given to individual staff under their management based on the level of risk to which they may be exposed and that employment of their staff includes the necessary elements of competency (in accordance with Regulation 13 of the Management of Health and Safety at Work Regulations 1999);
- Be responsible where required for making returns and reports to the Corporate Health and Safety Officer – including reports of near misses, accidents or dangerous occurrences;
- Ensure that, before the issue of contracts or orders adequate checks are made to confirm the suitability of the contractor's health and safety policies, method statements and risk assessments (Contractor Arrangements Section). This will include assessment of their arrangements to provide adequate welfare facilities and ability to manage all the activities they will undertake for, or on behalf of, the Council. All arrangements must be consistent with those required by the Council for its own staff;
- Ensure that policies, safe systems of work and risk assessments specifically tailored to control the hazards for their functions or work areas are created, implemented, recorded, monitored, and reviewed as necessary. Employees will be briefed on any risk assessment that affects their work and given the opportunity to contribute to the assessment e.g. through 'Toolbox talks' before work begins;
- Ensure that all statutory records of testing/inspection/maintenance pertinent to their service area are maintained, and create and record as necessary routine maintenance arrangements;
- Ensure that all new work places and work activities are subject to a risk assessment and that all identified hazards are documented and measures taken to minimise or control the risks as far as is reasonably practicable;
- Ensure that before employment - a Young Person's Risk Assessment is carried out on any employee who has not yet reached their 18th birthday in accordance with Regulation 19 of the Management of Health and Safety at Work Regulations and its Approved Code of Practice. (This is intended to identify whether the individual is suitable for the tasks they may be given and to limit those tasks where necessary and what training and supervision will be required to ensure their competency and safety whilst at work);
- Ensure that risk assessments are carried out for expectant mother or employees with special needs Risk management: Health and safety in the workplace;
- Consult with the Corporate Health and Safety Officer regarding specific Health and Safety training needs and, where needed, risk assessments;
- Ensure their staff, as far as is reasonably practicable, apply all legal, corporate and directorate requirements relative to the work of their specific function that may affect health, safety and welfare at work;
- Ensure the provision of welfare facilities (clean water, seating, toilets and washing facilities) for all work situations under their control and ensure that first-aid, to the standard required

by law, is available and made known to all their staff and periodic checks are made of first-aid equipment. First aid arrangements can be assessed using the free HSE tool available on the www.hse.gov.uk website;

- Ensure that employees are fully aware of procedures to be followed in the event of a fire;
- Ensure that, in circumstances where the use of Personal Protective Equipment (PPE has been identified, the type and quality selected will be appropriate and will adequately protect that person from the hazards encountered. Supervisors must ensure that those who are required to wear PPE have been given adequate training in its use, care and maintenance and, where appropriate, keep the appropriate records.

2.5 Corporate Health and Safety Officer

The Health and Safety Officer is responsible for providing advice, support and information on the application of health and safety legislation within the Council to comply with Regulation 7 of the Management of Health and Safety at Work Regulations 1999. In particular, the Health and Safety Officer will:

- Assist the Council in establishing and maintaining appropriate monitoring and auditing systems for health and safety;
- Carry out internal 'Health and Safety Status Reviews' of each Council Service;
- Provide information and advice on request to management and staff on all aspects of health and safety, including fire safety;
- Carry out fire risk assessments on all relevant council properties;
- Advise management on the formulation, development and implementation of health and safety policy and procedures in line with legal requirements and guidance such as that available from the HSE and other relevant bodies;
- Advise on the need for health and safety training, including at induction, and to be a key participant in developing and, where necessary, delivering such training;
- Work with management and staff to ensure that we meet our legal requirement to carry out risk assessments;
- Advise management on the steps needed to achieve adequate control of risks to health and safety;
- Work with managers, staff and safety representatives to ensure that we carry out a programme of regular safety inspections;
- Advise management on systems for recording and reporting accidents and ill-health and be responsible for the maintenance of adequate records;
- Where required, make RIDDOR reports to the HSE;
- Investigate accidents and cases of reported ill-health in order to recommend actions to avoid a recurrence;
- Liaise on health and safety with external bodies and enforcing authorities.

2.6 Safety Representatives

Recognised Trades Unions have, in consultation with the Council, identified employees to represent the employees on matters relating to Health, Safety and Welfare at work. Their duties are defined in part 3 but as representatives on the Corporate Health and Safety Committee they may:

- Investigate potential dangers and hazards.
- Examine the cause(s) of accidents.
- Investigate complaints relating to Health, Safety or Welfare at work.
- Inspect the scene of an accident, dangerous occurrence/near miss or reported case of disease if it is safe to do so (after consultation with the Corporate Health and Safety Officer).
- Carry out formal inspections of the workplace or part of the workplace. The maximum frequency of formal inspections will be quarterly, except by written agreement of the Chief Executive.

2.7 Health and Safety Committee

The Health and Safety Committee will be the principal forum for the Council to consult both its employees and the Union on measures taken to ensure, as far as reasonably practicable, their health, safety and welfare. The Committee will be administered in accordance with the Safety Committees and Safety Representatives Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996. In its operation the Health and Safety Committee will assist the Council to discharge its general obligations under the Health & Safety at Work etc. Act 1974.

The Health and Safety Committee will monitor and review the operation of the Council's safety policy and any related arrangements and procedures, receive reports of incidents, trends and any remedial action taken and where necessary make recommendations to the Cabinet and or other relevant Council Committees regarding any revisions or additions that may be required. Minutes of meetings and agreed actions will be kept.

The Health and Safety Committee will consider and make recommendations to the Chief Executive and Councillors as appropriate concerning priorities and the strategic direction for MDDC to achieve compliance with statutory obligations and continually improve performance.

An elected member, who acts as the Elected Member's Health and Safety Champion?, will be a member of the Health and Safety Committee.

The Corporate Health and Safety Committee will specifically consider the Council's overall position and performance in relation to the Corporate Manslaughter and Corporate Homicide Act 2007.

2.8 Employees

The Council commits itself to providing suitable and sufficient health and safety information, instruction and training as is appropriate to the activities employees carry out.

Individual responsibilities of all employees are as follows:

- In accordance with Section 7 of the Health and Safety at Work etc. Act 1974, it is the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and;
- As regards any duty or requirement imposed on the Council under health and safety law, to co-operate with the Council so far as is necessary to enable it to comply and;
- Not to intentionally or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare by the Council e.g. fire or safety equipment.

Note that as the above are statutory duties failure to comply with the above will not only result in investigation and, where proven, disciplinary action but also may lead to investigation and prosecution by the HSE.

PART 3: Arrangements

The Council is required by Regulation 5 of the Management of Health and Safety at Work Regulations 1999 to make and give effect to such arrangements as are appropriate, having regard to the nature of its activities and the size of its undertaking, for the effective planning, organisation, control, monitoring and review of its preventive and protective measures, and to put these arrangements in writing.

Effective management of health and safety will depend, amongst other things, on the robust application of proactive risk assessment and leading from this, the implementation of reasonable mitigating controls to prevent, avoid or minimise the risk of injury. The law requires a written summary be kept of the risk assessments. At MDDC this would be using the SPAR system and the Risk Assessment Register on SharePoint.

Corporate policies on health and safety are listed on SharePoint under Corporate Health and Safety.

3.1 Risk Assessment

Directors will take responsibility for the completion, implementation, monitoring and review of Risk Assessments for their area of responsibility. Collectively this will cover all activities of the Council. In practical terms this process will need to be broken down and delegated to competent individuals who will be in a position to assess the risk of significant hazards that exist within each work area and report back to the relevant Director who will retain overall responsibility for ensuring the risk assessment process is completed. The Corporate Health and Safety Officer through his routine reviews will monitor performance and report back to the H&S Committee any findings.

The Council will apply HSE guidance on Risk Assessment (Risk management: Health and safety in the workplace) including adoption of the '5 Steps to Risk Assessment' approach for all new assessments and reviews. The 5 steps are as follows:

- Step 1: Identify the Hazards**
- Step 2: Decide who might be harmed and how**
- Step 3: Evaluate the risks and decide on precautions**
- Step 4: Record your findings and implement them**
- Step 5: Review your assessment and update if necessary**

The findings of the risk assessments will be recorded on the Risk Assessment Register and where they meet the criteria SPAR.

Action required to remove/control risks will be approved by the Director who will, if necessary, take them to the Chief Executive.

Line Managers will be responsible for ensuring the required actions are implemented as part of their day-to-day management supervision.

The Corporate Health and Safety Officer will check that the implemented actions have removed/reduced the risks as part of his routine reviews and accident/near-miss investigations. Feedback will be provided to the relevant Director including the need for a review, which they must act on without delay.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

3.2 Consultation with employees

MDDC recognises Unison as the union that represents employees for consultation on Health and Safety under the Safety Committee and Safety Representatives Regulations and the Health and Safety (Consultation with Employees) Regulations.

3.2 Safe use of plant and equipment

Directors will be responsible for ensuring the Provision and Use of Work Equipment Regulations 1998 (PUWER) - Work equipment and machinery are implemented and adhered to. The Line Managers shall ensure that equipment is suitable for the task it is being used for and that effective maintenance procedures are drawn up and implemented.

Employees will report any problems found with plant/equipment to the relevant Line Manager who will authorise its repair or replacement.

On request, the Corporate Health and Safety Officer can check that new plant and equipment meets health and safety standards before it is purchased e.g. CE marking.

3.3 Safe use of hazardous substances

The Council will comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH). <http://www.hse.gov.uk/pubs/indg136.pdf>

Hazardous substances include:

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes and dust)
- Other substances that can be a hazard that employees may come into contact with during their work, e.g. blood, vomit and faeces, containing biological agents such as bacteria and other micro-organisms e.g. viruses.

The COSHH assessment process is detailed under a separate Policy. Policies & Strategies - Home Responsibility for its implementation, monitoring and review rests with the individual Director and Line Managers for their particular area. The initial priority will be to have an overview of what substances require assessment and obtain the relevant Product Data Sheet for each chemical purchased from the manufacturer/supplier.

The COSHH Regulations require the Council to prevent exposure to substances hazardous to health, if it is reasonably practicable to do so. In achieving this, the Council may:

- Change the process or activity so that the hazardous substance is not needed or generated;
- Replace it with a safer alternative;
- Use it in a safer form e.g. pellets instead of powder, gels instead of liquids etc.;

If prevention is not reasonably practicable the Council will introduce control measures identified by the COSHH Assessment. Health & Safety - Home. These will be applied in the following order of priority:

1. use appropriate work processes and systems, engineer controls and provide suitable work equipment and materials e.g. use processes which minimise the amount of material used or produced, or equipment which totally encloses the process;
2. control exposure at source (e.g. local exhaust ventilation) and reduce the number of employees exposed to a minimum, the level and duration of their exposure, and the quantity of hazardous substances used or produced in the workplace;
3. provide PPE including face masks, gloves, clothing but only as a last resort and never as a replacement for other control measures which are required.

Following the assessment a written record of any findings and control measures will be retained and employees provided with suitable and sufficient information, instruction and training to minimise any identified risk to their health. The Corporate Health and Safety Officer will review each Service on COSHH and provide feedback.

3.4 Information, instruction and supervision

A Health and Safety Law poster will be displayed at each Council building.

Health and Safety advice is available from the Corporate Health and Safety Officer:

Michael Lowe Tel 07714 680171 Email mlowe@middevon.gov.uk
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Supervision of young workers/trainees will be arranged/undertaken/monitored by Line Managers.

The Council has a duty to provide relevant health and safety information to its employees in **any reasonably foreseeable circumstance**. It is for Senior Officers to be aware of this as part of their Risk Assessment e.g. who needs to know what information? This is of particular importance where Council employees are working off-site e.g. at locations under the control of another employer where information may be provided to their employees but not to ours. Where informed, the Corporate Health and Safety Officer can provide advice on the information required.

3.5 Competency for tasks and training

Human Resources will support induction training for all employees in liaison with Directors and Line Managers.

Line Managers will arrange job specific training in liaison with the Council's Learning and Development Officer.

Training records will be kept by each Service and will be reviewed by the Corporate Health and Safety Officer and Internal Audit.

Training on health and safety will be identified, arranged and monitored by Senior Officers through their risk assessment process (see above).

3.6 Accidents, first aid and work-related ill health

Under Regulation 6 of the Management of Health and Safety at Work Regulations 1999 the Council will ensure that all its employees are provided with health surveillance as is appropriate having regard to the risks to their health and safety. The need for health surveillance and its appropriate level, frequency and type will be identified as part of the Council's Risk Assessments taking into account current HSE guidance. [HSE: Health surveillance](#)

Where the assessment requires it, the relevant Senior Officer for the activity will arrange for appropriate health surveillance in liaison with Human Resources who will maintain a Health Surveillance Record with the employee's other personal information.

Names of employees identified as requiring health surveillance will be passed to the Corporate Health and Safety Officer for his information.

To fulfil its obligations under the Health and Safety Regulations 1981 [First aid at work - The Health and safety \(First Aid\) Regulations 1981](#) the Council will maintain an appropriate level of First Aiders in addition to the minimum legal requirement of identifying Appointed Persons. The level of cover will be set within a specific First Aid Policy. [Policies & Strategies - Home](#)

First aid kits will be provided at each Council building and, subject to risk assessment, appropriate first aid equipment will be maintained in Council owned vehicles.

All accidents and cases of work-related ill health are to be recorded on an Accident Report Form and reported under RIDDOR where necessary. The Accident Reporting Procedure will be maintained by the Corporate Health and Safety Officer (found under Corporate Health and Safety on SharePoint). [Health & Safety - Home](#)

In addition to this - If there is a work related accident resulting in the death or major injury to an employee, self-employed person working on Council premises or a member of the public it will be investigated by the Corporate Health and Safety Officer (or by a nominated person in his absence) and reported to the HSE, within 10 days (or 15 days if due to an over 5 day absence from work), How to make a RIDDOR report - RIDDOR - HSE

3.7 Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

- carry out regular workplace inspections
- investigate any accidents or reports of ill health
- regularly review policies and procedures whenever necessary

The Corporate Health and Safety Officer will be responsible for this.

The Human Resources department, in liaison where necessary with the Corporate Health and Safety Officer, are responsible for investigating work-related causes of sickness absences. The relevant Director is responsible for acting on investigation findings to prevent a recurrence.

3.8 Emergency procedures – fire and evacuation

Senior Officers with responsibility for the buildings they are operating in must ensure that:

- there are emergency plans in place to deal with any potential emergency Emergency procedures
- emergency evacuation procedures are developed and implemented
- all fire safety checks are completed in accordance with the fire risk assessment
- emergency evacuation procedures are tested randomly at least twice a year

The Corporate Health and Safety Officer is responsible for:

- ensuring a fire risk assessment is undertaken and implemented for all Council managed buildings
- supporting the Senior Officers in developing and implementing emergency action plans and evacuation procedures
- monitoring that all emergency action plans and fire safety checks are being maintained and reviewed

The Estates Manager is responsible for;

- ensuring all fire fighting equipment meets and is maintained in accordance with BS-5306
- ensuring all fire alarm systems meet and are maintained in accordance with BS-5839
- ensuring that all emergency lighting fittings meet and are maintained in accordance with BS-5266
- ensuring any faults brought to Estates attention which impact on the safe evacuation of people from a Council building are given priority

This is the statement of general policy and arrangements for			
Mid Devon District Council			
Stephen Walford Chief Executive	has overall and final responsibility for health and safety	has day-to-day responsibility for ensuring this policy is put into practice	
Michael Lowe Corporate Health and Safety Officer			
Statement of general policy	Responsibility of: Title	Action/Arrangements (What are you going to do?)	
To prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Corporate Health and Safety Officer	All accidents are to be reported to H&S Officer immediately using an Accident Report form available on SharePoint or from the Health and Safety Officer healthandsafety@middevon.gov.uk	
To provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Learning & Development Manager Senior Officers	Training needs are assessed by the Senior Officers, with the delivery of the training program supported by the Learning and Development Manager. Senior Officers are responsible ensuring the completion of appropriate risk assessments and using these to generate safe systems of work	
Engage and consult with employees on day-to-day health and safety conditions	Unison Branch Secretary Corporate Health and Safety Officer	Mid Devon District Council complies with the Health & Safety (Consultation with Employees) Regulations 1996 by taking a joint consultation process with union involvement	
Implement emergency procedures – evacuation in case of fire or other significant incident.	Senior Officers with responsibility for buildings under their control	Each MDDC site has an emergency evacuation plan in place created from their fire risk and specific risk assessments. It is the responsibility of the designated site manager to ensure staff are trained in the procedures and they are regularly tested	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Estates Manager Senior Officers	The Estates Manager has overall responsibility for ensuring the maintenance of facilities and plant equipment, Senior Officers are responsible for the maintenance and safe use operational equipment, machinery and safe storage/use of hazardous substances	
Signed: * (Employer)	Stephen Walford Chief Executive	Date:	17/1/17
Health and safety law poster is displayed on First-aid box is located:	Staff noticeboards in all MDDC sites Listed in the emergency action plans for each site		
Accident book is located:	Blank forms are accessed through SharePoint with the completed forms sent to the H&S Officer with escalation to RIDDOR where necessary Health & Safety - Home		

Agenda Item 8

COMMUNITY WELLBEING PDG 28 MARCH 2017

Tiverton Town CCTV System Update

Cabinet Member(s): Cllr Margret Squires

Responsible Officer: Nick Sanderson, Head of Housing & Property Services

Reason for Report: To update Members of the changes to the Town Centre CCTV system and operational overview.

RECOMMENDATION: That members note the upgraded CCTV facilities and the benefits of the system to the Tiverton community.

Relationship to Corporate Plan: The wellbeing and safety of Mid Devon communities.

Financial Implications: The upgrade to the CCTV System was funded by capital funds previously earmarked in 2015/16. Contributions are received annually from Tiverton Town Council towards the maintenance and management of the system. On occasions the police and community safety are also able to provide funding.

Legal Implications: The system is operated using the guidance provided by the Surveillance Camera Code of Practice. This includes the handling of data.

Risk Assessment: If the CCTV System is not operating the police have less evidence to identify and pursue individuals who have been involved in criminal activities in the area. Therefore crime could potentially rise. With the increase of the number of cameras now in use, there is wider coverage of the town centre area and more incidents and criminal activity can be monitored and provided to the police when required.

1.0 Introduction

- 1.1 The CCTV System continues to be well used by the Tiverton Policing Team in liaison with the CCTV Supervisor.
- 1.2 As outlined in the report to members for the January 2016 CSB PDG the council planned to replace the existing CCTV system, reusing or relocating any camera units and equipment where possible. Technical specs and quotes were obtained. Funds were allocated to this within the capital budget 2015/16 and approved by Management Team.

2.0 The System Upgrade

- 2.1 The previous system had a total of 16 cameras covering the town centre and Pannier Market area. In addition there are also some operational camera monitoring the entrances and exits of the multi-storey car park.
- 2.2 As part of the upgrade we consulted with the partner agencies including the Police, Highways and Devon County Council to identify the best locations for

new cameras to ensure the best possible coverage of the town centre key areas. These are areas where there is most public footfall or known hotspots for criminal activity and anti-social behaviour. Several of the cameras are radio linked so need to be in line of sight of others in order to transmit the images back to the control room. This needed careful planning in order to get the best possible vantage points.

- 2.3 We did experience some considerable delays in completing the project which was caused for a variety of reasons. This included obtaining permissions from private property owners to install camera equipment on their premises and arranging for the power from nearby street furniture, which resulted in some additional ground works.
- 2.4 The system is now complete and consists of 26 camera's with ten in new locations in Tiverton not previously covered. This includes improved coverage of the Pannier Market area, Barrington Street, the Lowman Green area, Angel Hill and West Exe including allowing 360 degree views from the mini roundabout. 13 of the units are Pan Tilt and Zoom (PTZ) two of which have motion detection and 13 units are fixed. The PTZ cameras can be operated from the control room. We also have 10 cameras on the MSCP in Phoenix Lane .
- 2.5 The CCTV Control Room has new monitors and a larger hard drive to store the additional footage from the additional cameras. New software is now in use and the CCTV Operator is trained to view, retrieve and burn off any images required.

3.0 CCTV Surveillance

- 3.1 The CCTV Supervisor is employed for 7 hours per week; however he increases these hours considerably in a voluntary capacity. On average the cameras are 'manned' for around 14 hours per week and this will most often include a Saturday evening/night. During busy periods such as bank holidays, events in the town centre or police operations the hours are increased to 25-30 per week.
- 3.2 The CCTV Supervisor works very closely with the local policing team and can on occasions be called out when a particularly serious crime has occurred in the area and where CCTV can play an important part in identify suspect individuals or vehicles that have been in the town centre area. Three such call outs have occurred in the last 12 months and this included the 'ram-raid' incident at Banburys.
- 3.3 In order to support the police the CCTV Supervisor will change or increase his hours to help with any police operations. Recent Operations have included targeting shoplifting and drug offences.
- 3.4 It was identified that some of the tall trees and bushes in the town centre, around the Multi-storey car park and the Market car park are impeding the vision of the cameras. Work has been started to reduce the branches and foliage in order to allow better views and tracking of individuals, vehicles or activity.

4.0 Incidents

- 4.1 In the last 12 months the police have made 37 formal requests for CCTV footage in relation to incidents that have occurred in the Town Centre area. Time is also spent searching for any useful evidence relating to wanted individuals or vehicles that can assist police investigations. Gaining intelligence regarding the movement of known individuals and their associate's helps give the police a good overview of their activities and can assist when planning warrants or operations.
- 4.2 There has been one authorised insurance request in the last year relating to a traffic incident that was captured on the cameras.
- 4.3 Regular phone calls are received by members of the community asking for footage relating to damage to their vehicles but these are then routed via the Police or their insurance company.
- 4.4 It is not easy to identify how many cases go to court where CCTV footage has been requested by the police as it is not always possible to get the information from the CPS or the courts. However if the CCTV Operator has witnessed any incidents in 'live view' he will provide a statement to the police at the same time as providing the footage. In these cases we may get notification of the case results directly from the court.
- 4.5 Just prior to Christmas we were notified that a case where we were able to provide footage on a shoplifting incident had resulted in two individuals being arrested. Both were in court on 19th December 2016. One attended and pleaded guilty to theft from a shop, theft (other), Burglary (other than dwelling with intent to steal) and theft (other – including theft by finding). He was ordered to pay costs of £115 and imprisoned for 16 weeks, keeping Tiverton that little bit safer over the festive period. The other offender did not attend court due to ill health and was due in court on 10 January. However he failed to attend and a warrant was issued for his arrest.
- 4.6 At a hearing on 14 February 2017 an individual pleaded guilty to using threatening / abusive / insulting words / behaving with intent to cause fear / provoke unlawful violence and Obstructing/ resisting constable in the execution of duty. As a result a community order was made for 15 days, with a fine of £73 and court costs of £85.

5.0 Stakeholders

- 5.1 Mid Devon continues to liaise with other agencies that have an interest in the town CCTV system. This includes the police, town council, street pastors and local traders.
- 5.2 Street Pastors have expressed an interest in offering voluntary monitoring support of the system which will be further investigated now the new system is in place.

6.0 Summary

- 6.1 The cameras in the town are proving their worth against crime and identifying local criminal activity.
- 6.2 There have been several incidents where the cameras have been relied upon to track criminals in violent or serious cases. This has included the Banburys store ram raid, a knife point theft from a newsagents, and violent attacks on individuals. The system continues to support officers with intelligence regarding the movements of known local criminals and evidence for lower level crimes including theft, shoplifting and drug dealing.

Contact for more Information: Julia Ryder, Community Safety Officer, 01884 234996 / jryder@middevon.gov.uk

Circulation of the Report: Cllr Margaret Squires, CCTV Supervisor, Management Team

Agenda Item 9

COMMUNITY PDG
28 MARCH 2017

AIR QUALITY ACTION PLAN UPDATE

Cabinet Member(s): Cllr Margaret Squires
Responsible Officer: Simon Newcombe, Public Health and Professional Services Manager

Reason for Report: To provide an update of progress of the revision of the statutory Air Quality Action Plans for the district

RECOMMENDATION: That the information in the report be noted and updated by the Public Health Manager in future PDG meetings.

Relationship to Corporate Plan: The Air Quality Action Plan aligns with and directly supports a number of key themes in the Corporate Plan as follows:

- *Priority 1 Economy: Aim (other) - Act as a champion to improve local rail services*
- *Priority 2 Homes: Aim 3 - Ensure consideration is given to the public health impact of every development*
- *Priority 4 Environment: Aim 2 – Reduce our carbon footprint; Aim 3 Protect the natural environment*
- *The district Public Health Plan is a priority project within the Corporate Plan and air quality is a priority health inequality identified with the adopted plan*

Financial Implications: The plan will encompass measures ranging from small-scale initiatives through to major infrastructure projects such as the Cullompton relief road. As such, the plan will be delivered through a variety of different mechanisms including the Local Plan Review and planning obligations such as s106 and Community Infrastructure Levy (CIL) in addition to Government infrastructure funds and the Devon County Local Transport Plan (LTP 3). There may also be opportunities to bid into future Air Quality Grant funding nationally though this is not certain.

As measures are formalised then these will be further assessed and provisional implementation costs identified where these costs are not already known. Major infrastructure proposals for example will be included in the Local Plan Review Infrastructure Plan due for submission in March 2017 and will include estimated costs. Overall, greater clarity on funding for specific measures and the plan overall will emerge once the timeline for Local Plan Review examination and adoption is known and from further consultation with Devon County Council in respect of the emerging LTP3.

Legal Implications: The adoption and implementation of an Air Quality Action Plan (where an authority has designated one or more Air Quality Management Areas) is a statutory requirement under the Environment Act 1995 Local Air Quality Management (known as the LAQM regime). Under the regime, Local Authorities therefore have a duty to pursue measures which are designed to improve air quality. The thresholds for air pollution are set out in statutory UK Air Quality Objectives which in turn duplicate EU limit values and binding air quality standards.

Nationally, the UK is currently subject to EU infringement proceedings due to non-compliance with EU air quality standards (evidenced locally in the two formal Air Quality Management Areas in the district). Given that EU requirements are enshrined in turn into UK law means that the Localism Act allows the Government (DEFRA) to recharge LA's with the cost of meeting these standards if it chooses to do so.

The remodelled statutory Government guidance to the LAQM regime places greater emphasis on delivery of effective intervention mechanisms to improve existing hot-spots and mitigate for the effects of new development and any new public exposure to poor air quality.

Risk Assessment: In addition to meeting our statutory duties and the risk of financial penalties under the Localism Act if we fail to do so (see above), a failure to make improvements to air quality would be directly contrary to our adopted Public Health plan. Therefore, we would not address a priority health inequality target locally. Furthermore, the successful implementation of an Air Quality Action Plan underpinning relevant Local Plan policies is essential to mitigate against the impact of significant new development district-wide and to deliver the wider community infrastructure benefits.

Given the inherent requirement to have planning obligation measures in place in order to deliver major parts of the plan then the successful implementation of the Air Quality Action should be considered against the risks of an extended timeline for the Local Plan Review and the potential risk that the Local Plan is not found sound.

Air quality has an increasingly high profile in terms of both local and national policy in addition to wider reporting of the issue across regional and national media. In turn is generating public awareness beyond local communities within our specific AQMA areas. A failure to implement and deliver an effective Action Plan should also be viewed in this context in addition to our core statutory responsibilities.

1.0 Introduction

- 1.1 Fulfilment of Part IV of the Environment Act 1995 Local Air Quality Management regime (LAQM) requires local authorities to produce an Air Quality Management Plan where air quality management areas (AQMAs)

have been declared for exceedances of statutory limit values for specific pollutants.

- 1.2 The Council have designated two AQMAs in the district:
 - Crediton AQMA for Nitrogen Dioxide (High Street) and Particulates (Exeter Road and High Street)
 - Cullompton AQMA for Nitrogen Dioxide (Fore Street, Higher Street and Station Road)
- 1.3 The formal Air Quality Management Areas are characterised by roadside locations where residents live in close proximity to the kerbside and the major source of these pollutants is road transport. Compounding factors in both areas are the historic town layouts which result in congested traffic movements within narrow 'street canyons' created excessive polluting emissions and poor dispersion of pollution.
- 1.4 Separate Air Quality Management Plans (AQAPs) were produced for Crediton (2006) and Cullompton (2009). Public Health Services are responsible for monitoring the current AQMAs and produces yearly statutory Air Quality Review and Assessment Reports which are uploaded to the MDDC website.
<https://www.middevon.gov.uk/residents/environment/air-quality/local-air-quality-management/>
- 1.5 Recent national authoritative studies indicate air pollution causes around 40,000 premature deaths each year in the UK at a huge economic cost. Delivering improvements to air quality is therefore both a national and local priority.
- 1.6 DEFRA wrote to all local authorities in November 2016 outlining the Government's plan nationally to tackle air pollution. It also reminded authorities of our legal responsibilities locally under the LAQM regime requesting an update to the minister on our plans to tackle air quality. This update was provided together with a commitment that we would be provided a comprehensive update to our existing Action Plans in 2017.
- 1.7 The current Mid Devon AQAPs introduced a number of short to long-term measures which have largely been completed or require further review. Notable high-profile successes include the adoption of wide ranging air quality/low emission strategy policy and guidance under the current Local Plan (currently under revision), the implementation of the ECO-Stars fleet management scheme and construction of the Lords Meadow Link Road in Crediton.
- 1.8 Significant improvements have been made with a reduction in exceedances in limit values across both AQMAs however hotspot locations remain, principally

at the western end of Crediton High Street and Fore Street, Cullompton. Furthermore improvements in other areas will require protection afforded by additional measures in order to mitigate the impact of new traffic-generating development, notably in Cullompton as proposed under the new Local Plan.

- 1.9 As result, it is timely from a number of perspectives that our AQAPs are reviewed and updated with new measures. Following a briefing to the PDG, members will recall it approved the review and adoption of an updated AQAP at the November 2016 meeting with an early verbal update being provided in January 2017 by the Public Health manager.
- 1.10 In terms of scope, the new Air Quality Management Plan (2017-21) will encompass the whole of the district and report on what progress has occurred since these individual plans were created and what we aspire to achieve in the next 4-5 years. The plan will formally incorporate the requirements of the two AQMAs in addition to any wider measures designed to protect air quality across the district and prevent the designation of new AQMAs arising from significant new commercial and residential development. More information on the plan format is given in section 3 below.

2.0 Timeline and progress

- 2.1 Completion and delivery of the action plan is being led by an internal project team including the Public Health Officer (Plan design and adoption), an Environmental Health pollution specialist (Technical support and data) and the Public Health Services Manager (Project management and delivery). An outline project timeline has been created as reported at the previous PDG meeting (see Annexe 1) with the initial steps now having been completed as follows:
 - Review existing Action Plan and update current measures
 - Submit Defra Air Quality bids for supplementary measures/support
 - First stage consultation with MDDC Forward Planning officers and Development Planning officers to identify/confirm key references/issues/Planning Documents/conflicts
 - First stage discussion with Development Management - s106 projects

- 2.2 Last November 4 local authorities (Exeter, Teignbridge, East Devon and Mid Devon) submitted two combined bids for DEFRA Air Quality Grants and a sole bid was included by MDDC (See *4.0 Air Quality, Public Health Strategy and Action Plan Update*, Community PDG, 6th January 2017).

DEFRA acknowledged that bidding for the grants was hugely over-subscribed and in late February the winning bids were announced.

<https://www.gov.uk/government/news/air-quality-grant-programme>

- 2.3 Unfortunately both combined and sole bids were unsuccessful; however, one of the combined bids (Electric Vehicle charging network) has been placed on the ‘Reserve List’ indicating we were very close to a successful bid.
- 2.4 The next phase in developing the action plan will involve significant consultation, liaison and input from/with key stakeholders who have an impact on air quality in Mid Devon including Devon County Council Transport and Planning, Public Health and Highways England. This will be followed by Town and Parish Council consultation.

3.0 **Reporting and review**

- 3.1 The combined updated Action Plan will look somewhat different from the current plans produced in 2006 and 2009 respectively. A Government (DEFRA) review of the Local Air Quality Management regime implemented in 2016 introduced new assessment requirements and statutory reporting templates including revised formats for our annual assessment work/air quality monitoring and statutory Air Quality Action Plans.
- 3.2 The Action Plan will therefore set out the current air quality context, our policy and drivers to improve air quality including those under a public health and planning context. It will also set out our stakeholder engagement and consultation work in developing the plan in addition to outlining the plan measures. In order to aid EU reporting, these measures are required to be set out under the following classification (where measures are identified):
 - Alternative to private vehicle use
 - Environmental permits
 - Freight and delivery management
 - Policy guidance and development control
 - Promoting low emission plant and vehicles
 - Travel alternatives
 - Public information
 - Traffic management and transport planning/infrastructure
 - Vehicle fleet efficiency
- 3.3 Under the Government LAQM reporting requirements, we will be required to report on plan progress annually through our annual status reports due to submission by the end of March each year. Updates will be provided to the PDG to fit in as close as possible with this reporting cycle.

Contact for more Information: Kevin Swift (Public Health Officer), 01884 244625 kswift@middevon.gov.uk and Simon Newcombe (Public Health and Professional Services Manager) 01884 244615 snewcombe@middevon.gov.uk

Circulation of the Report:

Cabinet lead for Public Health – Cllr Margaret Squires
Leadership Team
Head of Planning and Regeneration
Members of the Community Policy Development Group

List of Background Papers:

Environment Act 1995, available at
<http://www.legislation.gov.uk/ukpqa/1995/25/contents>

Statutory Local Air Quality Management Policy and Technical Guidance LAQM.PG16 and LAQM.TG16, available at <https://laqm.defra.gov.uk/supporting-guidance.html>

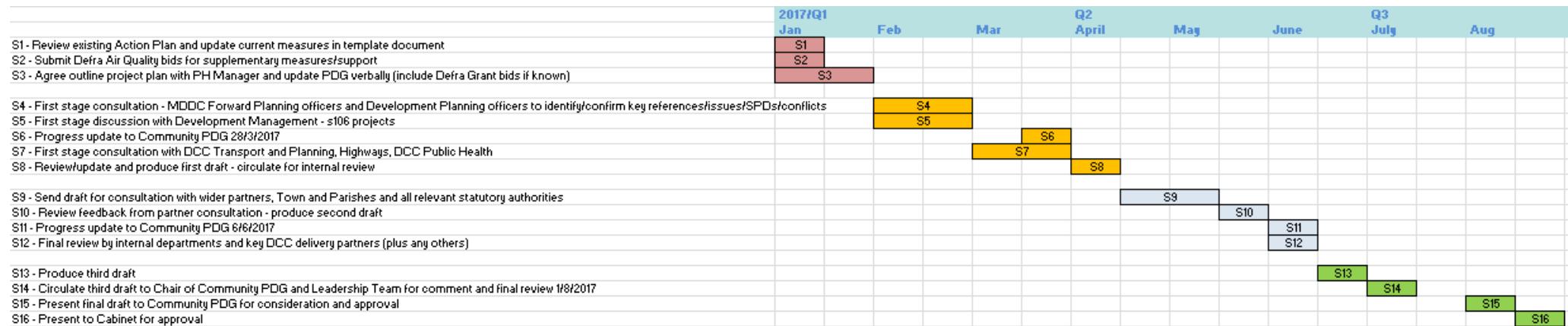
Royal College of Physicians/Royal College of Paediatrics and Child Health – Every breath we take: The lifelong impact of air pollution. Report of Working Party February 2016, available at <https://www.rcplondon.ac.uk/projects/outputs/every-breath-we-take-lifelong-impact-air-pollution>

Mid Devon District Council Draft Infrastructure Plan 2016, available at:
<https://www.middevon.gov.uk/media/342702/mddc-infrastructure-plan-dec-2016-draft-v2.pdf>

Mid Devon District Council CIL Draft Charging Schedule, available at:
<https://www.middevon.gov.uk/media/342699/cil-explanatory-notes.pdf>

Mid Devon District Council Public Health Plan 2016 and update (see agenda item 67 Community PDG meeting 31 January 2017)

Annexe 1 – Outline project timeline



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Agenda Item 10

COMMUNITY PDG

27 MARCH 2017:

PERFORMANCE AND RISK FOR 2016-17

Cabinet Member

Cllr Colin Slade

Responsible Officer

Director of Corporate Affairs & Business Transformation,
Jill May

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 PDG reviews the Performance Indicators and Risks that are outlined in this report and feeds back areas of concern to the Cabinet.

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 Appendix 1 provides Members with details of performance against the Corporate Plan and local service targets for the 2016-17 financial year.
- 1.2 Appendix 2 shows the section of the Corporate Risk Register which relates to the Community Portfolio. See 3.0 below.
- 1.3 Appendix 3 shows the profile of all risks for the Community Portfolio for this quarter.
- 1.4 Both appendices are produced from the corporate Service Performance And Risk Management system (SPAR).

2.0 Performance

- 2.1 **Compliance with food safety law** is on target which means that 90% of premises were again rated 4 or above under the Food Hygiene Rating Scheme.

- 2.2 **Total number of users** is above the cumulative target and has been over 75,000 per month every month except August and December this year. Other results are a little disappointing.
- 2.3 When benchmarking information is available it is included.

3.0 Risk

- 3.1 The Corporate risk register has been 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. (See Appendix 2)

4.0 Conclusion and Recommendation

- 4.1 That the PDG reviews the performance indicators and risks for 2016-17 that are outlined in this report and feedback any areas of concern to the Cabinet.

Contact for more Information: Catherine Yandle, Audit Team Leader ext 4975

Circulation of the Report: Management Team and Cabinet Member

Corporate Plan PI Report Community

Monthly 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
-------------------------	---------	-------------------	--------------	-----------	--------------	-------------------

* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Community**Priorities: Community****Aims: Promote physical activity, health and wellbeing****Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head Service Manager
Total number of users is at least 900,000	608,740 (3/4)	824,612	900,000	79,389	157,532	236,901	314,077	383,003	463,739	545,267	631,504	690,620	780,484	864,034		864,034 (11/12)	Jill Mac
Operational Recovery Rate	85.57% (3/4)	87.52%	88%			84%			83%	82%	83%	84%				84% (9/12)	Lee Chest Karen Spark
Adult Zest Members	n/a	n/a	3,800	3,612	3,546	3,607	3,460	3,459	3,418	3,350	3,269	3,248	3,260	3,294		3,294 (11/12)	Lee Chest Karen Spark
Junior Zest Members	n/a	n/a	2,450	2,495	2,460	2,444	2,349	2,301	2,344	2,357	2,340	2,326	2,417	2,409		2,409 (11/12)	Lee Chest Karen Spark
Attrition Adult Members	n/a	n/a	4.50%	4.48%	4.88%	6.01%	6.59%	4.94%	9.31%	6.90%	5.83%	4.52%	7.36%	5.74%		5.74% (11/12)	Lee Chest Karen Spark
Attrition Junior Members	n/a	n/a	5.00%	4.05%	3.41%	4.58%	4.43%	4.13%	4.74%	4.41%	2.95%	3.31%	2.91%	2.76%		2.76% (11/12)	Lee Chest Karen Spark
Introduce Trimtrails across the District	n/a	n/a	1	n/a		n/a	Jill Mac Simor Newcombe										

Aims: Other**Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
Number of social media communications MDDC send out	n/a	n/a	For information only	117	115	67	86	87	95	190	342	293	269			269 (10/12)	Liz Reeves	(January) No. of Posts Published No. of Tweets 1 (MA)
Number of web hits per month	0 (3/4)	0	For information only	9,196	9,261	9,523	9,389	15,986	26,856	26,432	26,296	22,671	33,752			33,752 (10/12)	Liz Reeves	
Local Plan Review	n/a	n/a		n/a		n/a	Jenny Clifford											
Compliance with food safety law	n/a	n/a	90%	90%	91%	91%	90%	91%	91%	90%	90%	90%	90%	90%		90% (10/12)	Simon Newcombe	

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Community PDG Risk Management Report - Appendix 2

Report for 2016-2017

For Community - Cllr Colin Slade Portfolio

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+)

Community PDG Risk Management Report - Appendix 2

Risk: Legionella Legionella

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: Pool Inflatable 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: Jill May

Review Note:

Risk: School Swimming Sessions School Swimming Sessions

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:

Community PDG Risk Management Report - Appendix 2

Risk: Swimming Lessons Swimming Lessons

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: Swimming Pool Swimming pool & spectator walkway

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:

Printed by: Catherine Yandle

SPAR.net

Print Date: 02 March 2017 16:32

Risk Matrix Community Appendix 3

**Report
For Community - Cllr Colin Slade Portfolio
Current settings**

Risk Likelihood	5 - Very High	No Risks	No Risks	No Risks	No Risks	No Risks
	4 - High	No Risks	No Risks	No Risks	No Risks	No Risks
	3 - Medium	No Risks	1 Risk	No Risks	3 Risks	No Risks
	2 - Low	No Risks	No Risks	5 Risks	4 Risks	5 Risks
	1 - Very Low	No Risks	No Risks	No Risks	1 Risk	1 Risk
	1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High	
			Risk Severity			

Printed by: Catherine Yandle

SPAR.net

Print Date: 02 March 2017 16:33

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Agenda Item 11

CABINET
2 February 2017

AGENDA ITEM

FINANCIAL UPDATE FOR THE NINE MONTHS TO 31 DECEMBER 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): 1. 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 paragraph 3.2)	(2,211)	64	(2,147)
Housing Revenue Account (see paragraph 4.2)	(2,000)	0	(2,000)
Capital			
Major Repairs Reserve	0	0	0
Capital Receipts Reserve	(1,442)	(1,089)	(2,531)
Capital Contingency Reserve	(567)	239	(328)

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 £64k (a movement of £12k since an annual variance of £52k was reported for November) as shown at Appendix A. The most significant service movements this month comprise:

Reactive maintenance at EVLC & CVSC	£35k
Development Control fees & charges	(£27)k

- 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 the forecast variance of £255k 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 underspend of £255k in 2016/17, the most significant items of which comprise the following:
- £117k of savings across Housing Services, including significant staffing savings across several teams, largely due to vacancies going unfilled for the early part of the year as well as several smaller variances in operational areas
 - £32k surplus is forecast on dwelling rent since this area is slightly ahead of target at this stage
 - £61k saving forecast where the Learning Disability service ceased to operate and fewer than expected new alarms need to be purchased since stock levels are healthy
- 4.4 There are budgeted revenue contributions to capital projects as follows for 2016/17. This sum will be placed in an earmarked reserve at year end to meet the anticipated spend in quarter 1 2017/18.

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

- 4.5 The following works are expected to be funded from the Housing Maintenance Fund during 2016/17. Due to slippage on the projects detailed below it is anticipated that most of this funding will be required during 17/18.

Description	Budget £'000	Forecast Outturn £'000	Variance £'000
Birchen Lane re-development	40	52	12
Palmerston Park	2,339	0	(2,339)
Queensway development	299	0	(299)
Burlescombe development	424	0	(424)
Stoodleigh development	223	0	(223)
	3,325	52	(3,273)

In addition, £25k is planned to be spent on sewage treatment works and funded by an earmarked reserve. It is now anticipated this spend will slip into quarter 2 17/18.

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 £160k 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 £7,803k 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. Committed and Actual expenditure will therefore be monitored against this & currently shows an uncommitted amount of £2,780k (£10,583k - £7,803k).
- 6.3 At this stage in the year the forecast underspend amounts to £624k, £160k 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, £84k in relation to various ICT projects, £50k in relation to a land drainage scheme to be delivered by DCC & £163k in relation to the project to bring the Department of Work and Pensions into Phoenix House, which will be more appropriately be coded to revenue and funded in full from a contribution from Department of Work and Pensions.
- 6.4 Currently the forecast slippage to be carried forward to 17/18 amounts to £4,240k, this mainly relates to delays with the contractor for delivery of council house building projects at Palmerston Park and Birchen Lane amounting to £2,250k and replacement vehicles which will now be purchased during Q1 of 17/18 amounting to £1,153k, for further information on this detail please refer to Appendix G.

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:

	£k
Capital Earmarked Reserve at 1 April 2016	(567)
Funding required to support 2016/17 Capital Programme	239
Forecast Balance at 31 March 2017	(328)

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 20 "Right to Buy" Council House sales)	(1,538)
Current Balance	(2,980)
Forecast further capital receipts in year	(350)
Forecast capital receipts to be applied in year	799
Forecast Unapplied Capital Receipts c/fwd. 31 March 2017	(2,531)

- 8.2 Please note the majority of these balances on the Capital Contingency Reserve and the Capital Receipts Reserve are required to balance the Medium Term Financial Strategy.

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)	(201)	(30)
Interest from HRA funding	(54)	(54)	0
Total Interest Receivable	(225)	(255)	(30)

10.0 Conclusion

- 10.1 Members are asked to note the revenue and capital forecasts for the financial year. Managers have been working hard to offset overspends, many unavoidable or unforeseen, with budget savings to deliver an outturn close to the budget.
- 10.2 The financial monitoring process has been important and the pressures and experience of the year to date fed into next year's budget forecasts to ensure that the budget set is both robust and realistic. Indeed, after budgetary cuts for a number of years, it is clear that a number of service areas are stretched in providing services to our community within existing budgetary provision.

Contact for more information:

Andrew Jarrett, 01884 23(4242)
ajarrett@middevon.gov.uk

Circulation of the Report:

Cllr Peter Hare-Scott, Management Team

**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE
PERIOD 01 APRIL TO 31 DECEMBER 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	(10,000)	-0.9%
LD	Legal & Democratic Services: Member/Election Services	B	579,870	(34,000)	-5.9%
	Cllr K Busch				
CP	Car Parks	C	(616,390)	10,400	1.7%
ES	Cemeteries & Public Health	D	(47,610)	42,772	-89.8%
ES	Open Spaces	F	54,800	46,276	84.4%
GM	Grounds Maintenance	E	562,130	(34,030)	-6.1%
WS	Waste Services	H	1,775,510	80,200	4.5%
	Cllr C R Slade				
CD	Community Development	I	414,980	10,000	2.4%
ES	Environmental Services incl. Licensing	D	552,870	28,920	5.2%
IT	IT Services	Q	879,310	(37,120)	-4.2%
PR	Planning - Land charges	N	(24,600)	(22,000)	89.4%
RS	Recreation And Sport	J	(82,410)	355,000	-430.8%
	Cllr P H D Hare-Scott				
FP	Finance And Performance	K	680,960	0	0.0%
RB	Revenues And Benefits	L	266,600	(47,000)	-17.6%
	Cllr R L Stanley				
ES	ES: Private Sector Housing Grants	D	165,720	(12,100)	-7.3%
HG	General Fund Housing	M	232,470	4,500	1.9%
PS	Property Services	G	272,580	39,220	14.4%
	Cllr R J Chesterton				
CD	Community Development: Markets	I	(3,410)	45,000	1319.6%
PR	Planning And Regeneration	N	741,670	161,958	21.8%
	Cllr M Squires				
CS	Customer Services	O	860,060	(76,000)	-8.8%
ES	Environment Services - Public Health	D	74,990	7,840	10.5%
HR	Human Resources	P	479,310	31,190	6.5%
LD	Legal & Democratic Services: Legal Services	B	215,730	(12,000)	-5.6%
	All General Fund Services		9,174,720	579,026	6.3%
	Net recharge to HRA		(1,265,490)	0	
IE260	Interest Payable		146,030	0	
IE290	Interest Receivable on Investments		(171,000)	(30,000)	
	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	(434,463)	
	TOTAL BUDGETED EXPENDITURE		8,569,510	114,563	1.3%
	Non Domestic Rates - 15/16 Devon Pooling Gain			(50,145)	
	Formula Grant		(2,973,150)	0	
	Rural Services Delivery Grant		(463,810)	0	
	Transitional Grant		(31,630)	0	
	Council Tax		(5,147,940)	0	
	CTS Funding Parishes		55,250	0	
	Collection Fund Surplus		(8,230)	0	
	TOTAL BUDGETED FUNDING		(8,569,510)	0	0%
	Forecast in year (Surplus) / Deficit		0	64,418	
	General Fund Reserve 01/04/16			(2,211,035)	
	Forecast General Fund Balance 31/03/17			(2,146,617)	

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

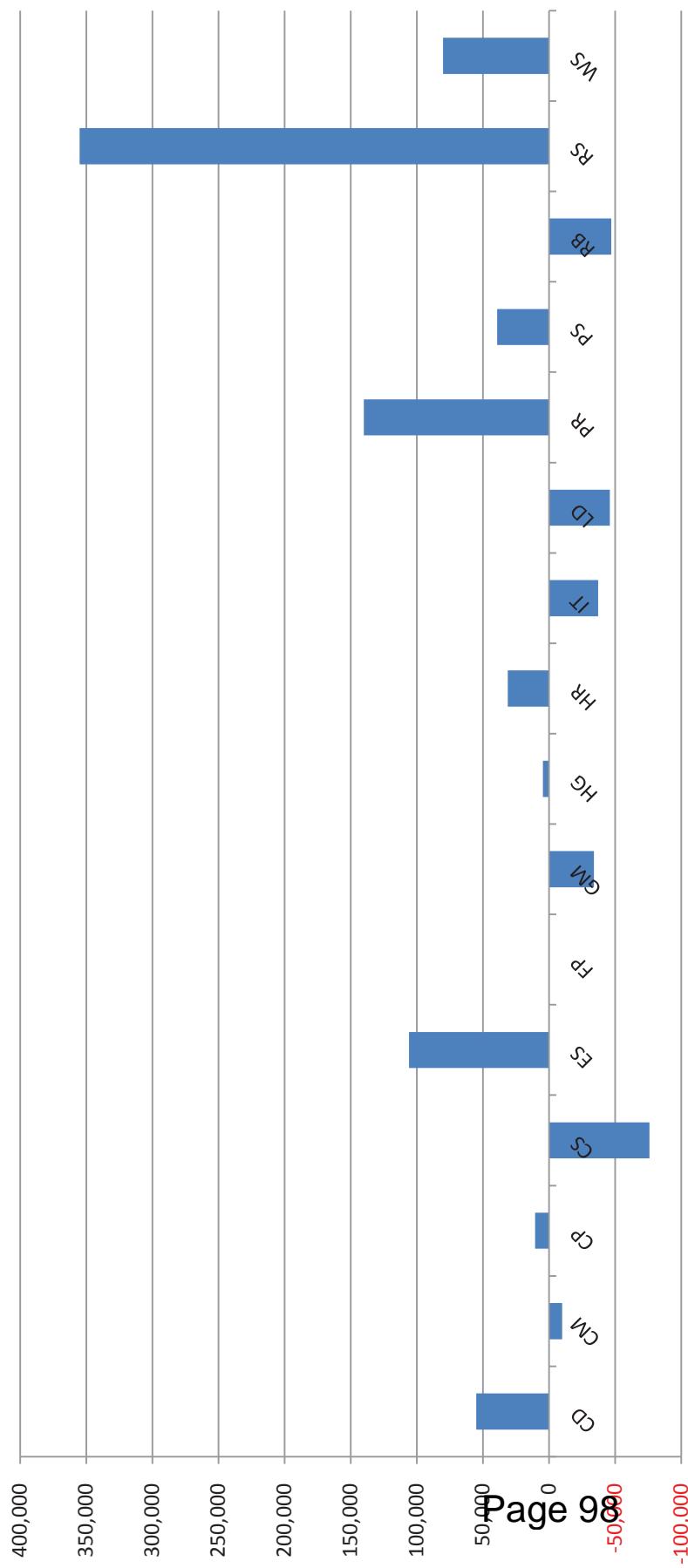
Note	Description of Major Movements				Full Year Forecast Variation (Net of Trf to EMR)	PDG
D	Environmental Services combined					
	Public Health Initiative - Walking Football (funded from EMR)				1,840	Community
	Environmental Enforcement salary underspend from part year vacant post				(15,700)	Community
	Environmental Enforcement agency overspend				8,000	Community
	Eco Stars scheme (funded from Public Health EMR)				18,000	Community
	Overspend on E/Health salary budget which is part off-set by savings in Private Sector Housing, increase costs of Systems Admin post and Essential user allowance.				15,600	Community
	Overspend on agency costs to cover sickness in E/Health				12,000	Community
	Transport costs are higher than budgeted - increased essential users				4,650	Community
	overspend on computer equipment				3,370	Community
	Increased income on water testing				(12,000)	Community
	Overspend on equipment budget in Control of Pollution due to new tubes for monitoring stations				5,000	Community
	Licensing income over and above budget				(10,000)	Community
	Licensing salaries - temporary increase in staff hours				6,000	Community
					36,760	
I	Community Development					
	Grant spend (covered by Seed Fund ear marked reserve)				16,000	Community
	Reduction in hours and not back-filling a member of staff				(11,500)	Community
	Redundancy costs for Head of Communities and Governance				12,000	Community
	Salary savings, Grant and Funding Officer left part way through year				(6,500)	Community
					10,000	
J	Recreation And Sport					
	All sites: Overhead overspend (various including new equipment and event supplies)				64,000	Community
	Reactive maintenance at EVLC & CVSC (duct work and gas water heater)				35,000	Community
	All sites: Income year end under target				150,000	Community
	All sites: Salaries overspend (various including management restructure)				106,000	Community
					355,000	
L	Revenues And Benefits					
	Housing Benefit Subsidy				(47,000)	Community
					(47,000)	
N	Planning And Regeneration					
	Grant spend (covered by High Street Innovation Fund ear marked reserve)				43,308	Community
	Business Development - salary savings due to a restructure				(22,400)	Community
	Building Control: Salary savings net of Exeter City Council plan checking				(9,000)	Community
	Building Control: Fee income down - due to economic conditions and competition				20,000	Community
	Development Control: Salaries - staff vacancies				(67,600)	Community
	Development Control: Consultancy costs				16,100	Community
	Development Control: Fees & Charges net of future large applications				109,000	Community
	Land charges fees and charges				(20,000)	Community
	Devon County Council land charges costs				(2,000)	Community
	Tiverton Eastern Urban Extension - Consultancy (Covered by Earmarked reserve)				36,000	Community
	Forward Planning: Local Plan Examination now to occur in 2017/18 transfer to EMR				(78,000)	Community
	Regional Planning: Greater Exeter Strategic Plan agreed by Cabinet				70,000	Community
	Regional Planning: Greater Exeter Strategic Plan - Fixed term post				10,330	Community
	Local Plan development costs				50,300	Community
	Salary savings from the Town Centre Manager post				(16,080)	Community
					139,958	
	FORECAST (SURPLUS)/DEFICIT AS AT 31/03/17				494,718	

Cabinet	(137,930)
Community	494,718
Homes	31,620
Environment	135,218
Economy	55,400
	579,026
	0

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

Committee	Net Transfers to / from Earmarked Reserves	(Net Trf to EMR)
CD Community Development		
Grant spend from Seed Fund earmarked reserve released		(16,000)
New Homes Bonus monies earmarked for additional Grants and Funding Officer post		(14,710)
Grand Western Canal grant funded by New Homes Bonus		(45,000)
CM Corporate Management		
CP Car Parks		
CS Customer Services		
Contribution towards digital strategy salaries		(37,030)
Release of historic EMRs - no longer required		(3,000)
ES Cemeteries & Public Health		
EMR release for Public Health Officer		(18,950)
Parks & Open Spaces Developers Contributions		(7,860)
Play Area's Developers Contributions		(10,870)
Newcombes Play Area enhancement funded from S106 Monies		(9,326)
Public Health Initiative - Walking Football		(940)
Public Health - Eco Stars Scheme		(18,000)
FP Finance And Performance		
GM Grounds Maintenance		
HG General Fund Housing		
HR Human Resources		
Management Training 16/17		(30,000)
IT IT Services		
Aerial photography ear marked reserve released		(3,980)
LD Legal & Democratic Services: Member/Election Services		
Contribution towards additional staffing requirement		(14,180)
Release of unused EMR by Elections		(7,000)
Release of unused EMR by Democratic Republic & Management		(5,300)
OS Newcombes Meadow play area works to be funded from S106		(9,326)
Urgent repair to wall in Crediton (play area)?		(15,950)
PR		
Grant spend from High Street Innovation Fund ear marked reserve released		(43,308)
New Homes Bonus monies earmarked for the Town Centre Manager post		(26,640)
Contribution towards Economic Development activities		(100,000)
Development Control earmarked reserve released		(51,943)
New Homes Bonus used to cover £70k Exeter Strategic Partnership		(70,000)
New Homes Bonus used to cover Exeter Strategic Partnership Fixed term post		(10,330)
Local Plan examination in 2017/18 - transfer to EMR		78,000
Eastern Urban Extension - funds released from Capability Funding EMR		(36,000)
Local plan development release funds from statutory development fund earmarked reserve		(46,300)
PS Property Services		
Town Hall Toilet refurbishment		(11,300)
Market Walk Profit		202,410
Release of Market Walk profit		(150,000)
Flood Works		(19,000)
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		(256,000)
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		1,735,527
Budgeted Net Transfer to Reserves		2,169,990
Forecast Variance		(434,463)

2016/17 General Fund Projected Outturn Variance £



+ = Overspend / Income under target - = Savings / Income above budget

Key

CD	Community Development	IT
CM	Corporate Management	LD
CP	Car Parks	PR
CS	Customer Services	PS
ES	Environmental Services	RB
FP	Finance and Performance	RS
GM	Grounds Maintenance	WS
HG	General Fund Housing	
HR	Human Resources	

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

	2016/17	2016/17	2016/17	2016/17	Full Year Forecast	Variance
	Annual Budget	Profiled Budget	Actual	Variance	Variation	
	£	£	£	£	£	%
Building Control Fees	(280,000)	(210,000)	(189,409)	20,591	20,000	-7%
Planning Fees	(834,000)	(625,500)	(543,612)	81,888	109,000	-13%
Land Searches	(110,460)	(82,845)	(100,974)	(18,129)	(20,000)	18%
Car Parkin Fees - See Below	(814,200)	(626,155)	(605,139)	21,016	37,000	-5%
Leisure Fees & Charges	(2,685,020)	(1,955,180)	(1,790,614)	164,566	150,000	-6%
Trade Waste Income	(656,000)	(646,160)	(640,384)	5,776	0	0%
Garden Waste Scheme	(500,000)	(375,000)	(341,793)	33,207	90,000	-18%
Licensing	(120,700)	(101,948)	(109,911)	(7,963)	(10,000)	8%
Market Income	(122,470)	(91,853)	(65,426)	26,427	35,000	-29%
	(6,122,850)	(4,714,641)	(4,387,262)	327,379	411,000	-6.7%
Pay and Display						Bud Income
Beck Square,Tiverton	(83,780)	(64,938)	(66,930)	(1,992)	40	(2,095)
William Street,Tiverton	(30,780)	(22,320)	(21,190)	1,130	45	(684)
Westexe South,Tiverton	(45,800)	(35,072)	(36,199)	(1,127)	51	(898)
Wellbrook Street,Tiverton	(13,540)	(10,287)	(11,699)	(1,412)	27	(501)
Market Street,Crediton	(36,420)	(27,682)	(30,138)	(2,456)	39	(934)
High Street,Crediton	(79,330)	(61,559)	(57,242)	4,317	190	(418)
Station Road,Cullompton	(34,900)	(27,584)	(31,292)	(3,708)	112	(312)
Multistorey,Tiverton	(167,980)	(125,182)	(93,680)	31,502	631	(266)
Market Car Park,Tiverton	(216,120)	(162,946)	(166,919)	(3,973)	122	(1,771)
Phoenix House,Tiverton	(3,680)	(2,745)	(3,283)	(538)	15	(245)
P&D Shorts & Overs	0	0	49	49	0	0
	(712,330)	(540,315)	(518,523)	21,792	1,272	(8,124)
Day Permits	(31,000)	(31,000)	(13,362)	17,638		
Allocated Space Permits	(26,040)	(26,040)	(32,993)	(6,953)		
Overnight Permits	(1,000)	(1,000)	(195)	805		
Day & Night Permits	0	0	(7,375)	(7,375)		
Market Walk Permits	(9,380)	(9,380)	(14,099)	(4,719)		
Other Income	(34,450)	(18,420)	(18,592)	(173)		
	(814,200)	(626,155)	(605,139)	21,015	10,200	
Standard Charge Notices (Off Street)	(28,000)	(21,000)	(33,170)	(12,170)	(14,000)	

	2016/17	2016/17	2016/17	2016/17
	Annual Budget	Profiled Budget	Actual	Variance
Total Employee Costs	£	£	£	£
General Fund				
Community Development	295,180	221,385	236,396	15,011
Corporate Management	901,960	676,470	656,994	(19,476)
Customer Services	764,610	573,458	504,096	(69,362)
Environmental Services	923,320	692,490	726,695	34,205
Finance And Performance	632,710	474,533	467,098	(7,435)
General Fund Housing	197,330	147,998	141,333	(6,665)
Grounds Maintenance	448,900	336,675	292,572	(44,104)
Human Resources	361,460	271,095	285,874	14,779
I.T. Services	522,100	391,575	355,216	(36,359)
Legal & Democratic Services	417,660	313,245	285,529	(27,716)
Planning And Regeneration	1,525,620	1,144,215	1,012,454	(131,761)
Property Services	385,320	288,990	259,555	(29,435)
Recreation And Sport	1,630,750	1,223,063	1,292,871	69,808
Revenues And Benefits	668,450	501,338	512,453	11,115
Waste Services	1,863,780	1,397,835	1,325,981	(71,854)
	11,539,150	8,654,365	8,355,118	(299,247)
Housing Revenue Account				
SHO13A Repairs & Maintenance	593,480	445,110	438,738	(6,372)
SHO17A Housing & Tenancy Services	1,432,670	1,074,503	983,430	(91,073)
SHO22 Alarms expenditure	66,720	50,040	25,176	(24,864)
	2,092,870	1,569,653	1,447,344	(122,309)
Total	13,632,020	10,224,018	9,802,463	(421,555)

	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	2,432	2,432
Environmental Services	0	0	11,592	11,592
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	5,000	3,750	21,551	17,801
Human Resources	0	0	0	0
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	5,864	5,864
Planning And Regeneration	0	0	0	0
Property Services	0	0	7,112	7,112
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	0	0
Waste Services	128,500	96,375	148,600	52,225
	133,500	100,125	197,151	97,026
Housing Revenue Account				
SHO13A Repairs & Maintenance	0	0	0	0
SHO17A Housing & Tenancy Services	0	0	28,923	28,923
SHO22 Alarms expenditure	0	0	0	0
	0	0	28,923	28,923
Total	133,500	100,125	226,073	125,948

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

Housing Revenue Account (HRA)	Notes	2016/17 Annual Budget	Forecast	Variance
		£		
<i>Income</i>				
SHO01 Dwelling Rents Income	A	(12,593,760)	(32,000)	0.3%
SHO04 Non Dwelling Rents Income	B	(554,070)	(16,000)	2.9%
SHO06 Tenant Charges For Services	C	(42,360)	32,000	-75.5%
SHO07 Leaseholders' Service Charges	D	(23,540)	2,000	-8.5%
SHO08 Contributions Towards Expenditure	E	(33,720)	0	0.0%
SHO09 Alarm Income - Non Tenants	F	(194,660)	(15,000)	7.7%
SHO10 H.R.A. Investment Income	G	(40,000)	0	0.0%
SHO11 Miscellaneous Income	H	(19,000)	15,000	-78.9%
<i>Services</i>				
SHO13A Repairs & Maintenance	I	3,214,780	(71,000)	0.0%
SHO17A Housing & Tenancy Services	J	1,354,750	(117,000)	-8.6%
SHO22 Alarms expenditure	K	152,200	(61,000)	-40.1%
<i>Accounting entries 'below the line'</i>				
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	(24,000)	-100.0%
SHO37 Capital Receipts Reserve Adjustment	Q	(20,800)	0	0.0%
SHO38 Major Repairs Allowance	R	2,800,000	31,000	1.1%
SHO45 Renewable Energy Transactions	S	(130,000)	0	0.0%
		(2,242,740)	(255,000)	-11.4%
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)	52
Budgeted transfer to reserves	(1,704)
Forecast variance for the year (see above)	(255)
Forecast closing balance	(10,793)

Renewable Energy Fund	£k
Opening balance	(342)
Expenditure forecast for this year (see appendix G)	70
Net income forecast for this year	(164)
Forecast closing balance	(436)

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

Note	Description of Major Movements	Corrective Action	Forecast Variance £
A	Dwelling rent is 0.3% ahead of target	N/A	(32,000)
B	Garage income is ahead of target	N/A	(16,000)
C	The Learning Disability Support contract has ceased to operate	N/A	32,000
D	Minor variance	N/A	2,000
F	Community Alarm sales continue to be high	N/A	(15,000)
H	Miscellaneous income items have been fewer than typical during 2016/17	None	15,000
I	Several smaller savings across the Repairs team combine to give this forecast variance	N/A	(71,000)
J	Savings due to restructuring of staffing across several teams as well as several smaller savings across operational budgets	N/A	(117,000)
K	The Learning Disability Support contract has ceased to operate and there is less need than anticipated for new equipment purchase.	N/A	(61,000)
M	Minor variance	N/A	1,000
P	Tipper vehicle will now be purchased during 2017/18	N/A	(24,000)
R	£2,831,000 is expected to be spent on major works this year (see appendix G)	None	31,000
		TOTAL	(255,000)

MID DEVON DISTRICT COUNCIL
MONITORING OF 2016/17 CAPITAL PROGRAMME

Appendix G

Code	Scheme	Deliverable Capital	Actual Expenditure	Committed Expenditure	Total	Variance to Adj Capital Programme	Forecast (Underspend)/Overspend	Forecast Slippage to 17/18	Notes
		Programme 2016/17	2016/17	2016/17	£	£	£	£	
General Fund Projects									
CA624	Lords Meadow leisure centre		50,000	0	0	0	(50,000)		50,000 Forecast completion Q1 17/18.
CA627	Exe Valley leisure centre		35,000	0	0	0	(35,000)		Forecast completion Q4 16/17
CA626	EVLC - Pressure set replacement Hot/Cold		22,000	26,169	25,284	51,454	29,454	30,000	Planning approved. Planned commencement April 2017 with anticipated completion Nov '17
	* Note £500k in 15/16 will be slipped to 16/17								
Phoenix House									
CA451	Phoenix House - Ground Floor changes - subject to business case		163,000	0	0	0	(163,000)	(163,000)	Costs in relation to this project have more appropriately been charged to revenue, however these will be fully reimbursed in payment from DWP
Pannier Market									
CA505	Pannier Market - Pedestrian roof cover - subject to business case **		0	0	0	0	0		Project no longer required - to be reviewed at Mgmt Team
	** Note £110k in 15/16 will be slipped to 16/17								
CA507	Tiverton Pannier Market Pigpens		73,000	3,143	0	3,143	(69,857)	50,000	Forecast completion Q1 17/18
CA508	Pannier Market Clock Tower		34,000	1,479	32,000	33,479	(521)	4,500	Forecast completion by 31/03/17. Additional costs for Scaffolding & Crane needed to be re erected as original supplier went into administration circa £4.5k. Additional cost will be funded from an EMR.
MSCP Improvements									
CA709	MSCP improvements (refer to Matrix condition report)		50,000	(7,098)	7,098	0	(50,000)	50,000	Capital works on hold pending Premier Inn project. Anticipated spend Q3 17/18
Play Areas									
CA608	Play area refurbishment - Wilcombe Tiverton		50,000	0	59,995	59,995	9,995	8,900	Project complete Q3 16/17
CA628	Play area refurbishment - West Exe Recreation Ground Tiverton		50,000	0	2,300	2,300	(47,700)	48,000	Forecast completion Q2 17/18
Other Projects									
CA403	Town Hall Redevelopment Project		20,000	10,175	6,267	16,442	(3,558)	16,000	CSAG selected preferred option £5,114k in 17/18 Capital Programme. Further Architects design works to be commissioned
CA420	Land drainage flood defence schemes - Ashleigh Park Bampton		67,000	0	0	0	(67,000)	67,000	EA will manage project - delivery due in 18/19. MDDC will contribute £67k to project
CA448	Angel Hill improvements		15,000	4,749	0	4,749	(10,251)		
CA449	Town centre/Market area fibre optic hub and camera system		30,000	38,612	0	38,612	8,612	8,600	
CA452	Station Yard re construct shower block welfare		35,000	0	0	0	(35,000)		Heads of terms being negotiated between interested party. Unsure at this stage whether any additional costs to facilitate leasing the land.
CA453	Land drainage flood defence scheme - Newton St Cyres		50,000	0	0	0	(50,000)		Project to be managed & delivered by DCC
CA454	Phoenix Lane - Conversion to homeless shelter		60,000	1,626	0	1,626	(58,374)	40,000	Forecast completion Q2 17/18. Currently examining future options for these premises
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)		Budget not required. Sufficient funding in EMR reserve (£107k) to fund project in 17/18
CA437	Digital Transformation		104,000	40,400	2,375	42,775	(61,225)	53,000	£53k forecast slippage . Projects to be identified during Jan'17
CA439	Mobile Working NDL MX		39,000	32,000	7,000	39,000	0		
CA442	Arc Server Spatial (open Source Mapping)		18,000	0	0	0	(18,000)		Budget not required. This work was completed in 15/16
CA446	E-Financials Technical refresh		30,000	18,985	11,000	29,985	(15)		Forecast completion Q4 16/17
CA456	Digital Transformation - replacement of CRM		50,000	0	0	0	(50,000)	50,000	CRM planned replacement in 17/18 with additional £50k requested in MTFP to give a total project budget of £100k
CA457	Digital Transformation including Cosmic for Mid Devon		20,000	0	0	0	(20,000)		Budget no longer required
CA444	SQL/Oracles refreshes		50,000	13,289	13,888	27,177	(22,823)	(21,000)	Forecast completion Q4 16/17. Forecast spend circa £28k. Circa £20k of this underspend will be for expenditure that is under Capital diminimis and therefore coded to revenue - ICT £12.8k and £6.9k to Accountancy.
Replacement Vehicles - Grounds Maintenance									
CA712	Iveco Tipper (or equivalent)		24,000	0	0	0	(24,000)	24,000	Forecast purchase Q1 17/18
Replacement Vehicles - Refuse Collection									
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)		160,000	0	0	0	(160,000)	160,000	Forecast purchase Q1 17/18
CA821	5 Refuse Vehicles with Food waste capability ***		900,000	0	0	0	(900,000)	795,000	Forecast purchase Q1 17/18. Savings due to changes in waste scheme meaning not all vehicles are required to have the same carrying capacity. 3 * £180k Dennis Eagle & 3 * £85k small refuse vehicles
	*** Note £740k in 15/16 will be slipped to 16/17								
CA822	7.5T Tipper		100,000	0	0	0	(100,000)	(25,000)	75,000 Anticipated cost £75k. On hold pending Clinical Waste review
Replacement Vehicles - Street Cleansing									
CA825	3.5T Tipper		25,000	0	0	0	(25,000)	25,000	Forecast purchase Q1 17/18. Includes 3.5t delivery van
CA827	3.5T Tipper		25,000	0	0	0	(25,000)	25,000	Forecast purchase Q1 17/18

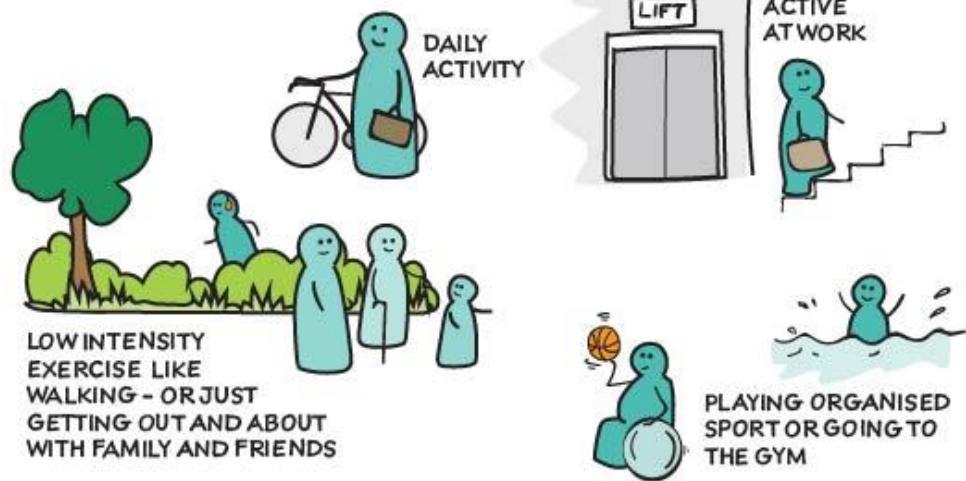
Code	Scheme	Deliverable Capital Programme 2016/17	Actual Expenditure 2016/17	Committed Expenditure 2016/17	Total	Variance to Adj Capital Programme	Forecast (Underspend)/Overspend	Forecast Slippage to 17/18	Notes
	Private Sector Housing Grants								
CG215	Works in Default Grants								
CG216	Private Sector Housing initiatives to be prioritised	104,000	9,513	8,130	17,643	17,643 (104,000)		86,000	
CG201	Disabled Facilities Grants–Private Sector	468,000	234,701	77,332	312,033	(155,967)		118,000	Forecast spend by 31/03/17 £350k. The pass ported DFG grant of £505k from DCC will fund this spend
	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 £85k. This underspend includes underspent budget on Private Tenant DFG's amounting to £156k; these are effectively ring fenced, therefore leaving £86k uncommitted. (£242k - £156k) 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	244,214	85,462	329,676	(242,324)	0	204,000	
	Affordable Housing Projects								
CA200	Grants to Housing Associations to provide units (funded by commuted sum)	100,000	16,246	0	16,246	(83,754)		80,000	Commitment likely to crystallise in 17/18
		100,000	16,246	-	16,246	(83,754)	0	80,000	
	Total General Fund Projects	3,398,000	569,928	252,668	822,596	(2,575,404)	(334,000)	1,893,000	

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	1,743,643	890,424	2,634,067	(356,933)	(160,000)		£160k forecast underspend is in relation to the following: £65k Boiler works, £45k contract works & £50k structural works; this will remain in the HMF for future reprioritisation.
CA111	Renewable Energy Fund Spend	200,000	70,000	0	70,000	(130,000)	(130,000)		£130k will be reprioritised for spending in 17/18
CA112	Birchen Lane - re development of unit for housing conversion (4 units)	367,550	192,184	175,370	367,554	4		150,000	Forecast completion Q2 17/18. Contract to be renegotiated
CA119	Palmerston Park Tiverton - affordable dwellings (26 units)	3,160,700	994,165	2,667,049	3,661,214	500,514		2,100,000	Full contract commitment on system, circa £2.1m works will roll forward to 17/18 from 'Deliverable Budget'. Forecast completion Q3 17/18
CA122	Iveco Tipper 3.5t (or equivalent)	24,000	0	0	0	(24,000)		24,000	Forecast purchase Q1 17/18
CA124	Queensway (Beech Road) Tiverton (3 units)	10,000	0	0	0	(10,000)		5,000	Some feasibility work will be undertaken in 16/17. Forecast completion Q4 17/18
CG200	Disabled Facilities Grants - Council Houses	297,000	238,017	0	238,017	(58,983)			
CA120	Burlescombe (6 units) ***	80,000	90	4,860	4,950	(75,050)		23,000	Some feasibility work will be undertaken in 16/17. Forecast completion Q4 17/18
	*** Note £700k in 15/16 will be slipped to 16/17								
CA125	Waddeton Park - (70 units)	10,000	4,640	0	4,640	(5,360)		5,000	Costs associated around land purchase are likely to occur in 17/18. Spoken with responsible officer & 'Deliverable Programme' adjusted accordingly. Site subject to Judicial review
CA126	Sewerage Treatment Works - Washfield	25,000	0	0	0	(25,000)		25,000	Forecast completion Q2 17/18
CA127	* Stoodleigh - Pending feasibility (4 units)	20,000	0	0	0	(20,000)		15,000	Some feasibility work will be undertaken in 16/17. Forecast completion Q4 17/18
	Total HRA Projects	7,185,250	3,242,739	3,737,703	6,980,442	(204,808)	(290,000)	2,347,000	

CAPITAL PROGRAMME GRAND TOTAL SPEND	10,583,250	3,812,667	3,990,371	7,803,038	(2,780,212)	(624,000)	4,240,000
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WHAT IS AN ACTIVE LIFESTYLE?

A MIX OF DIFFERENT THINGS FOR DIFFERENT PEOPLE



An 'active lifestyle' means a mix of different things for different individuals. It could include:

- walking or other low intensity exercise as a first step to help you get healthy
- building activity into different parts of your everyday life like choosing active means of travel or being active at work
- informal recreational activities like jogging, going to the gym or getting outdoors with your family,
- taking part in organised sport



Strategy 2017-22

ACTIVE DEVON'S ROLE

We know that active lifestyles bring huge benefits to individuals and they are also an important part of making Devon's communities even better places to live. Active Devon recognises that it is uniquely placed within the active lifestyles sector in Devon to provide advocacy and leadership and we take that responsibility very seriously.

In its 2015 'Strategy for an Active Nation' the Government recognises the role that sport and physical activity can play in transforming people's lives and the communities they live in. It has identified 5 key outcomes for sport and physical activity:

- physical wellbeing
- mental wellbeing
- individual development
- social and community development
- economic development

We will broaden the network to encompass partners, providers and influencers that share a focus on these outcomes. Active Devon will work on behalf of partners to demonstrate the value of activity and to secure a multi-partner commitment to help at least 125,000 people in Devon to GET more active or STAY active. We will also continue to extend our influence amongst national partners to raise their awareness of Devon's mission to inspire & support people to get active and stay active and to secure their support.

OUR VALUES

PASSION ... about the benefits of active lifestyles, about our mission and about our values

INTEGRITY ... trusted and relied upon to always act with integrity

INCLUSION ... going the extra mile to ensure that everyone has the chance to get involved

RESPONSIVENESS ... to people's needs and to our diverse local communities

COLLABORATION ... working together to achieve more

MAKING A DIFFERENCE ... driven to achieve quality outcomes & impact

FINAL WORKING DRAFT – APPROVED FOR COMMENT

Our Vision:

Everyone in Devon active for life

Our Mission:

To Inspire & Support people to get active and stay active

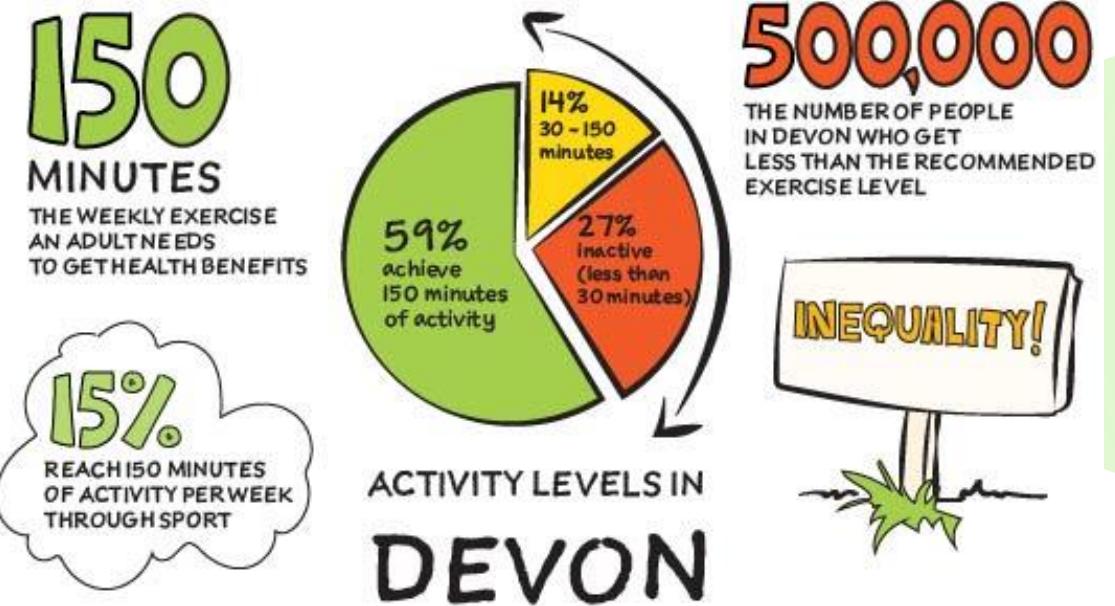
Our Ambition:

To help at least 125,000 people in Devon to GET more active or STAY active... two thirds of the people we help will be amongst Devon's half a million least active people.

Active Devon is a community focussed, not for profit organisation inspiring and supporting the people of Devon to lead active lifestyles, whether that's getting active for the first time or staying active throughout their lives. To deliver our mission we work with an extensive network of partner organisations and individuals to:

- develop the right opportunities for people to start and stay being active
- support existing partners and providers to promote and grow the variety of opportunities available for local people
- create Devon wide campaigns to inform and inspire individuals to be active
- deliver initiatives in a way that is appropriate to each local area
- generate more resources by making the best use of current investment and securing more

THE CHALLENGE IN NUMBERS



THE INACTIVITY CHALLENGE

THE CHALLENGES FOR PEOPLE



OUR AMBITION

To help at least
125,000 people
in Devon...

... to **GET** more active
or **STAY** active...

... two thirds of the people we help
will be amongst Devon's $\frac{1}{2}$ million
least active people

STRATEGIC PRIORITIES

We think there are five areas that we need to focus on to help us achieve our goals:

1. **Active Lifestyles** – helping people to choose active lifestyles by ensuring that the opportunity and the offer is right for their needs and is accessible to them
2. **Supporting communities** – building capacity in individuals and local organisations to help make Devon's communities places where it is easy to choose activity
3. **Influence** - reaching out to consumers to inform and inspire them to choose active lifestyles and uniting partners across Devon behind the Mission
4. **Innovation** - discovering and sharing new approaches to influencing people's lifestyle choices towards activity
5. **Growth** – increasing resources and energy behind achieving the Vision

OUR GOALS



Get Active

for more people from all sections of Devon's society to choose activity as part of their everyday lifestyle.



Stay Active

for people to keep choosing activity as part of their lifestyle

The challenge of people doing little or no activity is spread right across society. But there has never been more intelligence and consumer insight available and we will use this to focus and prioritise our efforts towards those people across the population where there is greater impact to be achieved.

OUR APPROACH

Understanding people or communities we are trying to help. By using the collective insight, intelligence and local knowledge of the network to help them identify the opportunities that are right for them.

Developing provision by working with local partners, groups or individuals to help them establish new activities or develop existing opportunities.

Promoting and campaigning to get people thinking about ways they could lead a more active lifestyle and promoting the range of opportunities available

These approaches will be set out in detailed operational plans against which we will regularly assess progress to refine and prioritise how and where resources should be targeted.

Community PDG Chairman's Report 2016-17

I took over as the new Chairman at the start of the year as the PDG shortened its name to just Community. Nonetheless it retained its broad interest in well-being for the District.

Much of the work of the PDG has centred around checks and balances based on regular reports from officers and outside organisations. Some of these have been routine from financial monitoring, risk reviews through to public health plan performance and anti-social behaviour statistics. Others were less so, for example with regular updates from leisure services where changes in pricing, marketing and staffing needed review, not least with agreement to fund an extension to the Exe Valley Leisure Centre.

Other topics have been rather more demanding with important recommendations being required. Of note given their impact on the community were discussions and decisions on Safeguarding and changes to the Council Tax Reduction Scheme. The budget was a challenge because of the increasing pressure from government funding to the District so requiring a special working group session.

Always open to new areas of relevant interest, the PDG benefitted from general awareness presentations on Modern-day Slavery and, as a separate Member Briefing, Mental Health Services in Devon.

Whilst all this work is important, the committee has sought, in line with its title, to develop some new policy. The health risks caused by poor air quality in the UK were highlighted in the national press and so were identified as a key area to address with new policy in the District. The first step was to develop an Air Quality Strategy and Policy. At the time of this report these remain work-in-progress aiming for finalisation and implementation next year.

Finally, I would like to thank all members and officers for their contributions which made it a successful year, not least Julia Stuckey our Clerk for keeping us in order.

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