

Public Document Pack

Mid Devon District Council

Cabinet

**Thursday, 11 May 2017 at 2.15 pm
Exe Room, Phoenix House, Tiverton**

**Special Meeting
Thursday, 15 June 2017 at 2.15 pm**

Those attending are advised that this meeting will be recorded

Membership

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

A G E N D A

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

1. **Apologies**

To receive any apologies for absence.

2. **Public Question Time**

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

3. **Minutes of the Previous Meeting** (Pages 5 - 16)

To receive the minutes of the meeting of 30 March 2017.

4. **Single Equalities Policy and Equality Objective** (Pages 17 - 40)

Arising from a report of the Audit Team Leader, the Community Policy Development Group had recommended that the Single Equality Scheme together with the Equality Objective for 2017-18 be approved.

5. **Health and Safety Policy** *(Pages 41 - 66)*

Arising from a report of the Health and Safety Officer, the Community Policy Development Group had recommended the Health and Safety Policy which was approved by the JNCC on 12 January 2017, following review by the Health and Safety Committee and Unison be approved. Members are asked to also note that the action points in the report to the Community PDG had been reviewed by the Health and Safety Committee and had subsequently been undertaken.

6. **Tiverton Town Centre Regeneration Masterplan and Investment Programme** *(Pages 67 - 116)*

To receive a report of the Head of Planning and Regeneration considering the options for inclusion in the masterplan for Stage 1 public consultation.

7. **Cabinet Member Decision**

To note the following decision made by the Cabinet Member for the Environment:

To close the Market Place Car Park, Tiverton on Sunday the 30th of April 2017 between 08.00 – 16.00.

Reason for decision:

The Freedom of the Town march is being carried out by the crew of HMS Enterprise and the band of the Royal Marines and has been organised by Tiverton Town Council. The march will start in the Market Place where there will be an inspection and medal presentation by the Mayor of Tiverton. The march will then move forward to Newport St, St Peters St, Angel Hill, Fore St, Bampton St and back into the Market Place. The parade starts at 14.00 hrs and will be completed by 16.00 hrs.

The route and market have been assessed by the police security and naval security on Thursday 20th April 2017. As a result there is a requirement that there should be no vehicles parked along the route or in the car park due to the potential to be a security risk i.e. terrorist attack by the use of vehicles. Therefore a request has been made that the Market car park be closed on Sunday 30th April 2017 to vehicles between 8.00 hrs and 16.00 hrs (except VIP and authorised vehicles) as a security measure.

8. **Notification of Key Decisions** *(Pages 117 - 124)*

To note the contents of the Forward Plan.

Stephen Walford
Chief Executive
Wednesday, 3 May 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 Sally Gabriel on:

Tel: 01884 234229

E-Mail: sgabriel@middevon.gov.uk

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **CABINET** held on 30 March 2017 at 2.15 pm

Present

Councillors

C J Eginton (Leader)
R J Chesterton, K Busch, C R Slade,
Mrs M E Squires and R L Stanley

Apologies

Councillor(s)

P H D Hare-Scott

Also Present

Councillor(s)

Mrs G Doe, Mrs B M Hull, D J Knowles, R F Radford,
F J Rosamond and Mrs E J Slade

Also Present

Officer(s):

Andrew Jarrett (Director of Finance, Assets and Resources), Jill May (Director of Corporate Affairs and Business Transformation), Andrew Pritchard (Director of Operations), Jenny Clifford (Head of Planning and Regeneration), John Bodley-Scott (Economic Development & Regeneration Manager), Catherine Yandle (Internal Audit Team Leader), Lorraine Durrant (Waste and Recycling Officer), Jan Norman (Environment and Enforcement Manager) and Sally Gabriel (Member Services Manager)

162. **APOLOGIES**

Apologies were received from Cllr P H D Hare-Scott.

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

Jeremy Salter, Tiverton Civic Society referring to Item 13 on the agenda (Motion 535) stated that:

Tiverton Civic Society fully supports the motion by Councillor Knowles. There is, especially in the Harrowby Papers, an enormous wealth of historical records available for Tiverton in the 18th & early 19th centuries. My own current reading of the 84 letters of Beavis Wood, Town Clerk for 41 years between 1765 and 1806, reveals that Tiverton, with a Royal Charter, was very proud of its status and was immensely loyal to the crown. Even when the finances of the council were, after 1780, in a shocking state, and the Charter Hall was in a ruinous condition, the royal portraits must have had a place of honour and the finance was found to acquire a fine new portrait of George III. In my view these pictures are just as much an important part of Tiverton's heritage as all the other pictures which have been allowed to remain in their present locations.

Question 1

To what extent did those making the recommendation to remove the six pictures from the Town Hall research their origin and history, as well as the reasons why they are located in the Town Hall?

Question 2

As far as I am aware, none of these pictures has, in more than 200 years, ever been stolen or seriously damaged. In fact, because they are so easily traceable, pictures are amongst the works of art least likely to be stolen.

If Tiverton Town Council are prepared to fully insure, and provide the necessary security, for these paintings, is there any good reason to remove them?

Surely, pictures should be viewed! Storage is expensive, and if, as been suggested, sale of any of these pictures is being considered, the art market is very subdued, sale values are usually considerably below insurance values, and sale at a reputable auctioneer would cost at least 23% of the hammer price. Apart from reputational issues this really would be 'selling off the family silver' at bargain-basement prices!

The Committee Clerk read responses from the Head of Housing and Property Services:

In 1974 under the Local Government Act of 1972, the then Tiverton Borough Council handed over ownership of the Town Hall to Tiverton District Council, which later became Mid Devon District Council. No financial compensation was paid for this transfer and no details in respect of chattels, fixture or fittings are documented.

Officers together with the Councils' Conservation Officer, with advice from Historic England gave consideration as to whether the pictures had or gave a particular reference to Tiverton and whether they fitted into the Civic function of the building. For this reason the six pictures were deemed not to be listed along with the building and therefore should not form part of the sale.

Officers have not carried out any other extensive research.

Considerations are being given to a proposal from Tiverton Town Council to enable the paintings to be loaned to the Town Council and remain in the Town Hall. Officers would need to ensure that suitable insurance and security considerations are met.

The Cabinet Member for Housing also stated that at an internal meeting held earlier in the week the meeting had agreed that the pictures should be loaned to the Town Council subject to the necessary insurance and security being maintained and that a legal agreement should be drawn up.

Honorary Alderman Mrs Rendle referring to Item 13 on the agenda spoke in support of Cllr Knowles Motion in that the pictures should remain in the Town Hall in Tiverton. Tiverton Town Council should not have to buy back what was already theirs. Many of the paintings have a direct relationship to the town and she identified individual pictures and their historical link to the town. She urged the Cabinet to please allow the paintings to remain in the Town Hall.

Mr Vanderwolfe (Tiverton Town Clerk) referring initially to Item 4 (Review of Street Cleaning) on the agenda asked whether the Cabinet were aware that although the report stated that we have increased our litter picking from 3 to 5 days a week, we

are in fact litter picking 7 days a week, we are therefore giving even more value to Mid Devon. The pickers did use a barrow and we had sent some of the routes that we do to your waste department. We feel that partnership working should be encouraged and would be willing to take up any training that officers in the waste department can offer.

Referring to Item 13 on the agenda (Motion 535) he stated that he firmly supported Cllr Knowles motion, he had had a number of people come to see him and they had strong feelings that the painting should remain in the Town Hall.

164. MINUTES OF THE PREVIOUS MEETING (00-12-04)

The minutes of the previous meeting held on 2 March 2017 were approved as a true record and signed by the Chairman.

165. REVIEW OF STREET CLEANSING (00-13-23)

Arising from a * report of the Waste and Transport Manager, the Environment Policy Development Group had recommended that the following be approved:

- a) Land according to EPA be categorised.
- b) Current productivity of service be measured.
- c) Cost option for output frequency rather than input.
- d) Cost different frequencies options(less and more) for the mechanical street sweeping service.
- e) Check schedules against adopted highways maps and address any anomalies.
- f) Reroute schedules into zones so all mechanical sweepers work in the same area at the same time.
- g) Map and review Parish Sweeper routes and evaluate efficiency.
- h) An additional two person parish sweeper team is introduced at cost of £54,500 p.a.
- i) Risk-assess all high speed roads that are litter picked.
- j) Litter picking of the two high speed road verges is reinstated and undertaken twice per year and laybys every two months.
- k) A review of weekend sweeping is undertaken and costed.
- l) Benchmark the cost effectiveness of town council work/grants and review the routes to ensure that is not duplicating work done by the District Council's cleansing service.
- m) If these working arrangement are to continue, provide a service level agreement for three years from April 2018.
- n) If these working arrangements are to continue, inform Town Clerks of future training so their operatives may attend also.
- o) Re-introduction of using NI195 criteria to assess street cleanliness by District Officers once a quarter.
- p) New transfer station to include a skip for road sweepings so they can be composted.
- q) Purchase three split recycling litter bins one for each town centre to assess their success.
- r) Continue to encourage voluntary groups and investigate whether litter picking groups would be happy to litter pick where advised by Parish/Town/District Councils.

- s) Review all existing bin locations and conduct a condition survey.
- t) Pressure wash clean all bins once a year.
- u) Introduce “Any bin will do!” stickers on litter bins.
- v) Street Cleaners to report any bins that are frequently filled with household waste, for District Officers to investigate.
- w) Regular contact with estates to effective joint working.
- x) District Officers and Town Councils to meet once a month to discuss issues.
- y) MDDC to sign the Memorandum of Understanding with Highways England.
- z) Create an “online look up” for street sweeping schedules.

The Cabinet Member for the Environment outlined the contents of the report stating that the aim of the review was to establish the current service arrangements and to identify options for improving performance and efficiency. Benchmarking had been undertaken with other local authorities and against known best practice. He explained the consultation process that had taken place with Town and Parish Councils and partner agencies and the priority areas covered within the review.

Consideration was given to:

- The renaming of the two person parish sweeper team to save confusion and that it should be known as the “two person litter busters team”
- Whether we were legally required to wash the town centre pavements
- Further communication with Town and Parish Councils encouraging local litter picking groups
- Liaison with the Highway Authority regarding programmed main road closures so that litter picking could take place in those areas at the same time
- Issues with youths and litter in the multi-storey car park
- Training for Town Council litter pickers

RESOLVED that subject to an amendment to reword recommendation (h) so that it read “An additional two person litter busters team be introduced at a cost of £54,500pa” the recommendations of the Policy Development Group be approved.

(Proposed by the Chairman)

Note:

- i) Cllr C R Slade declared a personal interest as he was a Tiverton Town Councillor;
- ii) * Report previously circulated, copy attached to minutes.

166. **STREET SCENE ENFORCEMENT POLICY (00-29-26)**

Arising from a * report of the Waste and Transport Manager, the Environment Policy Development Group had recommended that the new policy be approved by Council:

The Cabinet Member for the Environment outlined the contents of the report stating that an internal review had been undertaken to bring together all the various policies within the service with regard to enforcement under one policy. Working practices had been reviewed as had priorities and IT systems

Consideration was given to the costs of using external companies to undertake enforcement with regard to flytipping and litter. The meeting was informed that this type of benchmarking had taken place.

RECOMMEND to Council that the Street Scene Services Enforcement Policy be approved subject to a condition survey of litter/dog bins being undertaken by the waste operative emptying them, freeing up 10% of officer time which would be added to dog fouling patrols, which would then total 30% of officer time as referred to in paragraph 5.5 of the report.

(Proposed by Cllr K I Busch and seconded by Cllr C R Slade)

Note: * Report previously circulated, copy attached to minutes.

167. **PRIVATE SECTOR HOUSING FEES AND CHARGES (00-36-14)**

Arising from a * report of the Director of Corporate Affairs and Business Transformation, the Homes Policy Development Group had recommended that that the revised Private Sector fees and charges be approved.

The Cabinet Member for Housing outlined the contents of the report stating that the Private Sector Housing Team carried out duties to ensure that private accommodation met minimum standards in particular there were regulations for licensing, management and use of house in multiple occupation, carbon monoxide detectors, smoke alarms and hazards within the home. The report outlined the need to revise the fees and charges for these statutory and discretionary services.

RESOLVED that the recommendations from the Policy Development Group be approved.

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

Notes:

- i) Cllr C J Eginton declared a personal interest as he was a private landlord;
- ii) * Report previously circulated, copy attached to minutes.

168. **VULNERABILITY POLICY (NEW) (00-38-44)**

Arising from a * report of the Head of Housing and Property Services, the Homes Policy Development Group had recommended that the new Vulnerability Policy be approved by Council

The Cabinet Member for Housing outlined the contents of the report stating that this new policy provided guidance on identifying and supporting vulnerable tenants to help them to sustain their tenancy and promote independence.

RECOMMEND to Council that the Vulnerability Policy be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr R J Chesterton)

Note: * Report previously circulated, copy attached to minutes.

169. **TELECARE POLICY (NEW)**

Arising from a * report of the Head of Housing and Property Services, the Homes Policy Development Group had recommended that the new Telecare Policy be approved by Council

The Cabinet Member for Housing outlined the contents of the report stating that the new community alarm policy would provide guidance on the lifeline alarm service, this was now available to all residents in Mid Devon and helped those residents remain in their homes. He added that the service was self-financing.

Consideration was given to broader advertising of the service and its importance.

RECOMMEND to Council that the Telecare Policy be approved.

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

Note: * Report previously circulated, copy attached to minutes.

170. **TIVERTON MARKET SCHEDULE OF TOLLS (00-43-52)**

Arising from a * report of the Chief Executive and Director of Growth, the Economy Policy Development Group had recommended

- a) The Schedule of Tolls be approved with adoption from 1 April 2017;
- b) The Schedule of Tolls be reviewed annually with the next review presented to the Economy Policy Development Group in March 2018.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that there was a need to standardise the market's pricing policy in a formal way within a schedule of tolls. He outlined the changes from the previous schedule and the benchmarking that had taken place with other markets.

Consideration was given to:

- Comparisons with other markets
- The distribution of charity stalls

RESOLVED that the recommendation of the Policy Development Group be approved subject to an additional clause (c) stating that delegated authority be given to the Chief Executive and Director of Growth in consultation with the Cabinet Member for Planning and Economic Regeneration to clarify the wording with regard to charity stalls and pop up stalls.

(Proposed by Cllr R J Chesterton and seconded by Cllr R L Stanley)

Note: * Report previously circulated, copy attached to minutes.

171. MID DEVON WALKING GUIDES (00-48-37)

Arising from a * report of the Chief Executive and Director of Growth the Economy Policy Development Group had recommended that the Council did not update and reprint the walking leaflets as originally produced by the Council in the 1990's but that contact be made with Town and Parish councils to offer them any source material/copyright possible in order to allow them to use local knowledge to update and then reprint as they felt appropriate.

The Cabinet Member for Planning and Economic Regeneration explained that previous walking guides had been very popular and that there had been requests that such guides be reproduced. The Leader felt that guides based on the 3 main areas of the district could be produced and would aid the corporate priorities with regard to public health and tourism, he felt that sponsorship could be gained with local businesses advertising in the guides and that a combination of Options C and D within the report was the way forward.

Consideration was given to:

- That the work could take place in line with the Tourism Action Plan
- Contact could be made with Devon County Council's Rights of Way Officers
- Distribution Networks

RESOLVED that Options C and D within the report be progressed.

(Proposed by the Chairman)

Notes:

- i) Cllr R J Chesterton declared a personal interest as Chair of the LEADER Group;
- ii) * Report previously circulated, copy attached to minutes.

172. TIVERTON EASTERN URBAN EXTENSION - A361 FUNDING (00-54-00)

The Cabinet had before it and **NOTED** a * report of the Head of Planning and Regeneration reflecting the latest circumstances surrounding the funding of the proposed A361 junction in connection with the Tiverton Eastern Urban Extension.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report explaining the history of the Eastern Urban Extension, the allocation as part of the AIDPD in 2010/11, the masterplan for Area A, the applications that had been forthcoming and the need for the new junction on the A361. He explained the initial bid process, the initial support from the Local Enterprise Partnership which had not come to fruition and the latest package of funding that had been put together by interested parties.

The Head of Planning and Regeneration explained that the time limited funding package now available had required that changes be made to the S106 agreement for the Chettiscombe Estate application which related to the delivery of the southern phase of the A361 junction, this had been approved by the Planning Committee the

previous day. There had been some disappointment that the whole junction could not now be considered at this time but she hoped that future funding bids would see the whole scheme progressed in time.

Consideration was given to:

- The repayment terms of the loan from Mid Devon District Council
- Resurfacing of the southern carriageway only at this stage rather than both sides as previously proposed; it was explained that DCC were looking into this matter via an additional bid for funding
- The traffic figures supplied to the Planning Committee from the Highway Authority
- The consequences of any delay in producing the whole junction.

Note: * Report previously circulated, copy attached to minutes.

173. **STRATEGIC GRANTS AND SERVICE LEVEL AGREEMENT PROGRAMME (1-14-25)**

Arising from a * report of the Chief Executive and Director of Growth, the Community Policy Development Group had recommended that:

- a) The recommended three-year funding levels set out in paragraph 2.3 of the report be approved with an additional £3k per annum for Citizens Advice;
- b) An allocation of £2k in year 1 and £1k in year 2 be made to the Tiverton Market Drop in Centre which had been unsuccessful in its application to the new Service Level Agreement grant programme, as a transitional arrangement.
- c) The recommended level of grants to other external organisations set out in paragraph 3.0 be approved.
- d) Any remaining funding be held in reserve in case any of those agencies awarded payments encountered problems and required additional support. These payments would be agreed by Cabinet Member decision.

The Cabinet Member for Community Well-Being outlined the contents of the report explaining the new approach to grant funding and the process that had taken place which he felt was very open and transparent with service level agreements allocations now in place.

Consideration was given to:

- The two stage grant application process
- The increase of funding proposed for the Citizens Advice
- How Service Level Agreements would direct how the funding should be spent

RESOLVED that the recommendations of the Policy Development Group be approved.

(Proposed by Cllr C R Slade and seconded by Cllr K I Busch)

Notes:

- i) Cllr R L Stanley requested that his vote against the decision be recorded;
- ii) * Report previously circulated, copy attached to minutes.

174. MOTION 535 - CLLR D J KNOWLES - 14 FEBRUARY 2017 (1-24-25)

The following motion had been forwarded to the Cabinet for discussion:

This Council resolves to enter into an agreement with Tiverton Town Council to retain at Tiverton Town Hall all the paintings currently on display at Tiverton Town Hall, either by way of long term loan or transfer to Tiverton Town Council, subject to the necessary insurance and security being maintained.'

The Chairman invited Cllr D J Knowles to present his motion to the meeting.

Cllr Knowles outlined the history of some of the paintings in the Town Hall and explained how popular they were with visitors who were shown around the building. He felt that the paintings were part of the history of the town and that they should remain in the Town Hall. The Town Council were purchasing the building and he felt that the contents should have been included in the agreement.

Discussion took place regarding:

- The outcome of a meeting of the Capital Strategy Asset Management Group which had agreed that the remaining paintings should be loaned to the Town Council
- Whether the paintings could have plaques attached to them outlining their history

It was therefore

RECOMMENDED to Council that the Motion 535 be supported.

and **RESOLVED** that the remaining paintings (outside the original agreement) be loaned to Tiverton Town Council subject to the necessary insurance and security being maintained by the Town Council.

(Proposed by the Chairman)

Notes:

- i) Cllr C R Slade declared a personal interest as a Tiverton Town Councillor.
- ii) * Report previously circulated, copy attached to minutes.

175. **PAY POLICY (1-34-07)**

The Cabinet had before a * report of the Group Human Resources Manager which set out the legislative requirements of the Localism Act 2011 relating to senior pay, in particular the role of the Chief Executive, Directors and other senior officers.

The Director for Corporate Affairs and Business Transformation outlined the contents of the report explaining the pay multiple which was calculated by comparing all taxable earnings for the given year for the Chief Executive compared to mean earning and the lowest paid in the organisation.

Consideration was given to the individual payments to senior officers.

| **RECOMMEND** to Council that the Pay Policy 2017 be adopted.

(Proposed by the Chairman)

Note: * Report previously circulated, copy attached to minutes.

176. **MEETING MANAGEMENT**

The Chairman indicated that he would take item 16 as the next item of business.

177. **CABINET MEMBER DECISION (1-40-22)**

The Cabinet **NOTED** the following decision made by the Cabinet Member for the Environment:

To introduce a £0.18 charge for using the new card payment facility on the new pay and display parking machines being installed.

Reason for Decision: The new pay and display parking machines being installed in the Mid Devon owned car parks in March 2017 have the ability to except payment by credit or debit card. The service charge for each transaction is £0.18. It is proposed that this charge is passed onto the customer in full and paid at the point of purchasing the ticket. This is less than the current transaction charge of £0.20 for using the Ringo system.

178. **PERFORMANCE AND RISK (1-41-59)**

The Cabinet had before it and **NOTED** a * report of the Director of Corporate Affairs and Business Transformation providing Members with an update on the performance against the Corporate Plan and local service targets.

Note: * Report previously circulated copy attached to minutes.

179. **NOTIFICATION OF KEY DECISIONS (1-43-21)**

The Cabinet had before it, and **NOTED**, its rolling plan * for April/May 2017 containing future key decisions.

Note: *Plan previously circulated, copy attached to minutes.

180. **ACCESS TO INFORMATION - EXCLUSION OF PRESS AND PUBLIC (1-44-00)**

Prior to considering Item 19 on the agenda, discussion took place as to whether it was necessary to pass the following resolution to exclude the press and public having reflected on Article 12 12.02(d) (a presumption in favour of openness) of the Constitution. The Cabinet decided that in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

It was therefore:

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

(Proposed by the Chairman)

181. **WINDOW RENEWAL CONTRACT**

The Cabinet had before it a * report of the Head of Housing and Property Services advising Members on the results for the tendering of the Replacement DGU Programme 2017 – 2020 to Council houses requesting it to confirm the award of the contract.

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

RESOLVED that the recommendations within the report be approved.

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

Note: * Report previously circulated, copy attached to minutes.

182. **SPECIAL PURPOSE VEHICLE (PROPERTY)**

The Cabinet had before it a * report of the Director of Finance, Assets and Resources looking at the options available to establish a property housing development company (SPV).

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

RESOLVED that the recommendations within the report be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr R J Chesterton)

Notes:

i) Cllr Mrs M E Squires requested that her abstention from voting be recorded;

ii) * Report previously circulated, copy attached to minutes.

183. **SALE OF LAND AT STATION ROAD, TIVERTON**

The Cabinet had before it a * report of the Head of Housing and Property Services regarding the asset disposal of the closed Station Yard Depot, Blundells Road, Tiverton.

The Chairman of the Scrutiny Committee had agreed that due to the nature of the decision and for it to be made in a timely fashion (as the next Cabinet meeting was not until 11 May 2017) that the General Exception Clause (Access to Information Procedure Rules 15.1) be used to waive the 28 day rule in order to secure the sale of the land.

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

RESOLVED that the recommendations within the report be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr R J Chesterton)

Note: * Report previously circulated, copy attached to minutes.

(The meeting ended at 4.35 pm)

CHAIRMAN

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
<i>Source: DWP Feb 2012</i>	

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%

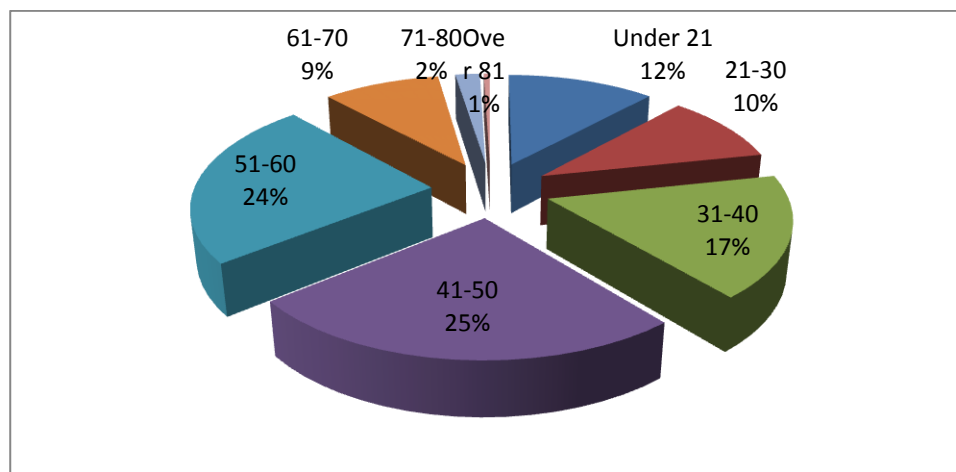
Source: 2011 Census

Mid Devon District Council Staff & Memembers Profile (as at 31st March 2015)

(all numbers under 5 are suppressed)

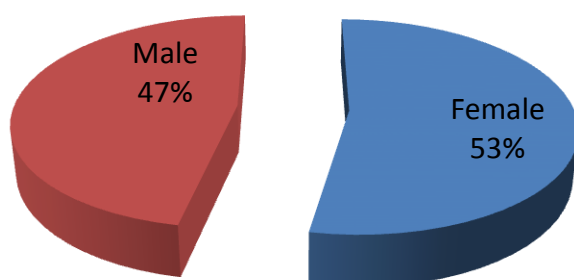
Total Number of Staff: 609

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%



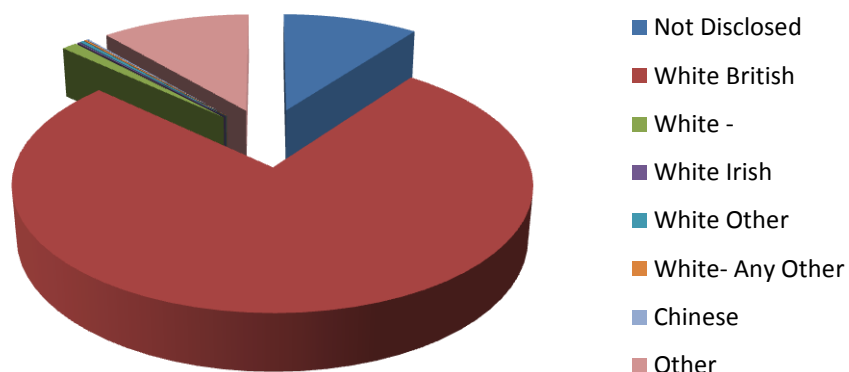
Gender Profile

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



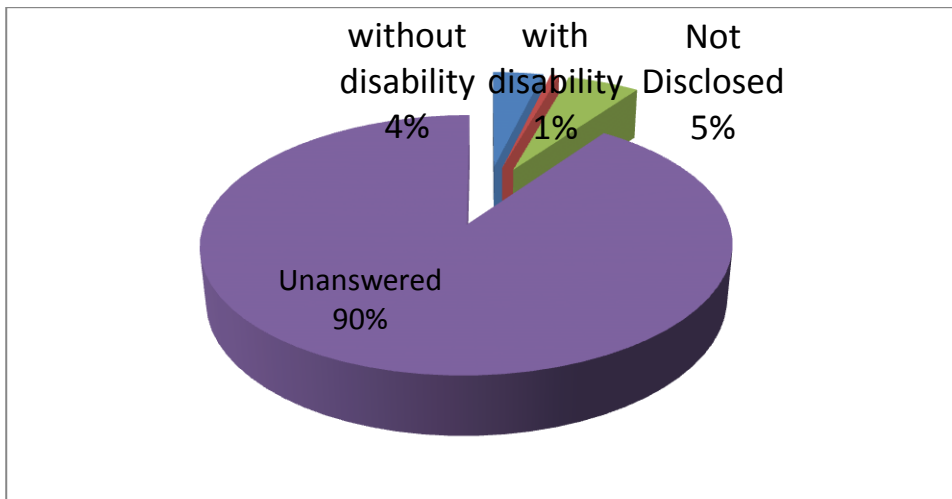
Ethnicity Profile

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%



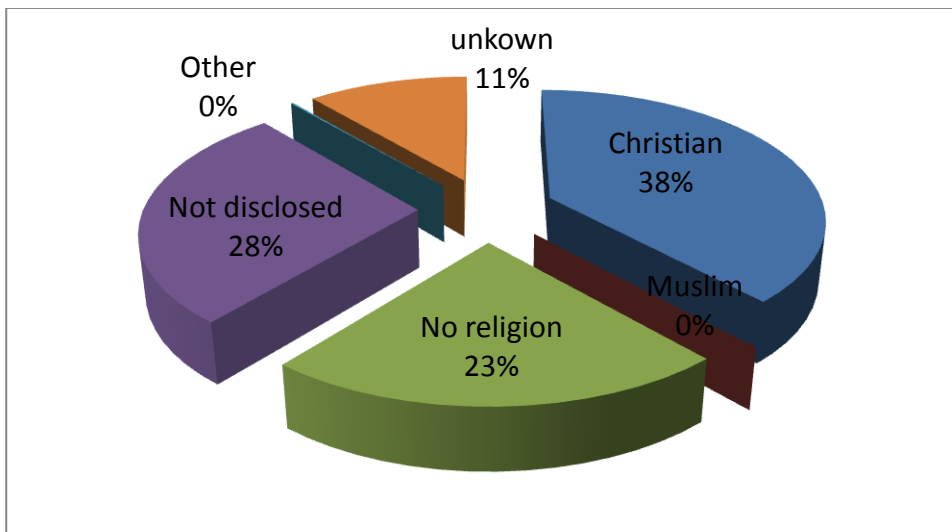
Disability Profile

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

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

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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:

- 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
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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.

2.9 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
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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	
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:	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	
To engage and consult with employees on day-to-day health and safety conditions	Union 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	
To 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

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Consultation

This document obtained the following approvals:

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Directors will be responsible for:

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- 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/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 mlope@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	
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		

CABINET
11 May 2017

Tiverton Town Centre Regeneration Masterplan and Investment Programme

Cabinet Member **Cllr Richard Chesterton**
Responsible Officer **Mrs Jenny Clifford, Head of Planning & Regeneration**

Reason for the Report: To consider the presentation of options for inclusion in the masterplan for Stage 1 public consultation.

RECOMMENDATIONS

1. The options identified in the presentation are approved for stage 1 public consultation on the Tiverton Town Centre Masterplan.
2. That delegated authority be given to the Head of Planning and Regeneration in consultation with the Cabinet Member for Planning and Economic Regeneration to finalise consultation material.

Relationship to Corporate Plan: Delivery of key priorities for Mid Devon, including a thriving economy, empowering local communities and caring for the environment.

Financial Implications: The consultants' fees for the preparation of the masterplan SPD, including two stages of public consultation, is in the region of £52,000.

Legal Implications: Legal implications will arise from various property transactions but are anticipated to be managed with existing resource.

Risk Assessment: A full risk assessment will be undertaken as the projects in the scheme are developed. Failure to support a regeneration of Tiverton Town Centre could lead to individual projects being undertaken without a comprehensive view of 'the whole story', deterioration in commercial activity, a less vibrant centre, with impacts to the Council as an asset owner as well as one of strategic leadership of place.

1. BACKGROUND

- 1.1. After some years in decline Tiverton's revival began with the construction of the North Devon Link Road, in the late 1980s. During the early 1990s, retailing in the town struggled after the opening of the Great Western Way, which led to the closure of Fore Street in the town centre to all but pedestrians. The decline was reversed to a degree by various regeneration projects, and Tiverton's trade improved in the late 1990s and early 2000s, especially on the main market days, Tuesday, Friday and Saturday and following significant housing development. However, the major recession of 2008–9 hit Tiverton reasonably hard; several chain stores closed their branches and a number of empty shops appeared. The current presence of Marks and Spencer, Tesco and Argos has assisted in keeping the town relatively active, and the town has a current shop

vacancy rate of around 7%. Tiverton won one of the 15 positions in the Round 2 pilot scheme as a Portas Town.

- 1.2. Tiverton has become a popular dormitory town for commuters to Exeter and Taunton, and this growth has been supported by large housing projects to the north of the town. The resulting influx of population has led to further development of the town's services and shops, Tesco and Marks and Spencer, being examples. Significant further housing growth is planned, in particular the Tiverton Eastern Urban Extension.
- 1.3. The Pannier Market was redeveloped in 2005/6 at a cost of more than £3 million, increasing the market's capacity and allowing markets to be held more frequently.
- 1.4. Despite its size and retail decline in recent years, the Tiverton area has many positive draws, such as Knightshayes registered park and garden, the Grand Western Canal, and award-winning museum. Recently, planning permission has been granted for a new Premier Inn.
- 1.5. The policy framework for the town centre regeneration is set out in policy COR13 of the Core Strategy 2007 and policy AL/TIV/19 of the Allocations and Infrastructure DPD January 2011.
- 1.6. Policy S10 of the Local Plan Review 2013-2033 sets out Mid Devon's aims for the future of Tiverton and its town centre. Policy TIV12 relates specifically to the redevelopment of the Phoenix Lane area, at the centre of the proposed masterplan area. The Local Plan Review has been submitted for adoption but is not yet adopted and could be subject to minor change.

Policy S10

Tiverton will continue to develop in a balanced way as a medium sized market town serving a rural hinterland in the central part of Mid Devon. The strategy will maintain its status as the largest urban area in Mid Devon and increase the self-sufficiency of the town and its area by improving access to housing, employment and services for its population and that of the surrounding rural areas. Proposals will provide for approximately 2,160 dwellings, of which 540 will be affordable, and 30,800 gross square metres of commercial floor space over the plan period.

The Council will guide high quality development and other investment to:

- a) Manage the town centre so that economic success and heritage reinforce each other, promoting new homes, shops, leisure, offices and key town centre uses which contribute to vitality and viability including an additional 7,000 square metres of gross commercial floorspace in accordance with the sequential approach in Policy DM15;
- b) Enhance walking and cycling opportunities and bus services around the town, particularly improving access via these more sustainable

modes to the town centre, Tiverton Parkway Station, Exeter and Taunton, and their interchange in the town centre.

- c) Enhance the tourism and visitor role of the town and surrounding area.

Policy TIV12 – Phoenix Lane

A site of 1.4 hectares at Phoenix Lane is allocated for redevelopment as a high quality shopping, leisure and residential area with accessible public space.

Redevelopment is subject to the following:

- a) 60 dwellings with 28% affordable housing;
 - b) 7,000 square metres of mixed commercial floorspace including retail, office and leisure uses;
 - c) Redesign and enhancement of the bus station to include an improved, safe and attractive passenger waiting area with adequate provision for buses and taxi ranks;
 - d) Improved pedestrian access between Phoenix Lane and the Pannier market, and between Phoenix Lane and the multi-storey car park;
 - e) Retention or relocation of the war memorial within the Town Centre;
 - f) Outstanding design that announces the southern entrance to Tiverton's primary shopping area while respecting and enhancing the character, appearance and setting of heritage assets and steep open hillsides;
 - g) Retention of the listed building, Gotham House, and measures to protect its character, appearance and setting including the protection of the Town Leat;
 - h) Adequate parking and service areas to serve the needs of existing and proposed uses;
 - i) Archaeological investigation and appropriate mitigation;
- 1.7. Some initial investigation work was carried out to look at regeneration in Tiverton Town Centre. We commissioned a Tiverton Town Centre retail analysis in December 2013 and a Tiverton Town Centre feasibility study completed in 2014. A number of previous schemes to regenerate the town centre have not come to fruition and there is a need for a more proactive approach to improve the overall operation of the town centre.
- 1.8. MDDC has a number of land holdings in Tiverton ranging from centralised offices, to car parks and the Pannier Market and has invested in additional property acquisition in the town centre.

2. THE ROLE OF THE MASTERPLAN AND INVESTMENT PROGRAMME

- 2.1. MDDC has appointed consultants WYG to prepare the Tiverton Town Centre Regeneration Masterplan and Investment Programme. The masterplan is fundamentally concerned with enhancing the economic prospects of the town together with improving the look and environment of the town centre. Its scope is broader than a purely spatial plan, focusing on wider issues such as the role

and function of the town centre, Tiverton's identity, unique selling points, and its relationship with competing retail and leisure offerings within the area.

- 2.2. To achieve greater vitality and viability it is important to create a more attractive town centre where the environment is of a high quality. Improved streets and spaces can attract and support greater footfall which can potentially translate into greater dwell-time and spend within the town centre. There is a strong relationship between a quality town centre environment and the future economic success of the town. In addition to the spatial masterplan, an investment and delivery framework will be produced to ensure that development envisioned by the masterplan is viable and can be delivered.
- 2.3. The aim of the masterplan and investment programme is to provide a clear strategy to ensure that Tiverton makes the most of its attractive location, wealth of heritage assets, and ease of access to the M5 and A361. It is important that the town meets its full potential as a thriving vibrant place now and into the future, and promotes its many attractive local venues and activities.
- 2.4. Tiverton town centre should be a place of choice and quality, with a good range of shops and services, offering something unique and different to nearby centres, set within an attractive and pleasant environment reflecting the history and character of the place. The town should provide a good range of places to shop, eat, drink and stay and develop a positive image as a traditional English market town.
- 2.5. The masterplan aims to strengthen the economy by creating new opportunities for businesses, jobs, shops and leisure, improving linkages and transforming public spaces to make the town a more attractive place to shop, relax and stay, strengthening the town's role as a retail, leisure and service hub.
- 2.6. The Council can influence land use and building in Tiverton. It owns land that could be made available to help kick-start improvements by working in partnership with other land owners and investors. The Council is keen for the local community to have a key role in the development of the masterplan and the future of the town centre and has set up a steering group comprising Mid Devon officers and members and representatives from the Town Council, local businesses and local residents to help shape the plan as it develops.
- 2.7. The principal aims of the regeneration and investment project as a whole are to:
 - Identify the role and function of the town centre and build on its unique selling points.
 - Improve the range and quality of both the retailers and food and beverage operators within the town centre of Tiverton, and identify gaps in provision locally and the potential to increase vitality and, ultimately, resident and visitor expenditure and satisfaction.
 - Facilitate an improved cinema offer for the town by working in partnership with Merlin Cinemas.

- Improve the car parking facilities for visitors to the town through access improvements, signage and physical links to the town centre.
 - Support the emerging Pannier Market business plan to provide a sustainable and thriving market contributing to the local economy.
 - Build on the town's historic areas and heritage assets to contribute to this project, including relocating the war memorial to Angel Hill, and applying for grant funding where opportunities arise.
 - Develop a business plan to maximise the Council's property portfolio.
 - Bring forward new commercial development on land identified in the masterplan, and identify redevelopment opportunities of vacant and underused land and property.
 - Work with Premier Inn to ensure delivery of a planned hotel in the town centre.
 - Encourage additional choice of quality supermarket shopping within the town centre.
 - Promote the formation of a business-led incentive.
 - Make Tiverton an attractive place for independent business.
 - Provide a pleasant environment to spend time in, including connections to open spaces and the river Exe.
 - Create attractive experiences around the town centre and provide improved linkages to other attractions outside the town centre.
- 2.8. It is proposed to adopt the masterplan as a Supplementary Planning Document (SPD). This is a document that sets out more a detailed framework or policies in support of those contained in the Local Plan. Whilst it does not itself form part of the Development Plan, it is a material consideration in the determination of planning applications.

3. MASTERPLAN OPTIONS FOR STAGE 1 PUBLIC CONSULTATION

- 3.1. MDDC's Statement of Community Consultation requires two stages of public consultation on SPDs, firstly at the options stage and secondly on the draft document itself. This report relates to material in relation to the first stage of public consultation.
- 3.2. Following a series of initial stakeholder workshops, the steering group has been working with WYG on preparing a set of options for public consultation. Initial draft options were presented to the steering group on 3rd April and the options were amended following feedback from the steering group members.
- 3.3. The consultant's presentation (attached) was given to PPAG on 20th April. Members of the Economy PDG and all Tiverton Ward Members were invited to attend the PPAG meeting. The presentation covers:
- Tiverton today
 - Analysis overview
 - Engagement summary
 - The vision
 - Themes and priorities

- Key sites: options and aspirations
 - Town wide initiatives
 - Phasing and delivery
 - Summary and next steps
- 3.4. Stakeholder engagement carried out so far highlighted Tiverton as having some very good aspects including the historic environment, attractions such as the river, the museum, Knightshayes and the Grand Western Canal, and a number of good independent shops and successful events such as Electric Nights. There is ample parking and the town meets some of the day to day needs of local people.
- 3.5. However, most of the gateways to the town centre give a poor first impression. The town feels tired, the public realm is poor and there is a lack of greenery. The pannier market is under-utilised and there are limited places to eat and drink. There is a lack of a buzz/identity in the town centre and it was perceived that there is a lack of co-ordination of efforts.
- 3.6. A number of ideas were consistently put forward during the stakeholder engagement, including improving the gateways into the town and the key linkages, for example from the car parks to the town centre, including improving signage to the centre itself and to attractions such as the canal. There was a desire for public realm improvements, including taking traffic out of Fore Street, and incentives to improve shopfronts, as well as recognising opportunities such as redeveloping Phoenix Lane (including cinema expansion) and improving the pannier market. The town centre should be more attractive for families and include cultural offerings and places to attractive eat to develop an evening economy. Links from J27 could boost footfall to the town.
- 3.7. The vision is seen as securing the future of Tiverton as a market town for the 21st Century based on the following key objectives:
- A vibrant town centre – a thriving, historic and expanded town centre, a hub for arts and culture, food and entertainment, shopping and public services with the pannier market at its heart.
 - Excellent connectivity – Good road connections to the surrounding towns and cities, train stations airports, pedestrianised and function villages, and areas and a one-way system to control traffic in and around the town centre, a walkable town with high quality public realm and cycle routes.
 - Successful local businesses – Leading businesses and tourism and leisure based business opportunities. Continue to grow the market and food and craft offer of the town. Encourage and support independents.
 - A family environment – Creating a safe and user friendly environment with safe streets and outdoor spaces, offering family attractions and events.
 - Respect for the landscape – Physical and visual connections with the landscape to retain rural and urban character and a range of quality open spaces.

- Determination to succeed – Proactive and coordinated local partners, Town Council and town centre management team and function active engaged workers and residents that take pride in their town.

3.8. The options highlight a number of key themes and priorities:

- Accessibility: improving footfall by creating a “pedestrian loop” around the town, traffic calming, improving the route from the car park/Premier Inn into the town and rationalising parking options.
- Gateways: making the entrances to the town more inviting, identifying key connections and improved public spaces.
- Public realm: identifying key areas for public realm improvement and greening.
- Attractions: identifying what makes the town centre attractive to visitors and what can be done to improve poor quality areas (such as screening backs of shops and commercial bins/parking).

3.9. A number of key development options/opportunities have been highlighted, including a number of key town centre sites in Mid Devon’s control.

- West Exe car park: potential for increasing the parking by decking the area and including river frontage uses such as restaurants and outdoor seating with access to the water.
- Rear of Town Hall site: opportunity for riverside frontage and public access within the housing scheme.
- Town Hall: opportunity to use as cultural hub/flexible space for community activities to complement the Town Council’s use (subject to discussions with the Town Council).
- Beck Square: potential to redevelop for residential/retail/leisure
- Phoenix Lane area: Premier Inn, cinema redevelopment, restaurants and residential potential, potential to improve bus station appearance.
- Pannier market area: opportunity to restrict traffic, improve environment, open up access to the market from Fore Street, screen low quality areas (bins, commercial parking), bring upmarket as food hall/craft centre, redevelopment opportunities, e.g. Market Walk, increase car parking by decking, provide for taxi, cycle and community transport parking.

3.10. In addition to development sites, a number of town-wide initiatives have been identified:

- Support for existing traders
- Incentives for existing and new businesses
- Shop front enhancement grants
- Car parking strategy and price review
- Public realm strategy/ Way-finding strategy
- Green corridors and spaces
- Improved public facilities – public toilets, public transport and services
- Virtual networks – IT, home working, high speed internet, start up enterprise units

- Visitor strategy

3.11. The initiatives and options have been grouped into short, medium and long term priorities (see presentation).

3.12. In response to the presentation of options, PPAG highlighted a number of issues that needed to be more clearly articulated in the options document that goes out to public consultation:

- More explicit reference to TCAT (High School Community Arts Theatre) required – town centre offering should complement rather than compete with TCAT.
- Tiverton Town Clerk should be contacted to discuss inclusion of the Town Hall. The group saw it as a useful inclusion to think about money generating ideas for the Town Council that would complement their use of the building.
- A management plan would be needed for management of the green space, planters, etc.
- Reference was made to the ambition of the wider vision which should be clearer on what destination Tiverton could be and what we should aspire to.
- Emphasis should be on Tiverton as a market town – food, produce, cultural offering and crafts.
- More should be made of the river to tie in with the hydropower project with river improvements and water-based activity.

4. CONSULTATION ARRANGEMENTS

4.1. Stage 1 public consultation is proposed to take place over a 6 week period with provisional dates from 12th June to 24th July 2017.

4.2. Means of consultation will include:

- Public exhibition, potentially to be held in the pannier market – date to be agreed.
- Presentation to Tiverton Town Council with invitations to other Town and Parish Councils.
- Exhibition boards will be erected in Phoenix House, together with dedicated website pages.
- Publicity arrangements are to include press release, Facebook, Twitter and press advert.

APPENDIX: Tiverton Town Centre Regeneration: presentation on options for consultation

Contact for more information: Tina Maryan, Area Planning Officer – 01884 234336 / tmaryan@middevon.gov.uk

Circulation of the report: Cllr Richard Chesterton, Management Team



Tiverton Town Centre Regeneration

Cabinet presentation material • 11 May 2017



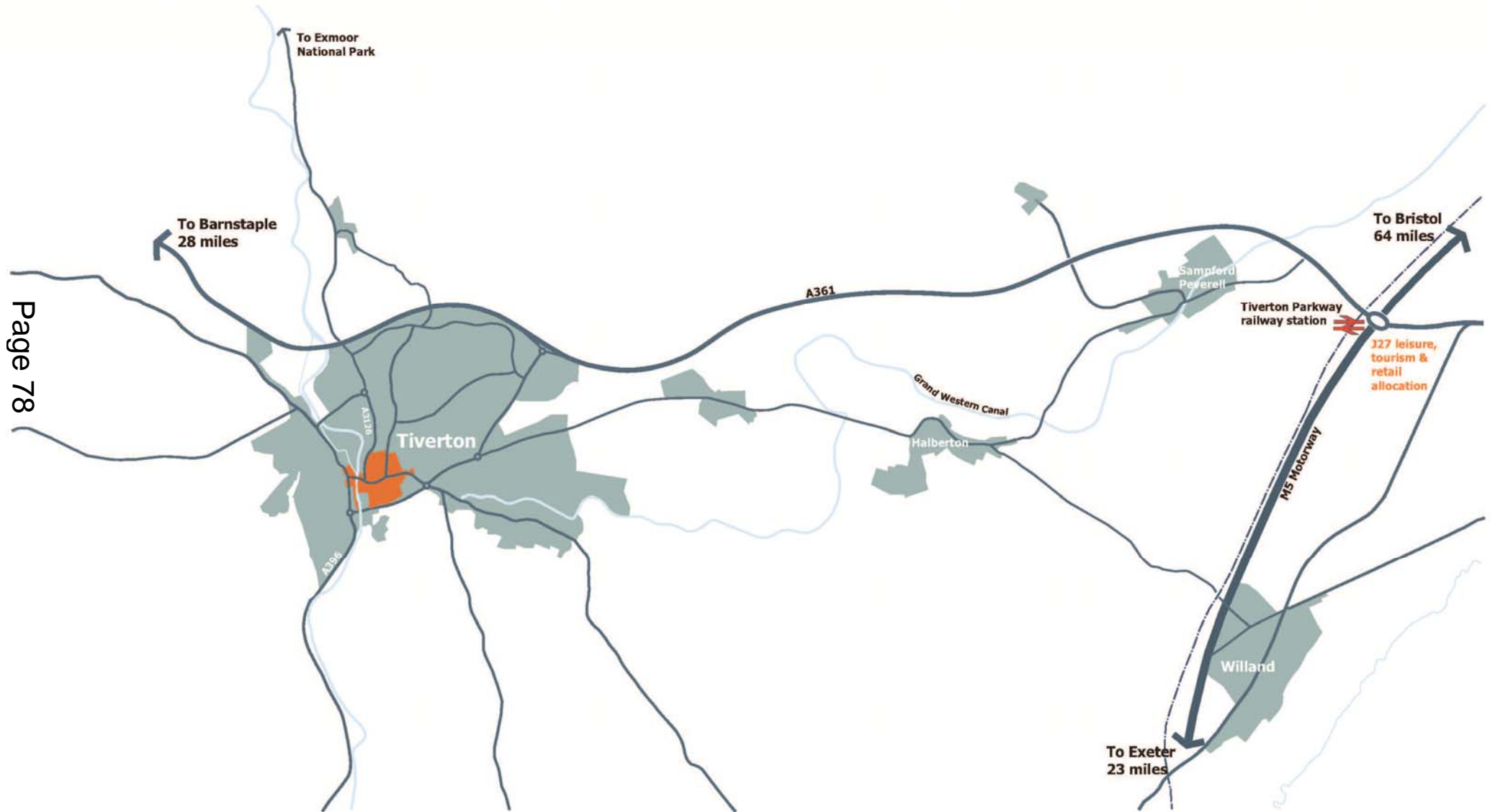
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Tiverton Today:
population c22,000, one of three main towns in Mid Devon, historic market town, local service centre, administrative centre of the district, good local businesses, close proximity to M5 motorway, rural hinterland and existing attractions.

Analysis: Wider context



Poor



Good



Good



Poor



Not so good ...



Potential



Poor



Good



Potential



Analysis: What we know ...

The Challenges

- Outflow of retail spend; set to increase
- Parking cost more than at competing locations
- Environment is historically rich, but does not offer a continuous experience of quality
- Town centre layout is not conducive to maximising footfall
- The Pannier Market has seen better days
- Narrow retail offering
- Limited night time economy
- Limited property market demand

These present a **potential future threat** to the town.

Engagement: What we've been told ...



What is good?

- Historic environment
- Attractions
- Independents
- Meeting some needs of local people
- Parking
- Successful events

What is not so good?

- Poor first impressions
- Feeling tired
- Public realm
- Lack of greenery
- Lack of a buzz/identity
- Pannier Market
- Limited choice of places to eat
- Lack of coordination of efforts



Engagement: Ideas we've been told

Improve **gateways**/arrival points

Improve **key linkages**

Improve **Phoenix Lane** - including cinema

Pannier **Market improvements** (including access, environment, management)

Enhance **river frontage**

Connections to **the canal**

Remove traffic from Fore Street

More **family-friendly**

Public realm improvements (**new public spaces**, signage, street furniture, planting, surface material and ongoing maintenance)

Amphitheatre/performance space

Facelift/**shop front enhancements**

Develop **evening economy**

Clear **marketing strategy** – coordinate efforts & attract high spenders

Links to Junction 27.

Engagement: vision workshop



Group 3

Great experience
first/last impressions

- looks good
- lots to do
- good service
- quirky stuff.

places to dwell → eat/drink/be.

Evening Economy
Restaurants + Bars
Offer for affluent people
Embrace Pedestrians
Embrace Historic
Reintroduce Green

Identity
raison d'être

What sets Tiverton apart from competing centres?

The environment – framed views of the historic streets; the Rivers Exe and Lowman that wrap the town; the green slopes of Exeter Hill, the Castle and St Peters

The Pannier market – historically embodying the Towns entrepreneurial spirit and the regional character of mid Devon

The independent shops – range, diversity and distinctiveness alongside the Big names too...

Cultural offering – cinema, theatre, church, hall, library, civic offices, performance spaces

Convenient parking – at every end of the town.



Tiverton is preparing to transform into a **21st Century Market Town**. The town will grow in size and have a population of more than 30,000. There is already a number of town centre projects identified for change and development in the town centre, Tiverton Eastern Urban Extension, and Tiverton High School. The challenge is to grow Tiverton without losing the intimacy and character of a market town, but providing all the arts, culture, education, leisure you want in a thriving town.



Key objectives for Tiverton

Through the masterplan Tiverton wants to secure its future position as a market town for the 21st Century with:

A vibrant town centre – a thriving, historic and expanded town centre, a hub for arts and culture, food and entertainment, shopping and public services with the Pannier Market at its heart.

Excellent connectivity – Good road connections to the surrounding villages, towns and cities, train stations and airports, pedestrianised areas and a one-way system to control traffic in and around the town centre, a walkable town with high quality public realm and cycle routes.

Successful local businesses – Leading businesses and tourism and leisure based business opportunities. Continue to grow the market and food and craft offer of the town. Encourage and support independents.



Key objectives for Tiverton

A family environment – Creating a safe and user friendly environment with safe streets and outdoor spaces, offering family attractions and events.

Respect for the landscape – Physical and visual connections with the landscape to retain rural and urban character and a range of quality open spaces.

Determination to succeed – Proactive and coordinated local partners, active Town Council and town centre management team and engaged workers and residents that take pride in their town.

Themes & priorities:

Accessibility

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DRAFT
Tiverton town centre
Strategy: Parking/movement
Key

- Primary vehicular access
- Traffic calmed streets
- Private parking
- Bus stop (to be retained)
- Bus stop (to be relocated)
- Potential site for redevelopment/in
- Privately owned car park
- On-street parking
- Taxi rank
- Approved hotel
- Pedestrian circulation
- Retained public car park

Themes & priorities:

Gateways

Page 90



Themes & priorities: Public realm

Page 91

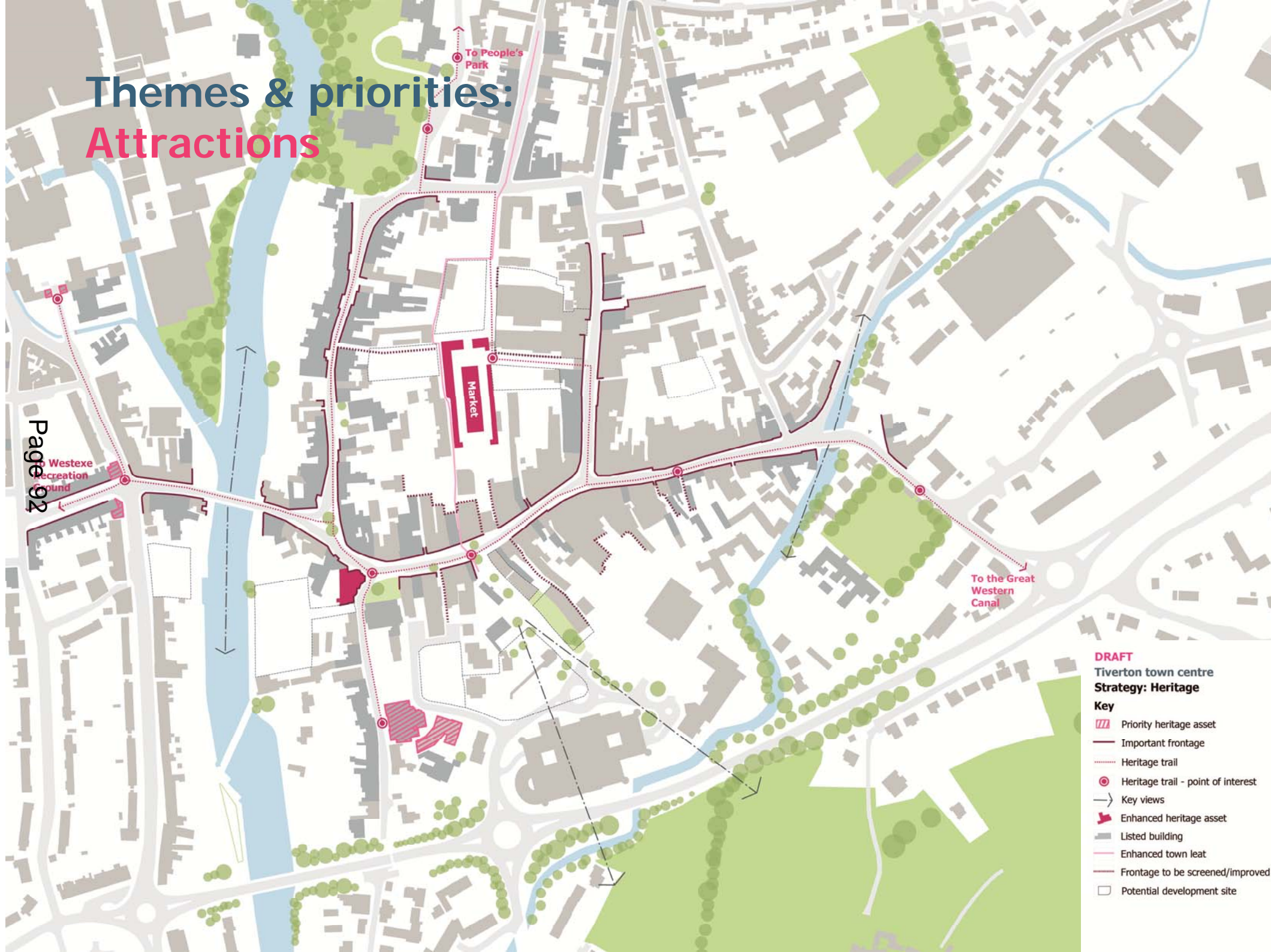


- DRAFT**
Tiverton town centre
Strategy: Public realm
- Key**
- Junction improvement (implemented)
 - Junction improvement
 - Public realm improvement
 - Key public space enhancement
 - Pedestrian route enhancement
 - Approved hotel
 - New tree planting
 - Trees to be removed
 - Improved traffic route
 - Buildings for removal

Themes & priorities:

Attractions

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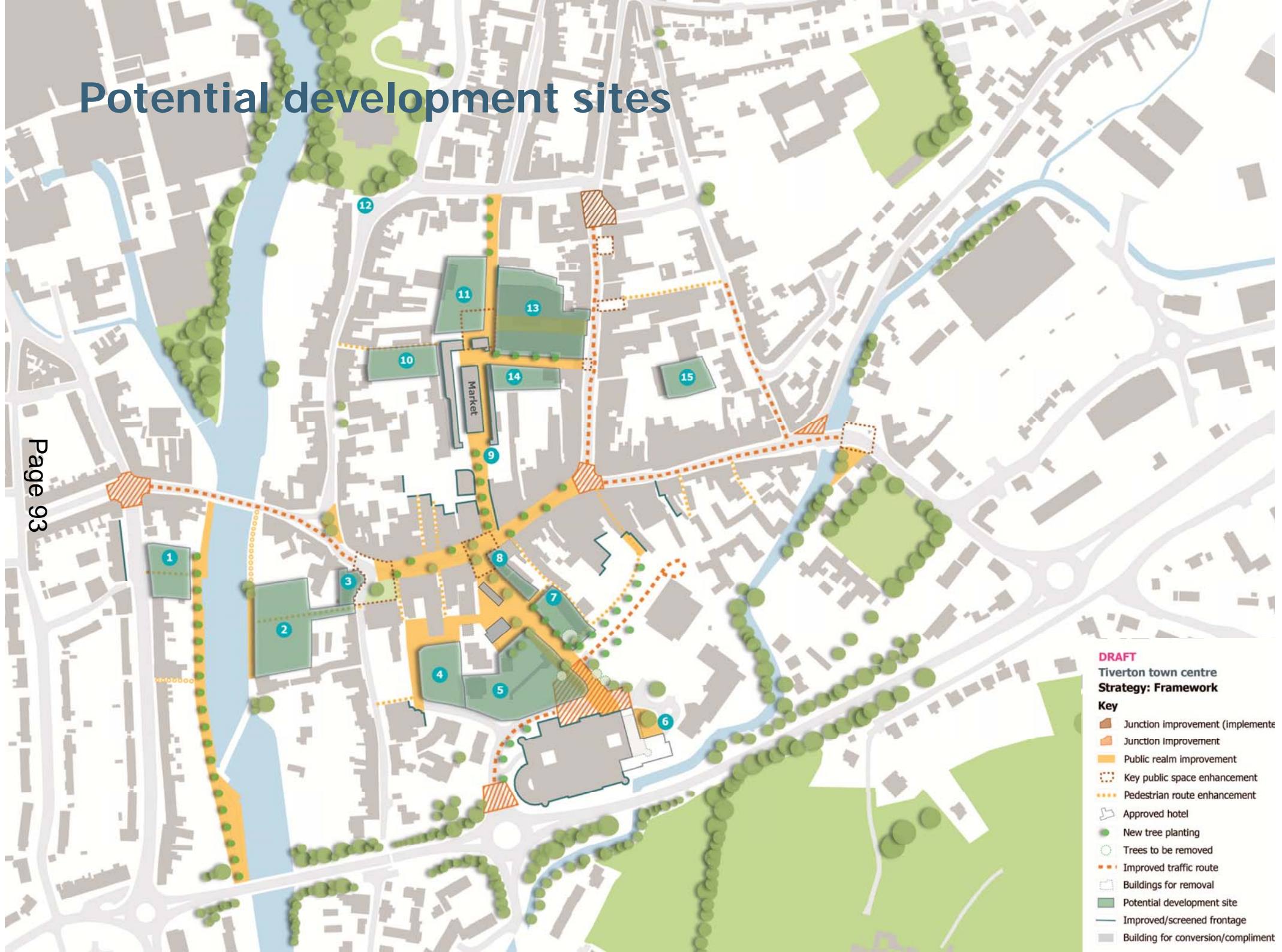


DRAFT
Tiverton town centre
Strategy: Heritage

Key

- Priority heritage asset
- Important frontage
- Heritage trail
- Heritage trail - point of interest
- Key views
- Enhanced heritage asset
- Listed building
- Enhanced town leat
- Frontage to be screened/improved
- Potential development site

Potential development sites



12



3

9

1

2

4

5

7

Key Site 1 - West Exe car park



- Approximately 1,270 sq m
- Currently used as a public car park with 47 spaces
- Owned by MDDC?
- Riverside location
- Within flood zone 3 – not suitable for residential
- Potential for intensification of parking provision along with frontage towards River Exe – A3 use, cafe restaurant/bar. Outdoor seating
- Potential future access to water.

Key Site 2 - St Andrews Street



- Approximately 3,820 sq m
- Currently largely undeveloped
- Proposed residential allocation TIV 7
- Approved planning permission for 44 units of accommodation for older persons
- Owned by MDDC
- Riverside location
- Within flood zone 3
- Accessed from St Andrews St
- Challenging site topography
- Opportunity for riverside frontage and public access
- Design competition – winning architect appointed.

Key Site 3 - Town Hall



- Currently used as the Town Hall
- Prominent three storey building
- **Recently acquired by Tiverton TC**
- Grade II Listed building. Potentially within setting of Grade I listed St George's church
- Potential conversion into arts/cultural hub with bar and cafe/restaurant. Potential to create outdoor area to rear of Town Hall overlooking the river. Events venue – music/ comedy/ weddings/ art gallery/ exhibitions
- Flexible spaces to host a range of community activities – yoga/ dance/ theatre etc



Key project 01: Riverside

Pros

Enhancing the riverside environment
Promoting active uses and potential water use
Creating new frontage and places to eat
New public spaces
Potential terracing to optimise views
Cultural/arts hub and focus for the town
Providing a day/ night time economy
Future desire lines and links

Cons

Town Hall owned by Tiverton Town Council – unsure of future plans
Challenging topography and flood risk.

Key Site 4 - Beck Square



- Approximately 1,510 sq m site area
- Public car park with 36 spaces
- Included as part of a proposed mixed use allocation (Policy TIV 12)
- Owned by MDDC
- Adjacent and overlooked by two listed buildings (St Georges Church and Tiverton Museum)
- Raised site and steep access slope from the south
- Vehicular access constrained
- Redeveloped potential for a new cinema/ residential (over 55s accommodation), active ground floor (cafe/restaurant)
- Investigate potential location for new bus station/ hub.

Key Site 5 - Southern gateway



- Approximately 4,000 sq m site area
- Currently bus station, a cafe, vacant offices and some areas of adopted highway
- Partly in ownership of MDDC (other ownerships to be confirmed)
- Included as part of a 'proposed mixed use allocation' (Policy TIV 12)
- Key gateway site from Great Western Way and multi storey car park
- Future use of former Job Centre building to be established
- Investigate the potential to relocate or redesign the bus station
- New hotel recently approved to south
- Restaurants and residential potential
- Public realm should optimise slope and create natural outdoor arena.

Key Site 7/8 - Phoenix Lane



- Approximately 1,990 sq m site area
- Includes land used as the Tivoli cinema and memorial garden
- Included as part of a 'proposed mixed use allocation' (Policy TIV 12)
- Adjacent grade II* listed building near the site to the north-west
- Bounded to the east by service areas for commercial properties
- Pedestrian link along eastern boundary to be enhanced and lit
- Potential for cinema expansion on site and new entrance/frontage along Fore Street
- Residential accommodation with active ground floor uses.



Key Site 9 - The Market



- Grade II listed pannier market
- Restriction of traffic to one side of the market
- Loss of retail space and flats above
- Improve pedestrian environment along eastern side – link to lock up units with strings of lights/ bunting and material etc.
- Market as food hall/ craft centre
- Removal of buildings to south along Fore Street to open up access to the market
- Screening of backs of properties and trees to green the overall environment
- Redevelopment opportunity for pub – create outdoor area and potential to up-market to Gastro pub style offer
- Incentives needed to attract people back to the market, late night opening/themed events.

Key Site 11 - Northern car park



- Currently a public car with 86 spaces (2,020 sq m)
- In ownership of MDDC
- Potential relocation of youth drop-in centre to People's Park or elsewhere
- Adjacent to the rear of a number of listed buildings
- Opportunity to decking of car park to increase capacity and offset spaces lost by potential redevelopment of other parking areas
- Provision of taxi, cycle and community transport parking.
- Include new planters and trees to green the environment and create community gardens

Site 13 - Market Walk

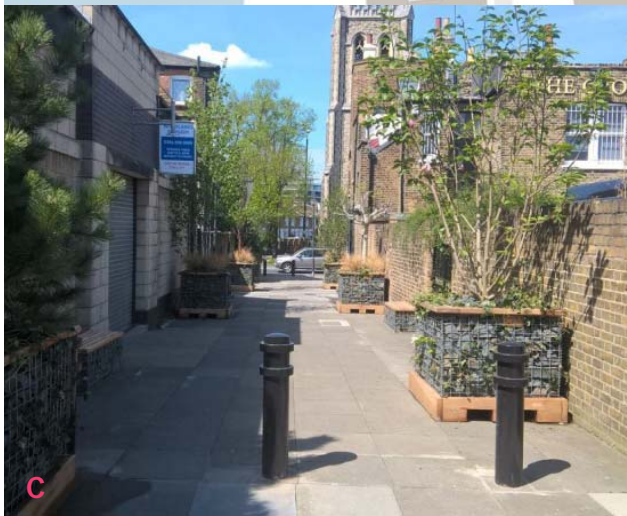
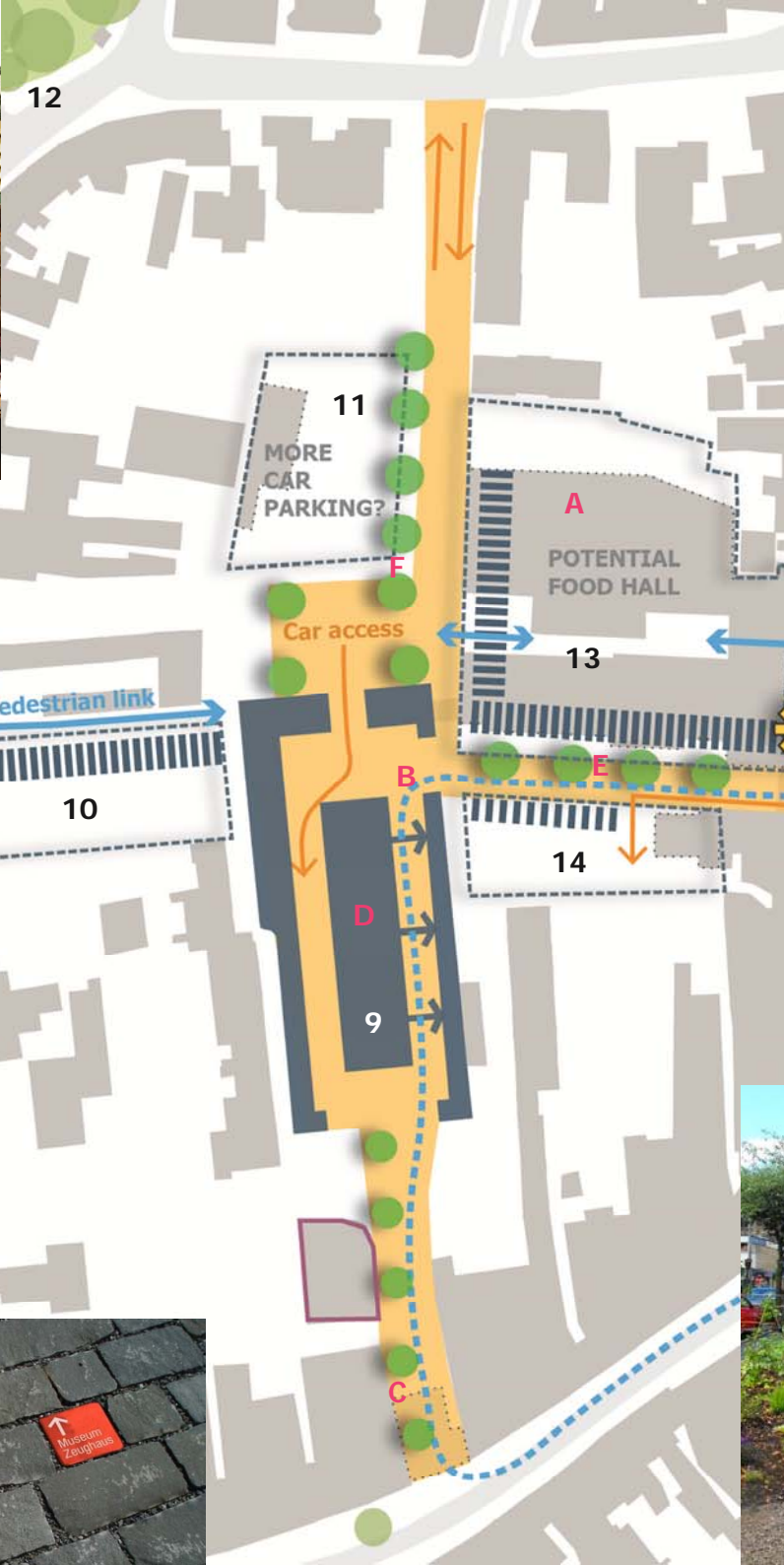


- Currently comprising retail units located around Market Walk (3,940 sq m)
- In ownership of MDDC
- 2 storey units with retail on ground floor. Staff parking and service area located to the north and south.
- Longer term redevelopment opportunity – food hall?
- Potential for residential infill to the north in private ownership
- Retain shop frontage on Bampton Road.

Site 14 - Market Walk south



- Approximately 600 sq m site area
- Currently in use as a public car park with 24 spaces with public toilets adjacent
- Located in between grade II listed pannier market to west and backs of grade II Listed building fronting on to Bampton St
- Current access to customer car park of Lloyds TSB and residential properties
- Mobile community transport stop to be relocated
- Potential for relocation of public toilet and creation of a new street of incubator/ start up units linked to market
- Possible craft stalls with an element of parking to the rear
- Screening of service areas and permit parking in short term.



Potential major interventions & key projects



Town wide initiatives

- Support for existing traders
- Incentives for existing and new businesses
- Shop front enhancement grants
- Car parking strategy and price review
- Public realm strategy/ Way-finding strategy
- Green corridors and spaces
- Improved public facilities – public toilets, public transport and services
- Virtual networks – IT, home working, high speed internet, start up enterprise units
- Visitor strategy

These will feed into the **Town Centre Action Plan** and **Investment Programme**.

Phasing & Delivery

- **Short term priorities (1 – 2 years)**
 - adopt masterplan as SPD
 - set up Town Centre Action Group
 - use action plan to seek and apply for funding
 - Central pedestrian loop – improve signage & public toilets
 - The Market – enhance & promote/ rate and rent incentives
 - Cultural quarter/ night time economy
 - Relocation of coach parking
 - Parking incentives
 - Shop front enhancement scheme
 - Public realm/ way-finding strategy
 - Development Briefs for key sites.

Phasing & Delivery

- **Medium term (3 – 7 years)**
 - Riverside frontage
 - Food Hall opportunity
 - Cinema redevelopment
 - Southern gateway – detailed design
 - Rationalisation of northern car parks
 - Bus station redevelopment/ relocation
 - Wider public realm improvements
 - Arts and cultural hub.

Phasing & Delivery

- **Longer term (7 years +)**
 - Acquiring non council owned land to redevelop
 - Market Walk redevelopment
 - Transport links to J27 development.

Summary

The Vision celebrates these distinctive characteristics of the Town Centre, recognising that they give it a strong and important sense of purpose and that as such, they can function as the underpinning of an ambitious programme for its future. And so to get this right Tiverton needs:

- **A great environment**
- **Ease of movement** (and a small retail loop to get the most out of every visitor – expanded footfall from the same number of people!)
- **A vibrant market**
- **Inviting gateways**
- An expanded **cultural programme**
- An **active waterfront**
- An **expanded/new cinema**

Summary

- Larger retail footprints
- A **expanded residential** component

And these things will follow:

- Greater footfall and **more visitors**
- More **big name shops**
- A **night time economy**, with more places to eat
- **Greater retail offering**, offering more to all the community
- A greater share of inward retail spend
- A **strong, reinforced community sense of identity and attachment** to the town.

Next steps

[illegible]

MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

June 2017

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

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Land for Affordable Housing To acquire land (in consultation with the Cabinet Member for Housing) for the provision of affordable housing (under the scheme of delegation) at Waddeton Park, Post Hill, Tiverton	Head of Housing and Property Services	Not before 15th May 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242		Open
Gypsies and Travellers Policy To receive a report of the Head of Housing and Property Services regarding a policy for Gypsy and Travellers.	Community Policy Development Group Cabinet Council	6 Jun 2017 6 Jul 2017 30 Aug 2017	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Devon District Council's Joint Safeguarding Policy and MDDC Guidance and Procedures	Community Policy Development Group	6 Jun 2017	Jill May, Director of Corporate Affairs and Business Transformation Tel:	Cabinet for the Working Environment and Support Services	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Annually or whenever there is a change in the legislation.	Cabinet	6 Jul 2017	01884 234381	(Councillor Margaret Squires)	
Local Enforcement Policy (post consultation) Report of the Head of Planning and Regeneration following the consultation process	Cabinet Council	15 Jun 2017 28 Jun 2017	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Cemetery Works To receive a report detailing proposed works for the cemeteries in Tiverton and Crediton regarding concrete bases as foundations for headstones.	Environment Policy Development Group Cabinet	11 Jul 2017 3 Aug 2017	Joe Scully, Operations Manager	Cabinet Member for the Environment (Councillor Karl Busch)	Open
10 Year Management Plan for Open Spaces The Open Spaces Manager will put forward provisional plans for a framework of development for open spaces, play areas and	Environment Policy Development Group Cabinet	11 Jul 2017 3 Aug 2017	Joe Scully, Operations Manager	Cabinet Member for the Environment (Councillor Karl Busch)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
cemeteries in the District.					
Tenancy Policy (update) To receive a report from the Head of Housing and Property Services outlining some minor changes to the Tenancy Policy.	Homes Policy Development Group Cabinet	18 Jul 2017 3 Aug 2017	Andrew Pritchard, Director of Operations	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Tenancy Strategy To receive a report from the Head of Housing and Property Services regarding a revision of the Tenancy Strategy.	Homes Policy Development Group Cabinet	18 Jul 2017 3 Aug 2017	Andrew Pritchard, Director of Operations	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Town and Parish Charter To undertake a four yearly review the Town and Parish Charter	Community Policy Development Group Cabinet	1 Aug 2017 31 Aug 2017	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Customer Care Policy 3 yearly review	Community Policy Development Group	26 Sep 2017	Liz Reeves, Head of Customer Services Tel: 01884 234371	Cabinet for the Working Environment and Support Services (Councillor	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Cabinet	26 Oct 2017		Margaret Squires)	
Community Engagement Strategy 2016-17 Report updating Members on progress made with the Community Engagement Action Plan (2015-16) and to review the strategy and focus for 2016-17.	Community Policy Development Group Cabinet	26 Sep 2017 26 Oct 2017	Liz Reeves, Head of Customer Services Tel: 01884 234371	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
ICT Strategy Report of the Head of Customer Services regarding a review of the ICT Strategy	Cabinet	28 Sep 2017	Liz Reeves, Head of Customer Services Tel: 01884 234371	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Strategic Land Issues To receive a report of the Director of Finance, Assets and Resources advising on responses to the Town Centre Masterplanning.	Cabinet	28 Sep 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt <i>Financial and business issues</i>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Half Yearly Investment Performance and Review of Treasury Management Strategy Report regarding treasury performance during the first 6 months of the 2017/18 financial year.	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Medium Term Financial Plan Report producing an updated Medium Term Financial Plan; taking into account the Council's key strategies.	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Draft 18/19 General Fund and Capital Programme Report considering options available in order for the Council to set a balanced budget for 2018/19	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Review of Bereavement Services To receive a report regarding	Environment Policy Development Group	7 Nov 2017	Joe Scully, Operations Manager	Cabinet Member for the Environment (Councillor Karl	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
a review of Bereavement Services, to include National Assisted Burials	Cabinet	23 Nov 2017		Busch)	
Council Tax Reduction Scheme Report regarding a scheme for 2018	Cabinet Council	23 Nov 2017 13 Dec 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Corporate Anti-Social Behaviour Policy 4 yearly review	Community Policy Development Group Cabinet	28 Nov 2017 4 Jan 2018	Andrew Pritchard, Director of Operations	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Community Safety Partnership Plan 2 yearly review	Community Policy Development Group Cabinet	28 Nov 2017 4 Jan 2018	Andrew Pritchard, Director of Operations	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Tax Base Calculation Report detailing the statutory calculations necessary to	Cabinet Council	23 Nov 2017 13 Dec 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel:	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
determine the Tax Base for the Council Tax			01884 234242		
Budget Report outlining options available in order for the Council to move towards a balanced budget for 2018/19	Cabinet Council	1 Feb 2018 21 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Capital Programme Report seeking Council approval for the 2018/19 Capital Programme	Cabinet Council	1 Feb 2018 21 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
National Non - Domestic Rates Report providing an update on the income generation and financial implications of the number of business rates properties in Mid Devon and requesting that the NNDR1 be approved.	Cabinet	1 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Policy Framework Report outlining the Policy Framework for the year	Cabinet Council	1 Feb 2018 21 Feb 2018	Stephen Walford, Chief Executive	Leader of the Council (Councillor Clive Eginton)	Open
Establishment Report outlining the overall structure of the Council	Cabinet Council	1 Feb 2018 21 Feb 2018	Jane Cottrell, Group Human Resources Manager	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open