

# Public Document Pack

## Mid Devon District Council

### Cabinet

Thursday, 3 August 2017 at 2.15 pm  
Exe Room, Phoenix House, Tiverton

Next ordinary meeting  
Thursday, 31 August 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 - 8)

To receive the minutes of the meeting of 6 July 2017.

4. **Private Sector Housing Fees and Charges - Civil Penalties** (Pages 9 - 16)

Arising from a report of the Public Health and Professional Services Manager, the Homes Policy Development Group had recommended the proposed civil penalties approach and the fines as set out in the report be approved.

5. **Review of the Housing Service Fire Risk in Communal Area Policy**  
(Pages 17 - 40)

Arising from a report of the Housing Services Manager, the Homes Policy Development Group had recommended the revised Fire Risk in Communal Areas Policy be amended to include a reference to the fact that the Private Sector Housing lead officer had been consulted and that the revised policy as amended be approved.

6. **Financial Monitoring** (Pages 41 - 58)

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

7. **Performance and Risk** (Pages 59 - 84)

To consider 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.

8. **Cabinet Member Decision**

To note a decision made by the Cabinet Member for Community Well-Being:

As part of the Service Level Agreement Grant Programme, to commission the Onion Collective to provide initial feasibility advice for Crediton Town Team on its Community Hub project

**REASON FOR DECISION:**

At its meeting held on 30 March 2017, the Council approved a £6,000 allocation for each of the 2017/18, 2018/19, 2019/20 financial years for an external consultancy, the Onion Collective to advise on 'flagship' community/social enterprise projects in the district. Crediton Town Team has approached the Council for consultancy advice from the Onion Collective to help scope and refine its plans to establish a Community Hub in Crediton. Support from the Onion Collective, if approved, would consist of an initial diagnostic session with the Crediton Town Team with representatives of MDDC in attendance. The diagnostic session would establish the means by which and level of consultancy support to be provided. This is unlikely to exceed three days in the first instance (but may be extended following a review of progress), as the Onion Collective's time is expected to be allocated to key projects across the district. There are currently no other requests for Onion Collective support in the district. In line with its Service Level Agreement with the district, the Onion Collective will report on progress at the end of the second quarter.

9. **Notification of Key Decisions** (*Pages 85 - 98*)

To note the contents of the Forward Plan.

**Stephen Walford**  
Chief Executive  
Wednesday, 26 July 2017

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Member Services Officer in attendance so that all those present may be made aware that is happening.

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

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

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

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

Tel: 01884 234229

E-Mail: [sgabriel@middevon.gov.uk](mailto:sgabriel@middevon.gov.uk)

Public Wi-Fi is available in all meeting rooms.

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## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **MEETING** of the **CABINET** held on 6 July 2017 at 2.15 pm

### **Present**

#### **Councillors**

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

### **Apologies**

#### **Councillor(s)**

### **Also Present**

#### **Councillor(s)**

Mrs E M Andrews, Mrs B M Hull, F W Letch,  
F J Rosamond and R Wright

### **Also Present**

#### **Officer(s):**

Stephen Walford (Chief Executive), Andrew Jarrett (Director of Finance, Assets and Resources), Andrew Pritchard (Director of Operations), Jill May (Director of Corporate Affairs and Business Transformation), Kathryn Tebbey (Legal Services Manager and Monitoring Officer), Nick Sanderson (Head of Housing and Property Services), Tina Maryan (Area Planning Officer) and Sally Gabriel (Member Services Manager)

## 20. **APOLOGIES**

There were no apologies.

## 21. **PUBLIC QUESTION TIME**

There were no members of the public present.

## 22. **MINUTES OF THE PREVIOUS MEETING (00-00-41)**

The minutes of the previous meeting held on 15 June 2017 were approved as a true record and signed by the Chairman.

## 23. **GARDEN VILLAGE GOVERNANCE STRUCTURE AND ARRANGEMENTS (00-01-30)**

The Cabinet had before it a \* report of the Head of Planning, Economy and Regeneration requesting consideration of governance arrangements for the Culm Garden Village Project.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that Government had confirmed via a ministerial announcement on 2 January 2017, the success of Mid Devon's expression of interest for a garden village, one of 14 to be announced nationally. The expression of interest was

supported by Cullompton Town Council, Cullompton Neighbourhood Plan Steering Group and the Local Enterprise Partnership.

Since the announcement of garden village status, work had started to identify and scope out priority work streams and tasks and a project plan progressed. Governance arrangements were now required to establish a structure for the project identifying decision-making, reporting lines and links to the wider community in Cullompton.

He highlighted the mapping within Appendix A of the report which highlighted:

- The Delivery Board
- The Project team
- The Stakeholder Forum
- The Landowner/Developer Forum
- The Growth and Infrastructure Group
- The Neighbourhood Plan Group

Appendix B identified the initial composition and membership of the various elements of the proposed governance structure.

Consideration was given to:

- The involvement of the different forums and the delivery of the scheme
- The key role of the project coordinator
- The proposed number of dwellings within the initial and proposed scheme and whether that would impact on the allocated sites within the Local Plan Review
- Funding for the project
- The involvement of local Town and Parishes Councils
- The naming of the Garden Village, this issue was raised by a local Ward Member and it was confirmed that this should be considered by the Stakeholder Group.
- Bids for further funding that were being progressed
- Infrastructure requirements

**RESOLVED** that:

- a) The proposed garden village governance structure be agreed.
- b) Delegated authority be given to the Chief Executive and Legal Services Manager and Monitoring Officer in consultation with the Leader to prepare initial governance documents for approval at the first meeting of the Delivery Board.

(Proposed by Cllr R J Chesterton and Cllr Mrs M E Squires)

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

24. **CABINET MEMBER DECISION (00-34-25)**

The Cabinet **NOTED** the following decision made by the Cabinet Member for Planning and Economic Regeneration:

That the Cabinet Member for Planning and Economic Regeneration approves the Authority's Monitoring Report 2016 for publication.

**Reason for Decision:**

To present the Authority's Monitoring Report (AMR) for the period 1 April 2015 – 31 March 2016.

25. **NOTIFICATION OF KEY DECISIONS**

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

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

26. **ACCESS TO INFORMATION - EXCLUSION OF PRESS AND PUBLIC (00-35-40)**

Prior to considering the following items 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 15 15.02(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)

27. **COUNCIL OFFICES, CREDITON**

The Cabinet had before it a \* report of the Director of Finance, Assets and Resources outlining options for the future use of the Crediton Office.

The Cabinet Member for Housing outlined the contents of the report

**RESOLVED** that this item be deferred for at least 2 months to allow for further discussions and investigations to take place with regard to the options for the building.

(Proposed by Cllr R L Stanley and seconded by Cllr P H D Hare-Scott).

Note: \* Report previously circulated.

28. **PROPERTY SPV BUSINESS PLAN**

The Cabinet had before it a \* report of the Director of Finance, Assets and Resources requesting approval of the draft 5 year business plan for 3 Rivers Development Limited.

The Cabinet Member for Housing outlined the contents of the report

**RESOLVED** that:

- a) Subject to an amendment to paragraph 10 of the Business Plan inserting “Acting” before “Managing Director.....”. and the removal of “who will be seconded into the Company” and the insertion after “Property” of an additional sentence stating that “The Head of Housing and Property Services will be seconded into the role of Acting Managing Director until such time as a substantive appointment is made.” The Business Plan to enable the company to operate within the parameters set out and with the capital funding be approved.
- b) The appointment of the three directors of the Company as set out be approved.

(Proposed by Cllr P H D Hare-Scott and seconded by Cllr C R Slade).

Note: \* Report previously circulated.

29. **STRUCTURAL REPAIR OF COUNCIL HOMES CONTRACT 2017/18**

The Cabinet had before it a \* report of the Director of Operations advising the Cabinet on the outcome of the recent tender for structural works associated with council stock and seeking approval to award the contract.

The Cabinet Member for Housing outlined the contents of the report

**RESOLVED** that the recommendations as set out in the report be approved.

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

Note:

- i) \* Report previously circulated;
- ii) The meeting returned to open forum to announce the decisions agreed under Part II.

(The meeting ended at 3.24 pm)

**CHAIRMAN**



**HOMES PDG**  
**18 JULY 2017**

## **PRIVATE SECTOR HOUSING FEES AND CHARGES – CIVIL PENALTIES**

**Cabinet Member:** Cllr Ray Stanley  
**Responsible Officer:** Simon Newcombe, Public Health and Professional Services Manager

**Reason for Report:** To update members with the proposed civil penalty fines for Housing Act 2004 offences as an alternative to prosecution, as discussed in the fees and charges paper of 14<sup>th</sup> March 2017.

**RECOMMENDATION(S):** That the PDG recommend that Cabinet approve the proposed civil penalties approach and fines as set out in this report.

**Relationship to the Corporate Plan:** Enforcement activity undertaken by the Private Sector Housing team contributes to the corporate plan in the ways described below. Introducing civil penalties is another tool to help the team ensure compliance within the sector as follows:

### **Economy - Improving and regenerating our town centres**

- *Ensuring that flats over shops are promoted and safe for occupation, and*
- *Inspecting and regulating houses in multiple occupation that are often found in town centres.*

### **Homes – Facilitating the housing growth that Mid Devon needs, including affordable homes**

- *Working with landlords to improve housing conditions across the private rented sector*
- *Bringing empty homes back into use across the various tenures including private rented, affordable rent and home ownership.*

### **Community - Promote physical activity, health and wellbeing**

- *Working to improve health inequalities by ensuring the private housing sector is safe to live in and does not adversely affect health and wellbeing.*
- *Enforcing standards within houses in multiple occupation to ensure that residents residing in these properties are protected from harm.*

### **Environment – Reduce our carbon footprint**

- *Ensuring that rented accommodation meets minimum government energy efficiency requirements.*

**Financial Implications:** Income received from a civil penalty is retained by the Council and can only be used towards the statutory functions in relation to its enforcement of standards in the private rented sector. The Council may also apply for costs and expenses incurred in relation to the enforcement action and this provision is already set-out in the adopted enforcement policy for the service (Public Health Services Enforcement Policy August 2016).

Any income generated from this activity is unpredictable based on the nature of enforcement action. It is therefore not possible to forecast any income levels for the year.

**Legal Implications:** The ability to use civil penalties as an alternative to prosecution has been introduced through the Housing and Planning Act 2016 section 126 and schedule 9, which has made amendments to the Housing Act 2004. The Rent Repayment Orders and Financial Penalties (Amounts Recovered) (England) Regulations 2017 came into force on 6<sup>th</sup> April 2017 with statutory guidance being issued after this date. The Council is expected to develop and document its policy on when to use a civil penalty. More information is contained in the report.

**Risk Assessment:** There are no major risks. Failure to agree the civil penalties and have an appropriate policy in place means the Council will be unable to issue civil penalties.

**Equality Impact Assessment:** A full equality impact assessment has not been undertaken; however the Department for Communities and Local Government has carried out an impact assessment on these new powers. If the Council implements the civil penalty then each case will be considered on a case by case basis taking account of the impact on the individual and any relevant protected characteristics (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex).

## **1.0 Legal basis and scope**

1.1 Section 126 and schedule 9 of the Housing and Planning Act 2016 came into force on the 6<sup>th</sup> April 2017. These provisions give the Council as the local housing authority the power to issue a financial penalty for certain Housing Act 2004 offences after the 6<sup>th</sup> April 2017 as an alternative to prosecution.

1.2 The offences include:

- Failing to comply with an Improvement Notice (section 30)
- Offences in relation to licensing of Houses in Multiple Occupation (section 72)

- Offences in relation to licensing of houses under part 3 of the Act (selective Licensing) (section 95)
- Offences in relation to the contravention of an overcrowding notice (section 139)
- Failure to comply with management regulations in respect of House in Multiple Occupation (section 234)

1.3 A civil penalty can only be imposed as an alternative to prosecution. The legislation does not permit the Council to impose a civil penalty and prosecute for the same offence. If a person has been convicted or is currently being prosecuted the Council cannot impose a civil penalty in respect of the same offence. Similarly, if a civil penalty has been imposed, a person cannot then be convicted of an offence for the same conduct.

## 2.0 Policy approach and decision-making

2.1 The Council is required to have a policy in place that details when to prosecute and when to consider a civil penalty. This is partially covered by the existing Public Health Services Enforcement Policy and Appendix G (Supplementary Enforcement Policy Issues - Private Sector Housing) of the policy will be updated to provide more detail as set out herein.

2.2 In line with the Enforcement Policy and the formal guidance on civil penalties under the Housing and Planning Act (DCLG April 2017) then prosecution may be the most appropriate option where an offence is particularly serious or where the offender has committed similar offences in the past. However, that does not mean civil penalties should not be used in cases where serious offences have been committed. As set out below, a civil penalty of up to £30,000 can be imposed where a serious offence has been committed and the Council may decide that a significant financial penalty (or penalties if there have been several breaches), rather than prosecution, is the most appropriate and effective sanction in a particular case.

2.3 The decision on whether to use civil penalty powers (and to what extent) or to seek a prosecution will be made the by service manager or director in conjunction with legal services.

2.4 Where the Council decides to prosecute, it should consider the scope for working together with other local housing authorities where a landlord has committed breaches in more than one local authority area.

2.5 Overall, each case will be considered on an individual basis, however the principles in determining the form of action will be:

- What outcome are we trying to achieve – e.g. set an example, get the works done or a deterrent to committing future offences (a civil penalty will not be in the public domain unlike a prosecution).
- Severity of the offence – is prosecution a better option based on the significance of the offence and the impact it has had.
- Type of property and its occupiers – are the occupiers particularly vulnerable.

2.6 Where the civil penalty is considered the most appropriate course of action the council must provide guidance on how the fine levels will be set. Section 6 of this report provides a proposed fine setting methodology; each case will need to be assessed on an individual basis using this framework as a guide.

### 3.0 **Burden of proof**

3.1 The same criminal burden of proof is required for a civil penalty as for a prosecution. This means that before formal action is taken the Council must be satisfied that if there was a prosecution there would be a realistic prospect of conviction.

3.2 The Council must determine beyond reasonable doubt that the offence has been committed and this evidence would be required if an appeal is made against the civil penalty.

3.3 As also outlined in the service Enforcement Policy, the local authority must also consult the Crown Prosecution Service code for Crown Prosecutors when determining whether to take action. There are two stages to this code:

- The evidential stage, and
- The public interest stage.

### 4.0 **Procedure and appeals**

4.1 The procedure for imposing a civil penalty is set out at Schedule 13A of the Housing Act 2004 and summarised in the DCLG guidance. There is no scope for the Council to deviate from this procedure and therefore it is not duplicated for the purposes of this report.

4.2 At any time, if circumstances dictate, the Council may withdraw a notice or reduce the amount specified in a notice in relation to a civil penalty.

4.3 A landlord receiving the final notice of a civil penalty may appeal to the First-tier Tribunal against the decision to impose a penalty or the penalty amount.

The appeal has the effect of suspending the notice and requirement to pay until determined.

## **5.0 Enforcement and other consequences**

- 5.1 Where the landlord or property agent fails to pay a civil penalty, the Council should refer the case to the county court for an Order of that Court. If necessary, the Council should use county court bailiffs to enforce the order and recover the debt.
- 5.2 The Council's powers to carry out works in default under the Housing Act 2004 are unaffected by the civil penalty provisions.
- 5.3 If a landlord receives a civil penalty, that fact can be taken into account if considering whether the landlord is a fit and proper person to be the licence holder for a House in Multiple Occupation (HMO) or any other property subject to licensing.
- 5.4 Where a landlord receives two or more civil penalties over a 12 month period, the Council will include that person's details in the database of rogue landlords and property agents. While it is not compulsory requirement, under the DCLG guidance Councils are strongly encouraged to do so. This will help ensure that other Councils are made aware that formal action has been taken against the landlord.
- 5.5 The establishment of a national rogue landlords and property agents database is a new requirement on the Government brought in by the Housing and Planning Act 2016 and any entry must be maintained for at least 2-years. It is the responsibility of local authorities to manage the information on the database and ensure it is current.

## **6.0 Proposed Civil Penalties**

- 6.1 In setting a civil penalty level the Council should consider the following factors:
  - Severity of the offence
  - Culpability and track record of the offender
  - The harm caused to the tenant
  - Proportionate punishment of the offender
  - Deter the offender from repeating the offence
  - Deter others from committing similar offences.
  - Remove any financial benefit the offender may have obtained as a result of committing the offence.

- Assessment of assets and income

## 6.2 Determining the offence category – Culpability

- **Deliberate**– An intentional breach by a landlord or property agent or flagrant disregard for the law. For example, by failing to comply with a notice or regulations.
- **Reckless**– An actual foresight of, or wilful blindness to the risk of offending, but decides to take the risk nevertheless. For example, failing to comply with a strict liability in the HMO regulations.
- **Negligent**– The failure of the landlord or property agent to take reasonable care to put in place and enforce proper systems for avoiding the offence. For example, partial compliance with a schedule of work to an enforcement notice but failure to fully comply with all schedule items.
- **Low or no culpability**– The offence committed has some fault on the part of the landlord or property agent but there are other circumstances for example obstruction by the tenant to allow a contractor access for repairs, or damage caused by tenant negligence.

## 6.3 Determining the level of fine – Severity

- **Level one** – Major impact – Serious and substantial risk, including imminent risk, to the health and safety of the occupiers and/or community as a result of the offence, with potentially life threatening results or loss of major limbs. Housing defects that may present such a risk maybe associated with electrical hazards, carbon monoxide exposure, fire safety risks, risk of explosion or structural collapse, exposure to asbestos or radiation. This is not an exhaustive list and also includes property management failings that could lead to a major risk to the occupiers/neighbours and/or community. Where the risk has been realised the fine is likely to be greater or there may be a decision to prosecute as an alternative.
- **Level two** - Serious Impact – Serious risks to the health and safety of the occupiers and/or immediate neighbours, leading to serious injury or disease requiring prolonged treatment and/or hospital admission. Housing defects that may present such a risk maybe associated with falls, lack of heating, collision and entrapment, any other hazards or management issues that could lead to a serious risk to the occupiers and immediate neighbours.

- **Level three** – Minor impact – Risk of injury or disease to the occupiers resulting in treatment at the doctors. Examples of housing defects that could present such a risk include damp, mould or hygiene issues and any other hazards or management issues that could lead to a risk to the occupiers.

6.4 The table below provides an indication of the level of fine that is likely to be appropriate. As part of the considerations mentioned in 6.1 above, the Council should assess of the assets including any income of the landlord or letting agent. £30,000 is the maximum level of fine permitted under the legislation.

6.5 In order for officers and landlords to understand how this assessment could work, the asset assessment has been based on the number of properties either being managed or owned by the landlord or agent. This table provides a guide to setting the fine, however the Council should also make an assessment on all assets and income and not just rental income.

### Civil Penalties – Guidance on level of fine

Type of landlord/agent	Category of offence	Starting point for level 1 – Major impact	Starting point for penalty Level 2 – Serious impact	Starting point for penalty Level 3 – Minor impact
Landlord/Property agent with 1-10 properties	Deliberate	£12,500	£10,000	£7,500
	Reckless	£6,500	£5,000	£3,500
	Negligent	£3,000	£2,500	£1,500
	Low culpability	£1,250	£1,000	£750
Landlord/Property agent with 11 – 30 properties	Deliberate	£22,500	£20,000	£17,500
	Reckless	£17,500	£15,000	£12,500
	Negligent	£12,500	£10,000	£7,500
	Low culpability	£7,500	£5,000	£2,500
Landlord/Property agent with 31+ properties	Deliberate	£30,000	£25,000	£22,500
	Reckless	£22,500	£20,000	£17,500
	Negligent	£17,500	£15,000	£12,500
	Low culpability	£12,500	£10,000	£7,500

## 7.0 Summary

- 7.1 This report sets out the criteria for using a civil penalty as an alternative to prosecution and the methodology to be used in setting civil penalty fines.

**Contact for more Information:** Tanya Wenham (Lead Officer - Private Sector Housing) 01884 244610 [twenham@middevon.gov.uk](mailto:twenham@middevon.gov.uk) or Simon Newcombe (Public Health and Professional Services Manager) 01884 244615 [snewcombe@middevon.gov.uk](mailto:snewcombe@middevon.gov.uk)

### **Circulation of the Report:**

Members of the Homes Policy Development Group  
Cabinet Member with responsibility for Housing (Cllr Ray Stanley)  
Leadership Team

### **List of Background Papers:**

Housing and Planning Act 2016  
<http://www.legislation.gov.uk/ukpga/2016/22/contents>

The Rent Repayment Orders and Financial Penalties (Amounts Recovered) (England) Regulations 2017  
<http://www.legislation.gov.uk/uksi/2017/367/contents/made>

Civil penalties under the Housing and Planning Act 2016 – Guidance for Local Housing Authorities (Department for Communities and Local Government)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/606653/Civil\\_Penalties\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/606653/Civil_Penalties_guidance.pdf)

Public Health Services Enforcement Policy (August 2016)  
<https://www.middevon.gov.uk/residents/public-health/public-health-enforcement-policy/>



**HOMES PDG**  
**18 JULY 2017**

## **REVIEW OF THE HOUSING SERVICE FIRE RISK IN COMMUNAL AREAS POLICY**

**Cabinet Member(s):** Councillor Ray Stanley  
**Responsible Officer:** Claire Fry, Housing Services Manager

**Reason for Report:** To Review the Fire Risk in Communal Areas Policy

**RECOMMENDATION:** The Cabinet approves the revised Fire Risk in Communal Areas Policy

**Relationship to Corporate Plan:** The Council has a commitment to managing the Housing Service effectively in accordance with legislative requirements and the provisions of the regulatory framework.

**Financial Implications:** The Housing Service has a responsibility as a landlord to ensure the health and safety of tenants, leaseholders and other visitors to blocks of flats in our management. Failure to do this effectively could result in public liability claims. Furthermore, the housing stock is a valuable asset and it is important to minimise the risk of damage to it.

**Legal Implications:** Landlords have a number of duties arising from the Regulatory Reform (Fire Safety) Order 2005; in particular, they must complete fire risk assessments for communal areas. The Homes & Community Agency (HCA) operates the regulatory framework for social housing. The Home Standard is one strand of this and states that all Registered Providers must meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes. The contractual obligations of tenants are contained in the tenancy agreement and at clause 3.9.2 this states that tenants resident in blocks of flats must not block or obstruct communal areas; or leave any items or articles in communal areas.

**Risk Assessment:** Failure to maintain the health and safety of residents and any visitors to the block could result in serious injury or death. Further, damage to the housing stock could result in properties becoming unlettable and a need to rehouse tenants in accordance with the provisions of the decant policy, which could have a negative impact upon resources.

**Equality Impact Assessment:** The Housing Service records information regarding tenants and is therefore able to demonstrate the diversity of people living in our blocks of flats. One involved tenant participated in discussions relating to the equality impact assessment.

### **1.0 Introduction**

- 1.1 The Fire Risk in Communal Areas Policy was last reviewed by the Homes Policy Development Group (PDG) on 19 July 2016. This latest review of the policy was undertaken following some recent incidents involving fire in one of

our blocks.

- 1.2 Following these incidents, the Housing Service initiated discussions with the Devon & Somerset Fire & Rescue Service (the Fire Service) with a view to reviewing the fire risk assessment (FRA) for that particular block. A wider conversation included a review of the existing Fire Risk in Communal Areas Policy and feedback received was positive; it was agreed that this existing Policy was robust and took account of statutory obligations. However, it was felt that it would be beneficial to strengthen some clauses. In particular, it was agreed that those relating to fire risk assessments should be re-written to reflect good practice.
- 1.3 Since then, following the horrific fire at Grenfell Tower in North Kensington where there was large loss of life, it was agreed with the Cabinet Member for Housing that the Housing Service should implement a zero tolerance policy relating to the storage of personal belongings in communal areas. This is to ensure that access is unfettered in the event of fire. This is essential to enable firefighters to make their way to the flats if there is a “stay put” policy; or to allow residents and any visitors to exit as quickly and as safely as possible in the event of an emergency.
- 1.4 The Neighbourhood Management Policy of the Housing Service states that the Neighbourhood teams will undertake monthly inspections of blocks of flats where there are communal areas.

## **2.0 PROPOSED POLICY CHANGES**

- 2.1 Following consultation with the Fire Service, the section relating to FRAs was amended. The new draft Fire Risk in Communal Areas Policy (the Draft Policy) provides for an annual review of FRAs and also sets out some examples of situations where a review would be appropriate after less than a year.
- 2.2 The regime will be more dynamic as new information relating to the occupants of the flats in a block could trigger a review of the FRA if there has been a significant change; for example, if there has been a change in the characteristics of residents including the presence of someone with a disability.
- 2.3 Furthermore, observations made by the Neighbourhood teams during their monthly inspections of communal areas will be taken into account. If they become aware of an issue which could negatively impact fire safety, this is to be risk assessed and the FRA updated and actioned accordingly. This would be particularly relevant in the event of a fire, if they had noticed an accumulation of dumped rubbish or that fire doors were being routinely propped open, for example.
- 2.4 The Draft Policy now states that copies of the FRAs will be located in the premises and sets out alternative arrangements for storage where this is not possible, for whatever reason. The FRAs will usually be stored in fire log cabinets located in communal areas.

- 2.5 The Draft Policy also makes reference to information about the individual needs of tenants. It states that these records will be stored in the secure fire log cabinets which are fire proof in communal areas in blocks of flats and that this information will be requested on an annual basis to inform a review of the records in the cabinets. This is to ensure that the Fire Service can access relevant information about residents in each block in order to facilitate removing them safely from the building in the event of an emergency such as a fire.
- 2.6 The Draft Policy sets out the role of the Caretakers in reducing fire risk. Caretakers will carry out inspections of communal areas on a 5-weekly cycle. This formalises what has been happening in practice.
- 2.7 The Draft Policy also contains provisions relating to the testing of fire alarms. Fire alarms are to be tested weekly or monthly based on the risk to residents and records will be kept onsite for future reference.
- 2.8 The Housing Service routinely offers those who may be at risk of arson the opportunity to have a fire-proof letter box and the Draft Policy makes reference to this.
- 2.9 Minimising risk to health and safety is a key part of the work undertaken in connection with the repairs and maintenance of the homes in our management. There are many tasks which happen as a matter of routine to support this work. The review of the Draft Policy offered an opportunity to include reference to these; therefore there are clauses which explain that the Housing Service will arrange gas and electrical safety checks; in addition, there is reference as to what is expected from external contractors in connection with work to mitigate fire risk.
- 2.10 The existing Fire Risk in Communal Areas Policy permits tenants to keep small plants stored in ceramic pots which do not create a slip hazard when watered; and small decorative items such as pictures on the condition that they are approved by the Housing Service, and do not obstruct any means of escape. Mats are also permitted provided that they have a non-slip backing, are of a standard size, in good condition and stuck to the floor.
- 2.11 In the Draft Policy, a zero tolerance stance on the storage of belongings in communal areas has been introduced. Only door mats are allowed provided they meet the same conditions as previously, that is, that they are stuck to the floor and do not present a trip hazard.
- 2.12 Officers have legal obligations with regard to the removal of belongings and must take account of the provisions of the Local Government (Miscellaneous Provisions) Act 1982. However, in order to maintain health and safety and to minimise fire risk, they will remove items left in communal areas, where necessary. They will try to work with the resident involved and, if possible, move the item outside to an external communal area. However, there will be times when they need to have the item removed to a storage facility and in this case an appropriate notice will be served. Residents (both tenants and leaseholders) will be recharged should they come forward seeking the return

of their property.

- 2.13 The Housing Service uses social media and our Housing News 4U tenant newsletter to publicise matters relating to fire safety and will ensure that awareness of this new approach is raised as part of this campaign.
- 2.14 Following consultation with the Lead Officer (Private Sector Housing), the Draft Policy has been rearranged so that the responsibilities of both the Housing Service and tenants are more clearly defined. Each set of responsibilities has been grouped together, in order to deliver greater clarity.
- 2.15 An equality impact assessment relating to the draft policy was undertaken on 30 June 2017 with an involved tenant in attendance. An action plan has been agreed as part of this process to enable collection of more information regarding the diverse needs of our tenants in flats and to ensure effective communication about the revisions to this policy with those tenants. Equality information is shown at appendix 1. The equality impact assessment document is shown at appendix 2.
- 2.16 The Draft Policy was sent to members of the Tenants Together group and two other involved tenants for comment and the Housing Services Manager will provide a report on their feedback at the PDG meeting.
- 2.17 Members of the PDG are asked to consider the proposed changes and to recommend the adoption of the reviewed policy to the Cabinet.

**Contact for more Information:** Claire Fry, 01884 234920 cfry@middevon.gov.uk

**Circulation of the Report:** Councillor Ray Stanley, Cabinet Member for Housing

**List of Background Papers:** None

**Mid Devon District Council**

**Fire Risk in Communal Areas Policy**

Policy Number: HSG v1.10

**June 2017**

## Version Control Sheet

*Title:* Fire Risk in Communal Areas Policy

*Purpose:* To review the Fire Risk in Communal Areas Policy in accordance with good practice and any changes in legislation.

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

*Date:* **July 2017**

*Version Number:* v1.10

*Status:* Review of Policy

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

*Next review date:* **July 2021**

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

Cabinet Member

Staff

Tenants Together

Management Team

PDG Decent & Affordable Homes

## Document History

This document obtained the following approvals.

<b>Title</b>	<b>Date</b>	<b>Version Approved</b>
Cabinet Member	<b>28 June 2017</b>	
Tenants Together		
Management Team	<b>4 July 2017</b>	
PDG Decent & Affordable Homes	<b>18 July 2017</b>	
Cabinet		

## 1. Introduction

- 1.1. This policy statement outlines Mid Devon District Council's (MDDC) approach to the management of fire risk in communal areas. The purpose of this policy is to reduce the risk of fire and to promote the safety of all who use communal areas within the Council's Housing stock. It applies to all blocks of flats and any communal area managed by the Housing Service.

## 2. Scope

- 2.1. This policy sets out how the Council aims to ensure that all internal and external communal areas are managed effectively and kept free from obstructions or hazards to protect the health and safety of tenants and other users of its buildings. It applies to all tenants and also those who have licence to occupy any property within a block, or where there is a communal area. It covers the following points and should be read in conjunction with the related documents as stated below:-

- The respective obligations of both the Housing Service and tenants
- Fire risk assessments
- Communal inspections
- Preventive measures
- Permission requests
- Maintenance to communal areas
- Obstructions/hazards in communal areas
- The use of mobility scooters
- Smoking in communal areas

## 3. Related Documents

- a) Tenancy Agreement
- b) Pets and Animals Policy
- c) Tenant and Leaseholder Handbooks
- d) Recharge Policy
- e) Neighbourhood Management Policy
- f) Fire Risk Assessments

## 4 Definitions

- 4.1 A **Communal area** is any area that is not within the confines of the tenant's property. This will include stairs, stairwells, hallways, landings, common rooms, laundry rooms, boiler rooms, open areas and the entrance to the building.
- 4.2 A **Tenant** is a person who holds a Council tenancy with MDDC (and for the purpose of this policy includes leaseholders and any other person who has been granted licence to occupy a Council property by the Housing Service).

## **5 OBLIGATIONS OF THE HOUSING SERVICE**

### **5.1 Fire Risk Assessments**

- 5.1.1 Under the fire legislation, Regulatory Reform (Fire Safety) Order 2005, the Council as the responsible person, being the landlord, must carry out a fire risk assessment (FRA) and take reasonable steps to remove or reduce any risks that have been identified.
- 5.1.2 MDDC will ensure that all residential communal blocks with shared communal areas owned by the Council will have a FRA.
- 5.1.3 Where practical, FRAs will be located within the premises. On some sites, this may not be practical and, therefore, the FRA will be stored online in the Council's electronic document management system with read only access to all Officers in the Housing Service. Copies will also be available for inspection in the landlord's office (based either at Phoenix House or at the Old Road Depot).
- 5.1.4 The FRAs will be reviewed annually, or following a significant change. Situations which might prompt a review less than a year after the initial assessment was made include:
- A change in the number of people present or the characteristics of the occupants; including the presence of people with some form of disability
  - Introduction of new equipment, structural alterations to the building; including the internal layout or significant changes.
  - Awareness of shortcomings in fire safety measures or potential improvements
  - Changes in security requirements, arson or the wedging open of doors
  - If a fire occurs
  - Updates in legislation
  - Alterations to the building; such as replacement entrance doors or internal decoration to communal areas
  - The storage of hazardous substances by a tenant
- 5.1.5 Following a review, the recommendations will be implemented within a reasonable timescale. An example of a recommendation is to reduce the testing of fire alarms in low risk blocks from weekly to monthly.

### **5.2. Communal inspections**

- 5.2.1 As part of the Council's housing management functions, Officers will ensure that all communal areas are inspected on a monthly basis. Any issues identified during the inspection will be actioned within reasonable timescales and these will be recorded and monitored.



### **5.3 Prevention**

- 5.3.1 There are many risks in communal areas which need to be considered in any FRA. These may include anti-social behaviour including arson, an accumulation in rubbish and smoking. This is not an exhaustive list.
- 5.3.2 Wherever possible, the Council will aim to prevent fire safety issues by educating tenants from the beginning of their tenancies and ensuring that support, advice and assistance is readily available.
- 5.3.3 The Council has a duty to ensure that the means of escape from a building or communal area is not obstructed, to ensure that tenants and visitors can exit safely in the event of a fire. The Housing Service will operate a zero tolerance policy in respect of storage of belongings in communal areas. Any items left in communal areas will be removed and this policy will be widely publicised by writing to all those tenants living in flats, and leaseholders. In addition, it will be publicised in our tenant newsletter and via social media.
- 5.3.4 We will place and maintain clear safety signage in our blocks.
- 5.3.5 We will keep our fire policy and procedures updated.
- 5.3.6 We will carry out fire risk assessments as and when needed.
- 5.3.7 We will remove any flammable items left in communal areas as a matter of urgency to reduce risk
- 5.3.8 We will place fire log cabinets in communal areas of blocks of flats. These will be secure and will contain information to be used in the event of fire which informs the emergency services about the individual needs of tenants and other residents. We will write to residents of all of our blocks of flats on an annual basis in order to inform a review of the information held in order to ensure that the records are kept updated.
- 5.3.9 We will provide fire-proof letter boxes if there is a risk of arson, in order to provide reassurance to tenants and other residents, as appropriate.

### **5.4 Fire Prevention**

- 5.4.1 The Council has a duty to prevent possible sources of fire and to minimise fire risk to tenants. For this reason, we will implement a strict policy regarding permission relating to storage, improvements and decorations in communal areas.
- 5.4.2 The Council will update FRAs and make necessary alterations to associated procedures relating to testing, or, if appropriate, implement other improvements relating to either the procedures or the building to reflect the risks identified.

## **5.5 Maintenance**

- 5.5.1 The Council's Caretakers will carry out a 5-weekly cycle of communal inspections.
- 5.5.2 They are responsible for completing minor repairs, checking fire door closers, testing fire alarms, checking appropriate signage is displayed correctly and working with tenants to keep communal areas clean and tidy.
- 5.5.3 Fire Alarms will be tested either weekly or monthly, based on the risk to the residents. Records of the testing will be recorded in the log book kept within the fire testing log cabinet in each communal area. The caretakers carrying out this task will be appropriately trained and provided with the testing equipment and keys to the log cabinets.
- 5.5.4 The Council's Caretakers will report any repairs which they are unable to undertake in order that other Operatives can be deployed to complete the work as a matter of urgency.
- 5.5.5 Where communal areas provide emergency lighting, carbon monoxide detectors and electrical items, servicing of these items will take place in accordance with the Council's cyclical programme, following legislative guidance and manufacturers' recommendations. Servicing of the communal smoke alarms will take place every six months in accordance with the appropriate regulations.
- 5.5.6 Any contractors engaged to work in our blocks will be expected to take all necessary precautions to prevent fire; and will be monitored to ensure that they do so.
- 5.5.7 Electrical installations within blocks of flats will be checked every five years in accordance with relevant guidance.
- 5.5.8 Individual gas heating systems within flats in blocks are checked annually in accordance with relevant legislation.

## **6 TENANT OBLIGATIONS**

### **6.1 Conditions of tenancy**

- 6.1.1 Our standard tenancy agreement contains a section relating to tenant responsibilities as they relate to communal areas. Tenants in blocks of flats are responsible for keeping all communal areas clean and tidy. In accordance with tenancy conditions, tenants must not:
- block or obstruct communal areas
  - leave any items or articles in communal areas
  - wedge open any communal doors
  - fly tip in the communal areas

- store harmful or explosive materials in properties, gardens, communal areas, sheds or storage areas
- misuse the communal area
- throw anything or allow anything to fall from any windows, balconies or communal areas
- leave refuse or recycling boxes in enclosed communal areas except where designated facilities are provided
- tamper with, damage or deface any door entry system, emergency alarm equipment, smoke or carbon monoxide detectors, gas, electric or water supplies or meters, Solar PV Panel Systems, communal aerials or damage any fire doors, escapes or lifts
- place hanging baskets or planters in communal areas without permission

6.1.2 It is a tenant responsibility to understand fire procedures for their block and what they should do in the event of a fire. Some of our blocks have a “stay put” policy whilst in others, tenants are expected to leave using designated escape routes. Tenants will be made aware of the arrangements relating to their block at the viewing and letting stage and there will be appropriate signage explaining this in communal hallways.

## **6.2 Obstruction/fire hazards in communal areas**

6.2.1 Tenants and visitors must not leave items in communal areas which could increase the risk of fire, including arson, and/or block the means of escape. Where a fire occurs, smoke becomes a barrier and any obstructions may become trip hazards.

6.2.2 Tenants must not leave doors open that prevent unauthorised people entering the building and minimise the spread of fire.

6.2.3 Tenants should be able to access all areas of their homes, including communal areas and facilities within the block.

6.2.4 Where the Council is alerted to accessibility problems, hazards, obstructions or the mis-use of communal areas, this will be investigated.

6.2.5 The Council is entitled to remove items left in the communal areas in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1982. Officers will remove any items left in such areas. If the property is perishable, action will be taken to dispose of it immediately.

6.2.6 The Council will attempt to trace the owner of any goods left in a communal area. Letters will be written to the tenant or other resident if the owner can be identified, advising them that they may collect their goods; and that they need to contact their Neighbourhood Officer to make the necessary arrangements. Any costs incurred will be passed onto the owner.

6.2.7 If the Council is unsure who the owner is, a letter will be given to all tenants of the block of flats advising them that any items that remain unclaimed will be

disposed of. Each household will be charged a share of the cost of disposing of the items.

6.2.8 Before removal of any goods a detailed record of all items will be made and photographic evidence taken. This will then be kept on file and a copy sent to the owner of the goods. We will recharge any tenant who has left items in the communal area after the end of their tenancy.

6.2.9 The following items are not permitted:-

- Anything which is combustible or poses a fire risk. Barbecues are allowed in communal gardens provided they do not prevent the use of the garden by other tenants;
- Anything which prevents or significantly limits the use of shared facilities by other tenants;
- Plastic flowers and plants are not allowed;
- Shoes or boots left outside the front door
- Anything which obstructs rubbish collection areas; and
- Anything which obstructs stairwells, hallways, landings, entrances, fire escapes or access routes
- Small plants stored in ceramic pots;
- Small decorative items such as pictures

6.2.8 Tenants will not be given permission to store a number of items inside communal areas. Such items include but are not limited to: bicycles, prams, pushchairs, motorcycles, mobility scooters, mopeds, flammable liquids and gases, washing, clothing, furniture, festive decorations, refuse, recycling boxes or caddies, charity bags, personal items, toys, gardening equipment or materials.

6.2.9 Door mats will be permitted, providing it is stuck to the floor, is in good condition with no curling edges, and is of a standard size. It must not be located at the top of the stairs.

6.2.10 Rugs, runners and carpet will not be allowed.

### **6.3 Mobility scooters**

6.3.1 Mobility scooters must not be stored or charged in communal areas because they can cause an obstruction and become hazardous within these areas.

6.3.2 Mobility scooters may be stored inside a tenant's home. There must be sufficient space to store the scooter and to secure it safely. The mobility scooter must not block any fire escape routes.

6.3.3 The Council may not permit a tenant or visitor from using a mobility scooter in a communal building if, by their general disrespect for safety they place at risk or injure/damage other persons or property.

- 6.3.4 The tenant is required to check that their home is suitable to house their mobility scooter.

## **6.4 Smoking**

- 6.4.1 Tenants, employees, contractors, agents or visitors are not permitted to smoke tobacco, e-cigarettes and/ or to partake of substance misuse in communal areas. This policy applies to all areas covered by the Smoke Free (Premises and Enforcement) Regulations 2006. These areas include all communal areas such as stairs, stairwells, hallways, landings, common rooms, laundry rooms or boiler rooms.

## **7 Service standards**

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

## **8 References**

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety Act 1974
- Housing Act 2004
- Smoke Free (Premises and Enforcement) Regulations 2006
- The Local Government (Miscellaneous Provisions) Act 1982

## **9 Equality and Diversity**

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

## **10 Review**

- 10.1 This Policy has been written in line with good practice and current relevant legislation. Unless there are any changes to such legislation beforehand, the next review of this Policy is due July 2021 and every four years thereafter.

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## Appendix 1

### Diversity and Vulnerability Analysis for Flats

Information valid as of: 29/06/2017

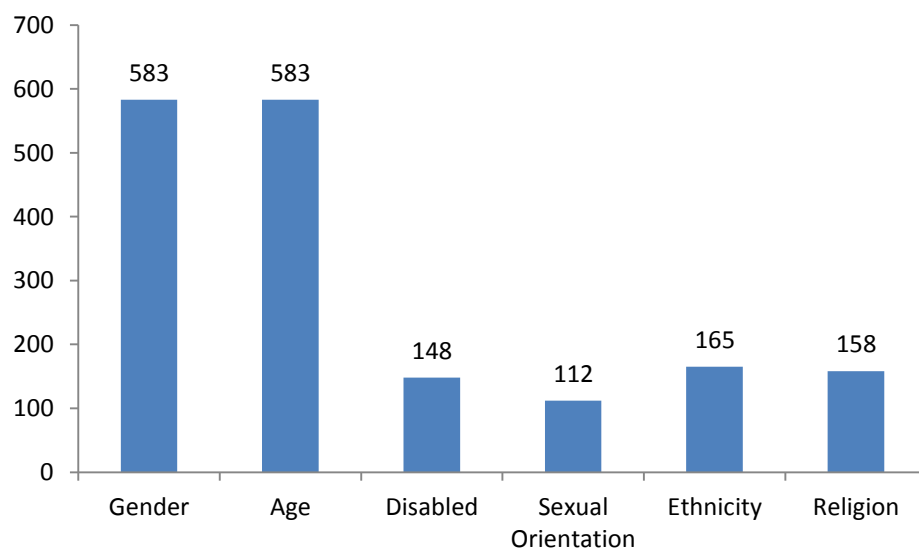
This analysis is primarily based on information gained from our Customer Knowledge surveys; however in some instances (Gender, Age etc.) we use tenancy information and therefore have complete data sets for these.

<b>Total No. of Properties</b>	3021
<b>Total No. of Flats</b>	591 (this includes void units)
<b>Total No. of Tenanted Flats</b>	583
<b>Customer Knowledge Forms Returned for Flats</b>	167*

\* At the end of May we recorded a return rate of Customer Knowledge Surveys of 47.6% for all properties. Only 28.6% of Flats have information returned which is below our overall percentage

### General Diversity Information

<b>Diversity Strand</b>	<b>No. Tenants with Information</b>	<b>% Tenants with Information</b>
Gender	583	100.00%
Age	583	100.00%
Disabled	148	25.39%
Sexual Orientation	112	19.21%
Ethnicity	165	28.30%
Religion	158	27.10%



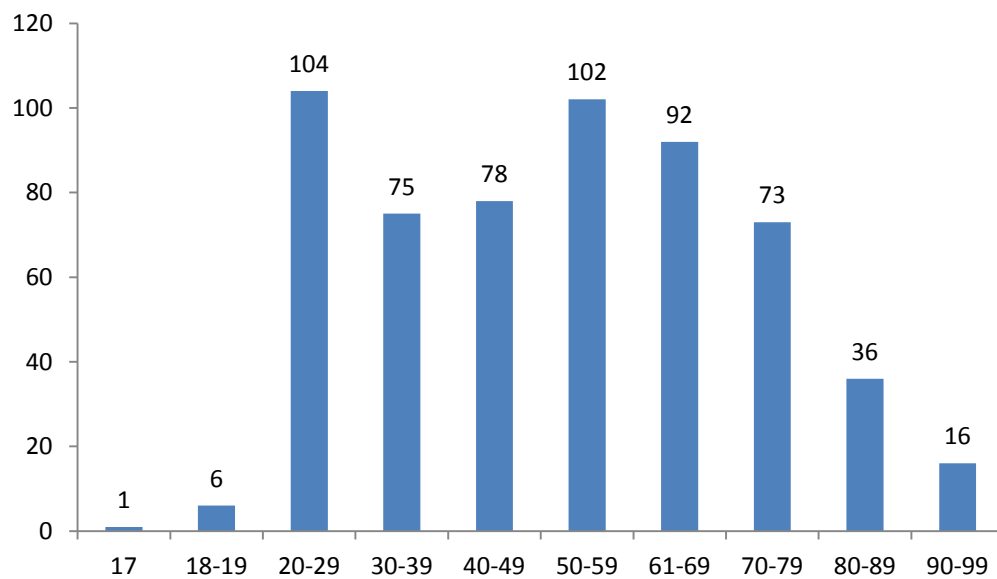
## Appendix 1

### Age and Gender Information

As we record Gender and Date of Birth at sign-up, we have information on 100% of our tenants.

Gender Category	No. Tenants in Category	% Tenants in Category
Female	289	49.57%
Male	294	50.43%

Age Category	No. Tenants in Category	% Tenants in Category
17	1	0.17%
18-19	6	1.03%
20-29	104	17.84%
30-39	75	12.86%
40-49	78	13.38%
50-59	102	17.50%
61-69	92	15.78%
70-79	73	12.52%
80-89	33	6.17%
90-99	16	2.74%



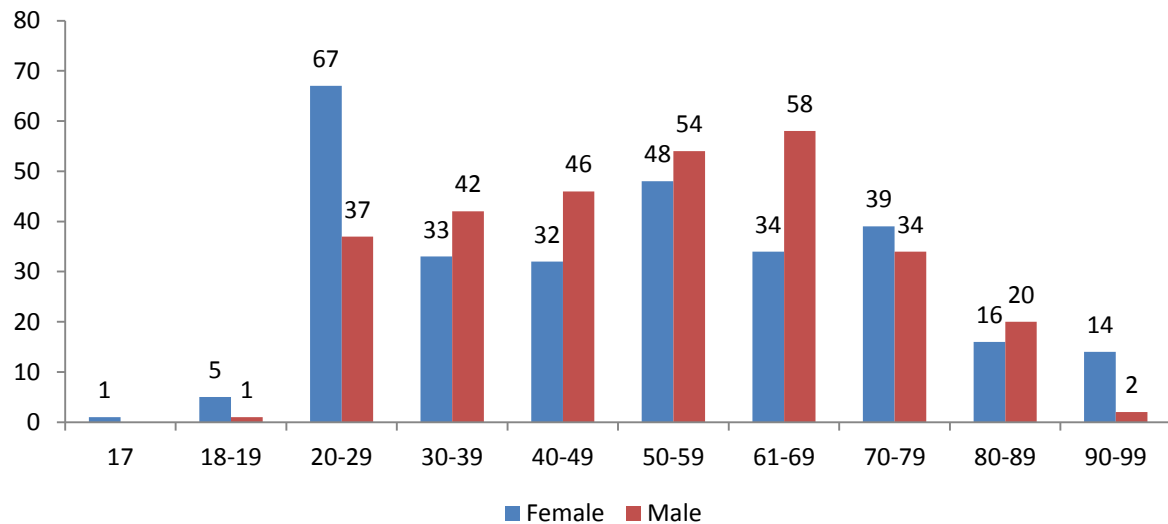


## Appendix 1

### Age and Gender Comparison

A breakdown of our tenants by Age Category and Gender is as follows:

Age	No. Females	% Females	No. Males	% Males
17	1	0.35%		0.00%
18-19	5	1.73%	1	0.34%
20-29	67	23.18%	37	12.59%
30-39	33	11.42%	42	14.29%
40-49	32	11.07%	46	15.65%
50-59	48	16.61%	54	18.37%
61-69	34	11.76%	58	19.73%
70-79	39	13.49%	34	11.56%
80-89	16	5.54%	20	6.80%
90-99	14	4.84%	2	0.68%
	<b>289</b>		<b>294</b>	

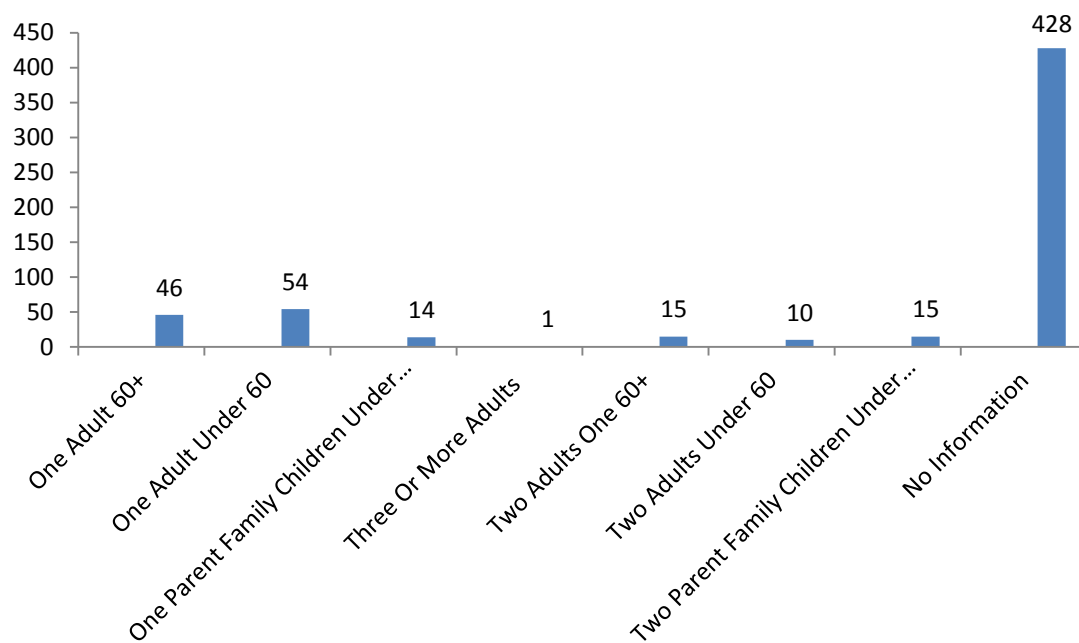


## Appendix 1

### Household Composition

Our Customer Service Surveys allow for the recording of Household Composition and it gives us an idea of the households dwelling in our flats. Of our 583 flat dwelling households, we hold no information for 428 of them (due to lack of returned surveys or refusal/neglect to answer).

Household Composition	No.	% Compositions
One Adult 60+	46	7.89%
One Adult Under 60	54	9.26%
One Parent Family Children Under 16	14	2.40%
Three Or More Adults	1	0.17%
Two Adults One 60+	15	2.57%
Two Adults Under 60	10	1.72%
Two Parent Family Children Under 16	15	2.57%
No Information	428	73.41%



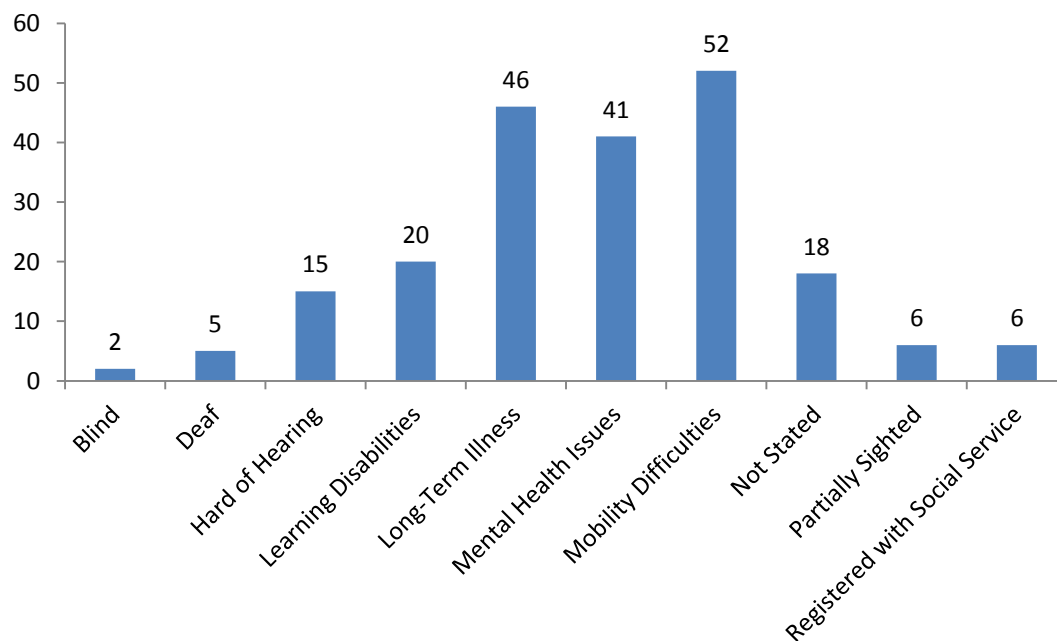
## Appendix 1

### Disability Information

All disability information is monitored by disability, not by tenant. This means that a single tenant may account for multiple instances of a disability. The current count of tenants dwelling in flats with at least one disability is 148. This means 25.4% of tenants living in flats who responded consider themselves disabled.

Disability Category	No. Tenants With Disability	% Tenants With Disability
Blind	2	0.95%
Deaf	5	2.37%
Hard of Hearing	15	7.11%
Learning Disabilities	20	9.48%
Long-Term Illness	46	21.80%
Mental Health Issues	41	19.43%
Mobility Difficulties	52	24.64%
Not Stated	18	8.53%
Partially Sighted	6	2.84%
Registered with Social Service	6	2.84%

**211**

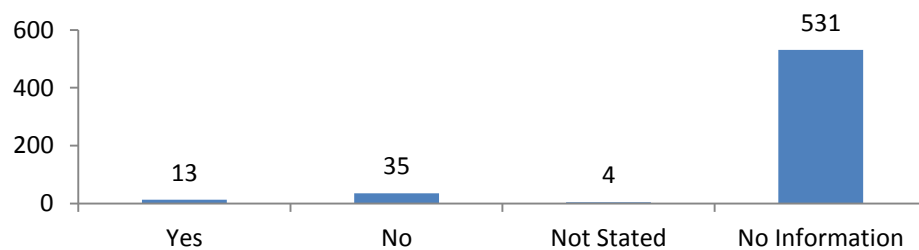


## Appendix 1

### Wheel Chair or Scooter Use

Despite Mobility Difficulties being the most frequently reported disability (52 tenants), we still had only 13 tenants who returned Customer Knowledge surveys state they required a wheelchair or scooter to aid their mobility.

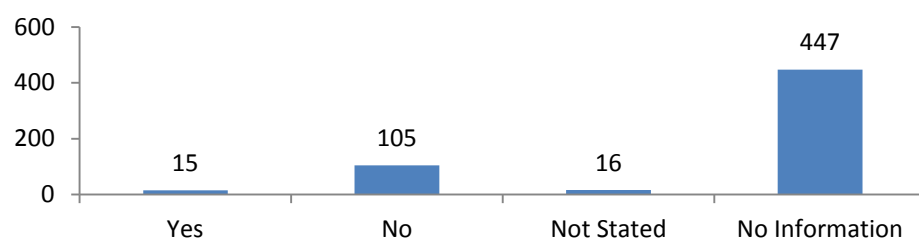
Requires Wheelchair	No. Requiring Wheelchair	% Requiring Wheelchair
Yes	13	2.23%
No	35	6.00%
Not Stated	4	0.69%
No Information	531	91.08%



### Vulnerable Tenants

A more abstract metric when assessing tenant's needs is whether they consider themselves vulnerable. While this does not necessarily denote disability (it can also represent those who feel threatened, through Domestic Violence, Religious persecution etc.), it does serve to indicate tenants who may have a greater need.

Vulnerable Tenant	No. Vulnerable Tenants	% Vulnerable Tenants
Yes	15	2.57%
No	105	18.01%
Not Stated	16	2.74%
No Information	447	76.67%

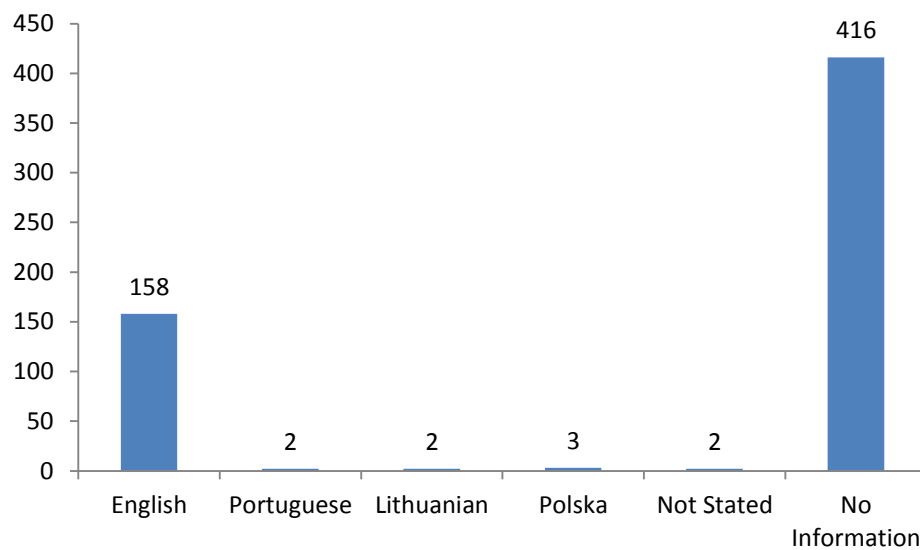


## Appendix 1

### Preferred Language

While the vast majority of our tenants are British or otherwise use English as a first language, we do have tenants in our flats for whom English is not their preferred method of communication.

Preferred Language	No. Tenants With Preference	% Tenants With Preference
English	158	27.10%
Portuguese	2	0.34%
Lithuanian	2	0.34%
Polska	3	0.51%
Not Stated	2	0.34%
No Information	416	71.36%



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## Appendix 2

### Fire Risk in Communal Areas: Equality Impact Assessment

Discussed on 30 June 2017

Present: Housing Services Manager; Planned Maintenance Manager; Neighbourhood Officer; An involved tenant

Equality Impact Assessments (EqIA) are used to examine what different groups of people are, or could be, disadvantaged by particular decisions.

The Council has a public sector equality duty which means that public bodies are required to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.

**Aim of the Fire Risk in Communal Areas Policy:** To minimise the risk of fire in communal areas and the spread of fire; and to maintain clear access so that there is an adequate means of escape for anyone in the block at the time of the outbreak. This minimises the risk of a disaster involving loss of life or the need for a mass evacuation which necessitates rehousing those left homeless as a result of a major incident. This is to be achieved by ensuring compliance with relevant legislation, regulations and the regulatory framework for social housing.

**Those affected by the Policy:** Tenants, leaseholders and private tenants resident in the Council's blocks of flats, their household members and their visitors. Potentially, unauthorised occupants may also be affected. Also, our own staff (Officers and operatives), our contractors and other visitors to the block who may be there in a professional capacity (eg carers, those making deliveries, postal staff etc)

**Diversity information:** the Housing Service has information relating to the diversity of tenants in flats. See separate reports.

#### **Main issues:**

Tenants are now responsible for knowing the fire safety policy in their blocks.

The zero tolerance policy on storage of belongings in communal areas is to be more strictly enforced.

This will have an impact on resources: robust inspections needed, all staff must be on board with reporting, publicity on the new arrangements needed, removal costs, storage arrangements and costs, ensuring the Local Government (Miscellaneous Provisions) Act is adhered to etc.

We will now be keeping information relating to the needs of people living in blocks in the fire safety log cabinets in each one. Surveys have been sent to all tenants and we have received 167 back (there are 583 flats in total)

There is a "stay put" policy at many blocks. Therefore, it is vital that all tenants in flats understand the policy for their own block. There is appropriate signage but we need to reach out to those who, for whatever reason, do not understand that.

## Appendix 2

Some blocks have fire alarms; only one, at St Andrews Street, has a sprinkler system.

There was some discussion regarding the implementation of a zero tolerance policy relating to the storage of belongings in communal areas. It was agreed that this policy does not discriminate directly against anyone as it is in place to protect the health and safety of all residents in flats. This policy is also supported by the Fire Service.

**Action Plan** (worked up following an assessment of the diversity of the tenants in flats and how the revised policy impacts upon them)

- We must ensure that we have more information about the needs of different tenants in our blocks. **Action:** telephone those people who have not returned their forms, and then visit those who we cannot reach by telephone (Neighbourhood teams)
- The following groups of people may need assistance in order to help them to understand the fire safety policy for their blocks: those who are blind or who have sight problems; those with learning disabilities; those people whose first language is not English. **Action:** make contact with these people to ensure they understand what to do in the event of fire. We can identify them from our records. Where appropriate, liaise with support workers, other agencies or relatives. We need to provide information in other formats as appropriate. (Neighbourhood teams/ Planned Maintenance team)
- Those with mobility problems may have queries about what to do in the event of fire. **Action:** make contact with these people to ensure that they understand the policy on fire safety for their block and what they need to do in the event of an emergency. (Neighbourhood teams)
- We need to promote effective communication around fire safety. **Action:** regular updates on social media and in our tenant newsletter, Housing News 4U. (Support Services Team Leader). **All Officers** to emphasise the need for two-way communication about such matters. If a tenant is aware of a hazard left in a communal hallway by someone else, they need to tell us. We offer many different methods of contact eg telephone, email, letter, via a Councillor, social media etc. We must publicise this in the context of fire safety (Support Services Team Leader)



## **CABINET** **3 August 2017**

### **FINANCIAL UPDATE FOR THE THREE MONTHS TO 30 JUNE 2017**

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

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

**RECOMMENDATION(S):** 1. The Cabinet note the financial monitoring information for the income and expenditure for the three months to 30<sup>th</sup> June 2017.

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

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

**Legal Implications:** None.

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

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

#### **1.0 Introduction**

- 1.1 The purpose of this report is to highlight to Cabinet our current financial status and the likely reserve balances at 31 March 2018. It embraces both revenue, in respect of the General Fund and the Housing Revenue Account (HRA), and capital and aims to focus attention on those areas which are unlikely to achieve budget. It is particularly important for next year's budget setting and, looking further ahead, with the medium term financial plan.
- 1.2 Favourable variances generating either increased income or cost savings are expressed as credits (negative numbers), whilst unfavourable overspends or incomes below budget are debits (positive numbers). This report only includes budget variances of circa £10k as the purpose of the report is to concentrate on material issues that may require further investigation/action. Budget variances are expressed net of budgeted transfers to or from earmarked reserves, which were previously approved by Cabinet. A more detailed analysis will be provided with the final outturn report for the year.

## 2.0 Executive Summary of 2017/18

- 2.1 The table below shows the opening position of key operational balances of the Council, the forecast in year movements and final predicted position at 31 March 2018:

Usable Reserves	31/03/2017	Forecast in year movement	31/03/2018
	£k	£k	£k
<b>Revenue</b>			
General Fund (see paragraph 3.2)	(2,241)	130	(2,111)
Housing Revenue Account (see paragraph 4.2)	(2,000)	0	(2,000)
<b>Capital</b>			
Major Repairs Reserve	0	0	0
Capital Receipts Reserve	(2,438)	(596)	(3,034)
Capital Contingency Reserve	(471)	165	(306)

## 3.0 The General Fund Reserve

- 3.1 This is the major revenue reserve of the Council. It is increased or decreased by the surplus or deficit generated on the General Fund in the year. This reserve held a balance of £2,241k as at 31/03/17.
- 3.2 The forecast General fund deficit for the current year is £130k as shown at Appendix A. The most significant *service* movements this month comprise:

Income shortfalls in Leisure Services	£138k
Income shortfalls for Building Control Partnership	£27k

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

## 4.0 Housing Revenue Account (HRA)

- 4.1 This is a ring-fenced account in respect of the Council's social housing function. Major variances and proposed corrective action are highlighted at Appendix F.
- 4.2 Appendix E shows that the reserve opening balance is £2m. It is anticipated that the forecast variance of £175k surplus will increase the budgeted transfer to the Housing Maintenance Fund and so the HRA reserve balance should remain at £2m.

4.3 Overall, the HRA is forecast to underspend by £175k in 2017/18, the most significant items of which comprise the following:

- £162k of savings across Repairs & Maintenance, made up of the following
  - £120k surplus generated by the Direct Labour Operation (DLO) carrying out more adaptation work than planned
  - £42k of various staffing savings including apprentice vacancies
- £40k shortfall is forecast on dwelling rent since this area is slightly behind target at this stage

4.4 There are budgeted revenue contributions to capital purchases as follows for 2017/18.

<b>Description</b>	<b>Budget £'000</b>	<b>Forecast Outturn £'000</b>	<b>Variance £'000</b>
1 x Tipper Vehicle	32	24	(8)

4.5 The following works are expected to be funded from the Housing Maintenance Fund during 2017/18.

<b>Description</b>	<b>Budget £'000</b>	<b>Forecast Outturn £'000</b>	<b>Variance £'000</b>
Birchen Lane re-development	167	167	0
Palmerston Park	1,185	553	(632)
Queensway development	209	61	(148)
Burlescombe development	214	0	(214)
Stoodleigh development	223	0	(223)
Land Acquisition for Affordable Housing	1,851	251	(1,600)
	<b>3,849</b>	<b>1,032</b>	<b>(2,817)</b>

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

## 5.0 Major Repairs Reserve

5.1 The Major Repairs Reserve had a nil balance at 31 March 2017. After this year's capital expenditure and funding of the Major Repairs Reserve the closing balance is forecast to be £0k. Whilst there is forecast slippage of £15k on the Capital Programme relating to 'Major Repairs to Housing Stock' this will remain in the Housing Maintenance Fund and will be used to fund this spend in 2018/19.

## 6.0 Capital Programme

- 6.1 Capital projects by their very nature often overlap financial years. In some cases it is known from the outset that the construction of buildings may fall into 3 separate accounting years. The status of this year's capital programme is shown at Appendix G.
- 6.2 Committed and Actual expenditure is currently £6,859k against a budgeted Capital Programme of £22,620k. (Note this includes £9,184k of slippage rolled forward from 16/17). As projects often overlap financial years officers have given their best estimate of what is 'deliverable' in 17/18; this amounts to £10,965k (note this forecast will be further refined for next months monitoring). Committed and Actual expenditure will therefore be monitored against this & currently shows an uncommitted amount of £4,106k (£10,965k - £6,859k).
- 6.3 The reduction in the approved Capital Programme to the 'deliverable' programme includes £5,114k in relation to the development project at the rear of the Town Hall which will now be delivered by the Special Purpose Vehicle Company (SPV).
- 6.4 At this stage in the year there are no forecast underspend or overspend for 2017/18. However there is a small amount of slippage predicted in relation to works required to maintain our Council Houses of £15k in relation to the Garage Refurbishment Programme.

## 7.0 Capital Contingency Reserve

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

	£k
Capital Earmarked Reserve at 1 April 2017	(471)
Funding required to support 2017/18 Capital Programme	165
<b>Forecast Balance at 31 March 2018</b>	<b>(306)</b>

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

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

	£k
Unapplied Useable Capital Receipts at 1 April 2017	(2,438)
Net Receipts to date (includes 11 "Right to Buy" Council House sales & sale of land at Station Yard)	(1,150)
<b>Current Balance</b>	<b>(3,588)</b>

Forecast further capital receipts in year	(750)
Forecast capital receipts to be applied in year	1,304
Forecast Unapplied Capital Receipts c/fwd. 31 March 2018	<b>(3,034)</b>

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

## **9.0 Treasury Management**

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

### Interest Receivable:

	Budget £k	Forecast outturn £k	Forecast variance £k
Investment Income Received	(259)	(259)	0
Interest from HRA funding	(54)	(54)	0
<b>Total Interest Receivable</b>	<b>(313)</b>	<b>(313)</b>	<b>0</b>

## **10.0 Conclusion**

- 10.1** Members are asked to note the revenue and capital forecasts for the financial year. Managers are working hard to offset overspends, many unavoidable or unforeseen, with budget savings to deliver an outturn close to the budget.
- 10.2** Following several years of austerity, the financial monitoring process has become even more important and service managers' efforts have resulted in a number of relatively small overspends in a few areas. This, of course, is an early stage in the year and so it is likely that future monitoring reports will include updated forecasts that make use of the latest information known at the time.

### **Contact for more information:**

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### **Circulation of the Report:**

Cllr Peter Hare-Scott, Management Team

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**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE  
PERIOD 01 APRIL TO 30 JUNE 2017**

			2017/18 Annual Budget	Full Year Forecast (0 = On budget)	Variance
Com	General Fund Summary	Note	£	£	%
	<b>Cllr C J Eginton</b>				
CM	Corporate Management	A	1,587,680	0	0.0%
LD	Legal & Democratic Services: Member/Election Services	B	576,570	6,000	1.0%
PR	Land charges	Q	(32,830)	0	0.0%
	<b>Cllr K Busch</b>				
CP	Car Parks	C	(592,390)	6,000	1.0%
ES	Cemeteries & Bereavement Services	D	(34,850)	(5,000)	14.3%
ES	Open Spaces	F	85,410	0	0.0%
GM	Grounds Maintenance	E	541,150	0	0.0%
WS	Waste Services	H	1,598,920	0	0.0%
	<b>Cllr C R Slade</b>				
CD	Community Development	I	82,700	2,300	2.8%
ES	Environmental Services incl. Licensing	D	599,780	0	0.0%
IT	IT Services	Q	859,450	23,000	2.7%
RS	Recreation And Sport	J	46,640	147,000	315.2%
	<b>Cllr P H D Hare-Scott</b>				
FP	Finance And Performance	K	592,620	0	0.0%
RB	Revenues And Benefits	L	256,180	(10,000)	-3.9%
	<b>Cllr R L Stanley</b>				
ES	ES: Private Sector Housing Grants	D	163,900	0	0.0%
HG	General Fund Housing	M	251,340	5,000	2.0%
PS	Property Services	G	218,850	0	0.0%
	<b>Cllr R J Chesterton</b>				
CD	Community Development: Markets	I	34,420	12,000	-34.9%
PR	Planning And Regeneration	N	1,223,710	10,500	0.9%
	<b>Cllr M Squires</b>				
CS	Customer Services	O	794,300	0	0.0%
ES	Environment Services - Public Health	D	94,860	0	0.0%
HR	Human Resources	P	416,110	0	0.0%
LD	Legal & Democratic Services: Legal Services	B	255,200	(4,000)	-1.6%
	<b>All General Fund Services</b>		<b>9,619,720</b>	<b>192,800</b>	<b>2.0%</b>
	Net recharge to HRA		(1,245,730)	0	
IE260	Interest Payable		143,680	0	
IE290	Interest Receivable on Investments		(254,000)	0	
IE290	Interest from Funding provided for HRA		(54,000)	(677)	
IE435	New Homes Bonus Grant		(1,721,980)	0	
	Sundry Grants			0	
IE800	Statutory Adjustments (Capital charges)		398,370	0	
TREMR	Net Transfer to/(from) Earmarked Reserves	APP B	1,645,010	(62,520)	
	<b>TOTAL BUDGETED EXPENDITURE</b>		<b>8,531,070</b>	<b>129,603</b>	<b>1.5%</b>
30/IE440	Formula Grant (RSG & NNDR)		(2,762,760)	0	
IE431	Rural Services Delivery Grant		(374,510)	0	
IE432	Transitional Grant		(31,510)	0	
IE410	Council Tax		(5,356,390)	0	
IE439	CTS Funding Parishes		46,960	0	
IE420	Collection Fund Surplus		(52,860)	0	
	<b>TOTAL BUDGETED FUNDING</b>		<b>(8,531,070)</b>	<b>0</b>	<b>0%</b>
	<b>Forecast in year (Surplus) / Deficit</b>		<b>0</b>	<b>129,603</b>	
EQ700	General Fund Reserve 01/04/17			(2,241,085)	
	<b>Forecast General Fund Balance 31/03/18</b>			<b>(2,111,482)</b>	

## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2017

Note	Description of Major Movements				Full Year Forecast Variance (Net of Trf to EMR)
<b>B</b>	<b>Legal &amp; Democratic Services</b>				
	Minor variances in Electoral Registration				6,000
	Minor variances in Legal Services				(4,000)
					2,000
<b>C</b>	<b>Car Parks</b>				
	P&D income down against budget for 1st qtr due to P&D machine replacement, still to early to predict a yearend forecast.				6,000
					6,000
<b>D</b>	<b>Environmental Services combined</b>				
	Cemetery income above profile for the 1st Qtr, will review month by month.				(5,000)
					(5,000)
<b>H</b>	<b>Waste Services</b>				
	Trade waste - income is down due to losing a couple of big customers				40,000
	Trade waste - less in landfill disposal charges				(40,000)
					0
<b>I</b>	<b>Community Development</b>				
	Market Income - Market Manager actively seeking new traders, however footfall in Tiverton is down				12,000
	Grant spend (covered by Seed Fund ear marked reserve)				2,300
					14,300
<b>J</b>	<b>Recreation And Sport</b>				
	All sites Income: revised growth based upon 16/17 Outturn				138,000
	All sites Rates: charges exceeded annual budget				9,000
					147,000
<b>L</b>	<b>Revenues And Benefits</b>				
	Housing Benefit Subsidy				(10,000)
					(10,000)
<b>M</b>	<b>General Fund Housing</b>				
	Minor variances				5,000
					5,000



## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2017

Note	Description of Major Movements				Full Year Forecast Variance (Net of Trf to EMR)
<b>N</b>	<b>Planning And Regeneration</b>				
	Building Control Partnership Income-Mgr forecast 17/18 Outturn				27,000
	Enforcement: Staff vacancy				(16,000)
	Development Mgt: Staff vacancies				(24,000)
	Tiverton EUE: Ongoing expenditure (fully funded from EMR)				4,500
	Garden Village: Ongoing expenditure (fully funded from EMR)				19,000
					10,500
<b>Q</b>	<b>I.T. Services</b>				
	The current contract for data lines procured through DCC is expiring, new infrastructure is required				14,000
	Salary overspend due to JE regrade - this forecast may change as the service is currently going through a restructure				9,000
					23,000
	<b>FORECAST (SURPLUS)/DEFICIT AS AT 31/03/18</b>				<b>192,800</b>

<b>Cabinet</b>		<b>15,000</b>
<b>Community</b>		<b>159,800</b>
<b>Homes</b>		<b>5,000</b>
<b>Environment</b>		<b>(5,000)</b>
<b>Economy</b>		<b>18,000</b>
		<b>192,800</b>

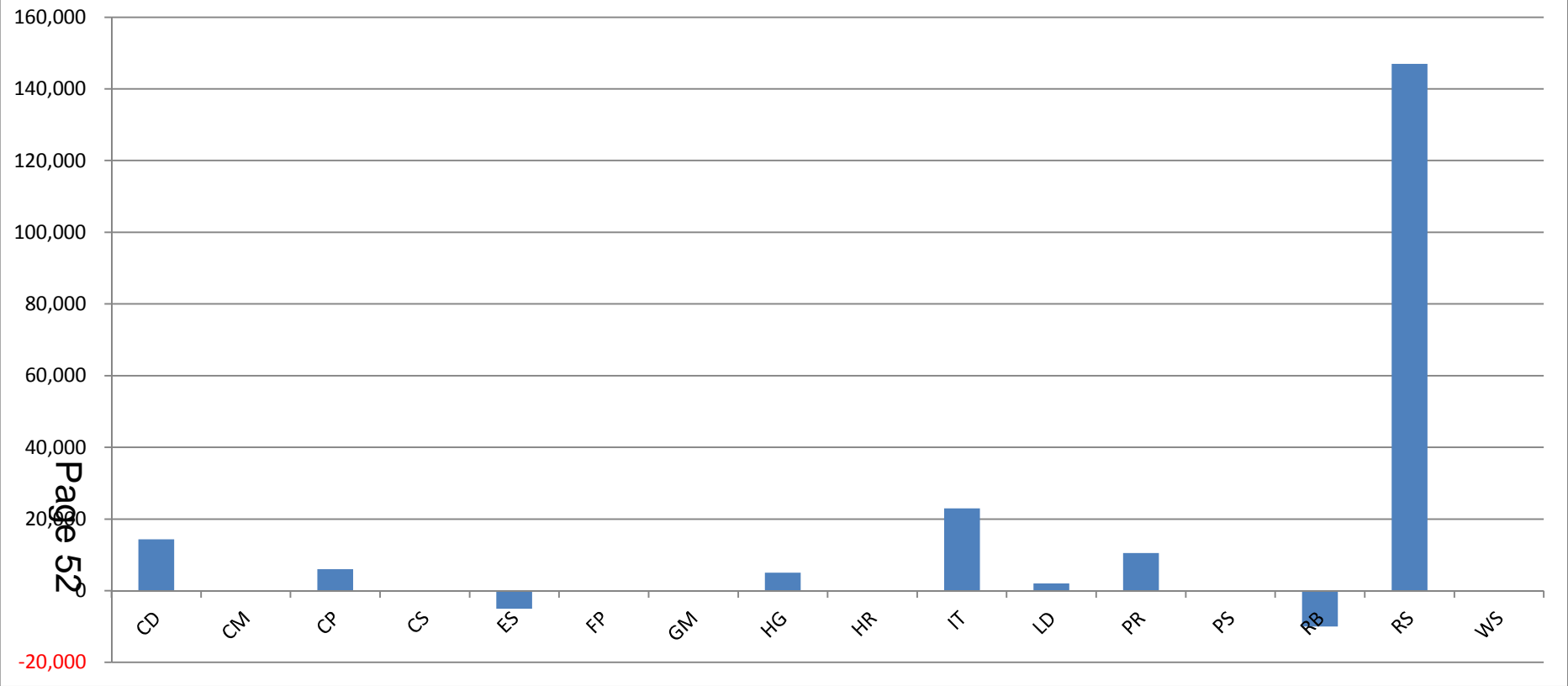
**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL  
TO 30 JUNE 2017**

<b>Committee</b>	<b>Net Transfers to / from Earmarked Reserves</b>	<b>(Net Trf to EMR)</b>
<b>CM</b>	Corporate Management	
<b>LD</b>	Legal & Democratic Services: Member/Election Services	
	LD201 Election costs - District	20,000
	LD300 Democratic Rep & Management	5,000
	LD600 Legal Services	(16,180)
<b>CP</b>	Car Parks	
<b>ES</b>	Environmental Services combined	
	ES100 Cemeteries	
	ES450 Parks and Open Spaces	
	ES450 Parks and Open Spaces	
	ES580 Pool Car Running costs	
	ES660 Control of Pollution	
	ES730 Environmental Enforcement	
	ES361 Public Health	
<b>GM</b>	Grounds Maintenance	
	GM960 Grounds Maintenance	
	GM960 Grounds Maintenance	
<b>OS</b>	Open Spaces	
	EQ643 W70 Developers Contribution	
	EQ640 W52 Popham Close Comm Fund	
	EQ641 W67 Moorhayes Com Dev Fund	
	EQ642 W69 Fayrecroft Willand Ex West	
	EQ638 Dev Cont Linear park	
	EQ644 Dev Cont Winswood Crediton	
<b>PS</b>	Property Services	
	PS350 Public Conveniences	
	PS980 Property Services Staff Unit	
<b>WS</b>	Waste Services	
	WS650 Street Cleaning - Vehicle Sinking Fund	56,470
	WS650 Street Cleaning - Litter Buster Team	(44,600)
	WS700 Refuse Collection - Litter Buster Team	(9,900)
	WS700 Refuse Collection - Vehicle Sinking Fund	217,510
	WS710 Trade Waste - Vehicle Sinking Fund	21,720
	WS725 Kerbside Recycling - Vehicle Sinking Fund	158,810
	WS725 Kerbside Recycling - Equipment Sinking Fund	2,000
	WS770 Unit 3 Carlu Close - Maintenance Sinking Fund	2,700

**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL  
TO 30 JUNE 2017**

<b>Committee</b>	<b>Net Transfers to / from Earmarked Reserves</b>	<b>(Net Trf to EMR)</b>
<b>CD</b>	Community Development	
	CD200 Community Development - GWC grant	(45,000)
	CD200 Grant spend from Seed Fund - EMR released	(2,300)
<b>RS</b>	Recreation And Sport	
<b>FP</b>	Finance And Performance	
<b>RB</b>	Revenues And Benefits	
	RB600 Revenues Misc Income Team Salaries	(20,000)
<b>HG</b>	General Fund Housing	
<b>PR</b>	Planning and Regeneration	
	PR200 Development Control	(294,000)
	PR400 Business Development - Grants & Funding Officer	(21,730)
	PR400 Business Development - Town Centre Manager	(40,700)
	PR400 Business Development	(100,000)
	PR800 Planning Policy	(30,000)
<b>CS</b>	Customer Services	
	CS500 Messenger Services	1,440
	CS900 Central Photocopying	5,000
	CS902 Central Postage	2,500
	CS910 Customer Services Admin	250
	CS932 Customer First	5,000
	CS938 Digital Strategy Staffing	(23,180)
<b>HR</b>	Human Resources	
<b>IT</b>	IT Services	
	IT800 Phoenix House Printer Sinking Fund	9,700
<b>IE</b>	New Homes Bonus monies earmarked for capital and economic regeneration projects	1,721,980
	<b>Net Transfer to / (from) Earmarked Reserves</b>	<b>1,582,490</b>
	Budgeted Net Transfer to Reserves	1,645,010
	<b>Forecast Variance</b>	<b>(62,520)</b>

2017/18 General Fund Projected Outturn Variance £



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Key

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

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

## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2017

					Full Year	
	2017/18	2017/18	2017/18	2017/18	Forecast	Variance
	Annual Budget	Profiled Budget	Actual	Variance	Variation	
	£	£	£	£	£	%
Building Control Fees	(280,800)	(70,200)	(60,000)	10,200	27,000	-10%
Planning Fees	(885,000)	(221,250)	(219,096)	2,154	0	0%
Car Parking Fees - See Below	(799,450)	(186,605)	(177,354)	9,251	7,000	-1%
Leisure Fees & Charges	(2,793,060)	(727,699)	(598,390)	129,309	138,000	-5%
Trade Waste Income	(677,500)	(361,036)	(333,581)	27,455	40,000	-6%
Garden Waste	(450,000)	(58,500)	(82,907)	(24,407)		0%
Licensing	(129,410)	(26,651)	(24,455)	2,196		0%
Market Income	(85,400)	(21,350)	(18,996)	2,354	12,000	-14%
	<b>(6,100,620)</b>	<b>(1,673,291)</b>	<b>(1,514,779)</b>	<b>158,512</b>	<b>224,000</b>	<b>-3.7%</b>
<b>Pay and Display</b>					<b>Spaces</b>	<b>Bud Income pa per space</b>
Beck Square,Tiverton	(83,780)	(20,430)	(20,666)	(236)	40	(2,095)
William Street,tiverton	(31,780)	(7,670)	(6,576)	1,094	45	(706)
Westexe South,Tiverton	(47,800)	(12,540)	(13,045)	(505)	51	(937)
Wellbrook Street,Tiverton	(15,540)	(3,920)	(3,573)	347	27	(576)
Market Street,Crediton	(40,420)	(10,040)	(9,815)	225	39	(1,036)
High Street,Crediton	(75,330)	(19,070)	(18,840)	230	190	(396)
Station Road,Cullompton	(41,900)	(11,730)	(9,219)	2,511	112	(374)
Multistorey,Tiverton	(127,980)	(31,760)	(28,996)	2,764	631	(203)
Market Car Park,Tiverton	(220,120)	(51,360)	(49,879)	1,481	122	(1,804)
Phoenix House,Tiverton	(3,680)	(800)	(1,170)	(370)	15	(245)
P&D Shorts & Overs	0	0	409	409	0	0
	<b>(688,330)</b>	<b>(169,320)</b>	<b>(161,371)</b>	<b>7,949</b>	<b>1,272</b>	<b>(8,373)</b>
<b>Day Permits</b>	(31,000)	(2,000)	(788)	1,212		
<b>Allocated Space Permits</b>	(39,420)	(910)	89	999		
<b>Overnight Permits</b>	(1,000)	(250)	0	250		
<b>Day &amp; Night Permits</b>	0	0	(1,375)	(1,375)		
<b>Other Income</b>	(39,700)	(14,125)	(13,908)	217		
	<b>(799,450)</b>	<b>(186,605)</b>	<b>(177,353)</b>	<b>9,252</b>		
<b>Standard Charge Notices (Off Street)</b>	<b>(28,000)</b>	<b>(5,870)</b>	<b>(9,829)</b>	<b>(3,959)</b>		

	2017/18	2017/18	2017/18	2017/18
	Annual Budget	Profiled Budget	Actual	Variance
Total Employee Costs	£	£	£	£
<b>General Fund</b>				
Community Development	62,120	15,530	11,839	(3,691)
Corporate Management	1,299,200	324,800	321,151	(3,649)
Customer Services	711,710	177,928	174,148	(3,780)
Environmental Services	981,140	245,285	242,593	(2,692)
Finance And Performance	535,450	133,863	133,142	(721)
General Fund Housing	206,040	51,510	49,916	(1,594)
Grounds Maintenance	442,560	110,640	97,703	(12,937)
Human Resources	341,290	85,323	82,317	(3,006)
I.T. Services	488,880	122,220	127,769	5,549
Legal & Democratic Services	462,960	115,740	131,347	15,607
Planning And Regeneration	1,755,840	438,960	376,530	(62,430)
Property Services	423,430	105,858	94,638	(11,220)
Recreation And Sport	1,828,350	457,088	450,704	(6,384)
Revenues And Benefits	701,690	175,423	162,193	(13,230)
Waste Services	1,986,040	496,510	459,932	(36,578)
	<b>12,226,700</b>	<b>3,056,678</b>	<b>2,915,922</b>	<b>(140,756)</b>
<b>Housing Revenue Account</b>				
BHO09 Repairs And Maintenance	603,330	150,833	148,709	(2,124)
BHO10 Supervision & Management	1,369,080	342,270	350,893	8,623
BHO11 Special Services	37,180	9,295	6,298	(2,997)
	<b>2,009,590</b>	<b>502,398</b>	<b>505,900</b>	<b>3,502</b>
<b>Total</b>	<b>14,236,290</b>	<b>3,559,076</b>	<b>3,421,822</b>	<b>(137,254)</b>

	2017/18	2017/18	2017/18	2017/18
	Annual Budget	Profiled Budget	Actual	Variance
Agency Staff	£	£	£	£
<b>General Fund</b>				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	0	0	0	0
Environmental Services	0	0	1,023	1,023
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	5,000	1,250	6,023	4,773
Human Resources	0	0	0	0
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	0	0
Planning And Regeneration	0	0	0	0
Property Services	0	0	3,391	3,391
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	13,121	13,121
Waste Services	179,250	44,813	40,360	(4,453)
	<b>184,250</b>	<b>46,063</b>	<b>63,917</b>	<b>17,854</b>
<b>Housing Revenue Account</b>				
BHO09 Repairs And Maintenance	0	0	(1,128)	(1,128)
BHO10 Supervision & Management	0	0	0	0
BHO11 Special Services	0	0	0	0
	<b>0</b>	<b>0</b>	<b>(1,128)</b>	<b>(1,128)</b>
<b>Total</b>	<b>184,250</b>	<b>46,063</b>	<b>62,790</b>	<b>16,727</b>

**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR  
THE PERIOD 01 APRIL TO 30 JUNE 2017**

		2017/18 Annual Budget	Forecast	Variance
Housing Revenue Account (HRA)	Notes	£	£	%
<b>Income</b>				
SHO01 Dwelling Rents Income	A	(12,368,590)	40,000	-0.3%
SHO04 Non Dwelling Rents Income	B	(571,420)	(14,000)	2.5%
SHO06 Tenant Charges For Services	C	(350)	0	0.0%
SHO07 Leaseholders' Service Charges	D	(21,640)	0	0.0%
SHO08 Contributions Towards Expenditure	E	(36,470)	0	0.0%
SHO09 Alarm Income - Non Tenants	F	(209,520)	(5,000)	2.4%
SHO10 H.R.A. Investment Income	G	(40,000)	0	0.0%
SHO11 Miscellaneous Income	H	(19,000)	0	0.0%
<b>Services</b>				
SHO13A Repairs & Maintenance	I	3,098,380	(162,000)	0.0%
SHO17A Housing & Tenancy Services	J	1,315,290	(12,000)	-0.9%
SHO22 Alarms & L.D. Wardens expenditure	K	121,700	(10,000)	-8.2%
<b>Accounting entries 'below the line'</b>				
SHO29 Bad Debt Provision Movement	L	25,000	0	0.0%
SHO30 Share Of Corporate And Democratic	M	165,320	0	0.0%
SHO32 H.R.A. Interest Payable	N	1,214,500	0	0.0%
SHO34 H.R.A. Transfers between earmarked reserves	O	2,952,820	0	0.0%
SHO36 H.R.A. R.C.C.O.	P	32,000	0	0.0%
SHO37 Capital Receipts Reserve Adjustment	Q	(26,000)	0	0.0%
SHO38 Major Repairs Allowance	R	2,275,000	(12,000)	-0.5%
SHO45 Renewable Energy Transactions	S	(130,000)	0	0.0%
		<b>(2,222,980)</b>	<b>(175,000)</b>	<b>-7.9%</b>
Net recharge to HRA		1,245,730		
Capital Charges		977,250		
<b>Net Housing Revenue Account Budget</b>		<b>0</b>		

Housing Revenue Account	£k
Total HRA reserve as at 01/04/7	(2,000)
Forecast movement in the year	0
<b>Forecast HRA reserve as at 31/03/18</b>	<b>(2,000)</b>

Housing Maintenance Fund	£k
Opening balance	10,970
Reserve utilised for capital works (see appendix G)	(1,032)
Budgeted transfer to reserves	2,182
Forecast variance for the year (see above)	175
<b>Forecast closing balance</b>	<b>12,295</b>

Renewable Energy Fund	£k
Opening balance	455
Expenditure forecast for this year (see appendix G)	(98)
Net income forecast for this year	130
<b>Forecast closing balance</b>	<b>487</b>

# HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2017

Note	Description of Major Movements	Corrective Action	Forecast
			Variance £
<b>A</b>	Dwelling rent is 0.3% behind target	N/A	40,000
<b>B</b>	Garage voids are lower than budgeted	N/A	(14,000)
<b>F</b>	Minor variance	N/A	(5,000)
<b>I</b>	Significantly more time than expected will be spent on adaptations work, leading to a transfer of costs	N/A	(120,000)
	Underspends due to staffing vacancies	N/A	(42,000)
<b>J</b>	Minor savings forecast	N/A	(12,000)
<b>K</b>	Minor savings forecast	N/A	(10,000)
<b>R</b>	MRA is forecast to spend £2,263k	N/A	(12,000)
		<b>TOTAL</b>	<b>(175,000)</b>



MID DEVON DISTRICT COUNCIL  
MONITORING OF 2017/18 CAPITAL PROGRAMME

Appendix G

Code	Scheme	Approved Capital Programme 2017/18	Total Slippage B/fwd & Adj to Approved Capital Programme 17/18	Budgeted Capital Programme 2017/18	Deliverable Capital Programme 2017/18	Actual Expenditure 2017/18	Committed Expenditure 2017/18	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 18/19	Notes
		£	£	£		£	£	£	£	£	£	
	<b>General Fund Projects</b>											
	<b>Lords Meadow Leisure Centre</b>											
CA624	Main car park resurfacing		50,000	50,000	50,000	0	0	0	(50,000)			
	<b>Exe Valley Leisure Centre</b>											
CA630	Exe Valley Leisure Centre - Replenish sand filters	25,000	0	25,000	25,000	0	0	0	(25,000)			
CA627	EVLC - Pressure set replacement Hot/Cold		50,000	50,000	50,000			0	(50,000)			
CA626	EVLC - Fitness extension		657,000	657,000	657,000	70,996	696,247	767,243	110,243			This variance includes contingency included in the contract & wet side improvement works amounting to £43k in 16/17
	<b>Culm Valley Leisure Centre</b>											
CA631	CVSC replace end of life AC for fitness Gym	30,000	0	30,000	30,000	0	0	0	(30,000)			
	<b>Pannier Market</b>											
CA509	Pannier Market - Improvement Project back log maintenance	60,000	0	60,000	60,000	43,842	0	43,842	(16,158)			
CA507	Tiverton Pannier Market Pippens		70,000	70,000	0	0	0	0	0			This Project will no longer be undertaken
CA508	Pannier Market Clock Tower		12,000	12,000	12,000	18,592	6,170	24,762	12,762			
	<b>MSCP Improvements</b>											
CA709	MSCP improvements (refer to Matrix condition report)		139,000	139,000	70,000	0	7,098	7,098	(62,902)			Spend on this project will be undertaken with consideration to proposed Premier Inn project
	<b>MDDC Shops/Industrial Units</b>											
CA510	Energy Assessment works - new legislation - Indust Units/Shops/Mkt Walk	50,000	0	50,000	25,000	0	0	0	(25,000)			This Project is likely to straddle 17/18 & 18/19 Financial years
	<b>Play Areas</b>											
CA632	Play area refurbishment District wide - Amory Park Tiverton	50,000	0	50,000	0	0	0	0	0			This project is likely to be delivered in 18/19
CA628	Play area refurbishment - West Exe Recreation Ground Tiverton		50,000	50,000	0	0	2,300	2,300	2,300			This project is likely to be delivered in 18/19
	<b>Other Projects</b>											
CA460	Credition Office - Structural improvement work	30,000	0	30,000	20,000	0	0	0	(20,000)			Updated forecast of these costs are now £20k
CA461	A361 junction to facilitate Eastern Urban Extension (funded by s106)	1,750,000	0	1,750,000	1,000,000	0	0	0	(1,000,000)			MDDC contribution to DCC to help fund this junction now agreed at £1m
CA455	St Lawrence Green Project		30,000	30,000	30,000	0	0	0	(30,000)			
CA570	Coggans Well building acquisition					268,176	0	268,176	268,176			This acquisition will be funded by Useable Capital Receipts
CA468	Replacement Car park Machines					60,922	7,092	68,014	68,014			This project will be funding by a combinations of EMR's (£20k) & the balance from Useable Capital Receipts
	<b>General Fund Development Schemes</b>											
CA462	Rear of Town Hall development site (6 Houses, 24 Apartments)	5,114,000	0	5,114,000	0	2,464	1,000	3,464	3,464			This project will now be delivered by the SPV & any associated costs novated to the new company
	<b>ICT Projects</b>											
CA433	Unified Comms/telephony	107,000	0	107,000	107,000	0	0	0	(107,000)			
CA456	Digital Transformation replacement of CRM	50,000	50,000	100,000	100,000	0	0	0	(100,000)			
CA463	Secure Wifi replacement	50,000	0	50,000	50,000	0	0	0	(50,000)			
CA464	Parking System Replacement (enforcement)	40,000	0	40,000	40,000	370	0	370	(39,630)			
CA465	Replacement Queue System	30,000	0	30,000	30,000	0	0	0	(30,000)			
CA466	Core System Refreshes - Revs/Bens	20,000	0	20,000	20,000	0	0	0	(20,000)			
CA467	Replacement Estates/Property Systems	50,000	0	50,000	50,000	0	0	0	(50,000)			
CA421	Replacement of PC estate 330s		31,000	31,000	31,000	12,720	0	12,720	(18,280)			
CA423	Continued replacement of WAN/LAN		60,000	60,000	60,000	0	0	0	(60,000)			
CA425	Server farm expansion/upgrades		96,000	96,000	96,000	12,133	0	12,133	(83,867)			
CA437	Digital Transformation		61,000	61,000	61,000	0	0	0	(61,000)			
CA439	Mobile Working NDL MX		7,000	7,000	7,000	0	7,000	7,000	0			
CA444	SQL/Oracles refreshes		21,000	21,000	21,000	2,500	7,975	10,475	(10,525)			
	<b>Replacement Vehicles</b>											
CA714	Medium Sweeper (Street Cleansing)	70,000	0	70,000	70,000	0	0	0	(70,000)			
CA715	Van Tipper (Grounds Maintenance)	26,000	0	26,000	26,000	0	0	0	(26,000)			
CA716	Ransomes Mower (Grounds Maintenance)	35,000	0	35,000	35,000	0	0	0	(35,000)			
CA712	Iveco Tipper (or equivalent)		24,000	24,000	24,000	0	0	0	(24,000)			
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)		160,000	160,000	160,000	0	167,114	167,114	7,114			Trade Waste vehicle
CA821	5 Refuse Vehicles with Food waste capability		900,000	900,000	900,000	0	832,782	832,782	(67,218)			Garden Waste (3 large & 3 small refuse vehicles)
CA822	7.5T Tipper		100,000	100,000	100,000	0	0	0	(100,000)			
CA825	3.5T Tipper		25,000	25,000	25,000	0	0	0	(25,000)			
CA827	3.5T Tipper		25,000	25,000	25,000	0	0	0	(25,000)			
		7,587,000	2,618,000	10,205,000	4,067,000	492,715	1,734,778	2,227,493	(1,839,507)	0	0	

Code	Scheme	Approved Capital Programme 2017/18	Total Slippage B/fwd & Adj to Approved Capital Programme 17/18	Budgeted Capital Programme 2017/18	Deliverable Capital Programme 2017/18	Actual Expenditure 2017/18	Committed Expenditure 2017/18	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 18/19	Notes
CG217 CG201	<a href="#">Private Sector Housing Grants</a> Empty homes and enforcement Disabled Facilities Grants–P/Sector	104,000 490,000	0 174,000	104,000 664,000	104,000 664,000	0 153,881	0 179,023	0 332,904	(104,000) (331,096)			
	Please note where possible commitments are raised on the Finance Ledger. Currently the total commitment for Private Sector Housing Grants held outside the ledger is £179k. This underspend includes underspent budget on Private Tenant DFG's amounting to 331k; these are effectively ring fenced, therefore leaving £104k uncommitted. (£435k - £331k) Commitments include all approved grants. The timing of when these are drawn down is dependent on the client (up to 1 year), therefore at year end although sums may be committed, some may be carried forward to 2018/19 as slippage.											
		594,000	174,000	768,000	768,000	153,881	179,023	332,904	(435,096)	0	0	
CA200	<a href="#">Affordable Housing Projects</a> Grants to Housing Associations to provide units (funded by commuted sums)	115,000	0	115,000	115,000	3,974	0	3,974	(111,026)			
		115,000	0	115,000	115,000	3,974	0	3,974	(111,026)	0	0	
	<b>Total General Fund Projects</b>	<b>8,296,000</b>	<b>2,792,000</b>	<b>11,088,000</b>	<b>4,950,000</b>	<b>650,570</b>	<b>1,913,801</b>	<b>2,564,371</b>	<b>(2,385,629)</b>	<b>0</b>	<b>0</b>	
CA100 CA111 CG200 CA135 CA112	<a href="#">HRA Projects</a> Major repairs to Housing Stock Renewable Energy Fund Spend Disabled Facilities Grants - Council Houses Land acquisition for Affordable Housing Birchen Lane	2,278,000 100,000 299,000 2,100,000 0	87,000 0 0 0 238,000	2,365,000 100,000 299,000 2,100,000 238,000	2,365,000 100,000 299,000 500,000 238,000	252,670 24,994 58,430 0 (10,592)	682,131 0 0 0 265,769	934,801 24,994 58,430 0 255,177	(1,430,199) (75,006) (240,570) (500,000) 17,177		15,000	£15k related to Garage Refurbishment Programme will be completed in 17/18
CA119 CA124 CA120 CA125 CA126 CA127	Palmerston Park Tiverton - affordable dwellings (26 units) Queensway (Beech Road) Tiverton (3 units) Burlescombe (6 units) Waddeton Park - (70 units) Sewerage Treatment Works - Washfield Stoodleigh - Pending feasibility (4 units)	0 0 0 0 0 0	2,694,000 298,000 776,000 1,991,000 25,000 520,000	2,694,000 298,000 776,000 1,991,000 25,000 520,000	2,062,000 150,000 100,000 0 25,000 50,000	205,330 7,719 (405) 71 0 0	2,761,765 0 3,855 0 0 0	2,967,094 7,719 3,450 71 0 0	905,094 (142,281) (96,550) 71 (25,000) (50,000)			Forecast project completion June/July 2018. Additional £261k to be funded by S106 Affordable Housing Contribs per Cabinet report 02/03/17 This Project is likely to straddle 17/18 & 18/19 Financial years A substantial amount of this project will slip into 18/19 This project is likely to be delivered in 18/19 A substantial amount of this project will slip into 18/19
CA132 CA133	<a href="#">HRA ICT Projects</a> Repairs - mobile replacement Tenancy Mobile	30,000 40,000	0 0	30,000 40,000	30,000 40,000	11,340 0	10,013 0	21,354 0	(8,646) (40,000)			
CA134 CA122	<a href="#">HRA Replacement Vehicles</a> Van Tipper 4.5T (Responsive Repairs) Iveco Tipper 3.5t (or equivalent)	32,000 0	0 24,000	32,000 24,000	32,000 24,000	0 0	0 21,455	0 21,455	(32,000) (2,545)			
	<b>Total HRA Projects</b>	<b>4,879,000</b>	<b>6,653,000</b>	<b>11,532,000</b>	<b>6,015,000</b>	<b>549,556</b>	<b>3,744,989</b>	<b>4,294,545</b>	<b>(1,720,455)</b>	<b>0</b>	<b>15,000</b>	
	<b>CAPITAL PROGRAMME GRAND TOTAL</b>	<b>13,175,000</b>	<b>9,445,000</b>	<b>22,620,000</b>	<b>10,965,000</b>	<b>1,200,126</b>	<b>5,658,790</b>	<b>6,858,916</b>	<b>(4,106,084)</b>	<b>0</b>	<b>15,000</b>	

## **CABINET 3 AUGUST 2017:**

### **PERFORMANCE AND RISK FOR 2017-18**

**Cabinet Member** Clive Eginton, Leader of the Council  
**Responsible Officer** Director of Corporate Affairs & Business Transformation,  
Jill May

**Reason for Report:** To provide Members with an update on performance against the corporate plan and local service targets for 2017-18 as well as providing an update on the key business risks.

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

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

**Financial Implications:** None identified

**Legal Implications:** None

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

**Equality Impact Assessment:** No equality issues identified for this report.

## **1.0 Introduction**

- 1.1 Appendices 1-5 provide Members with details of performance against the Corporate Plan and local service targets for the 2017-18 financial year.
- 1.2 When benchmarking information is available it is included.
- 1.3 Appendix 6 shows the higher impact risks from the Corporate Risk Register. This includes Operational and Health & Safety risks where the score meets the criteria for inclusion. See 3.0 below.
- 1.4 Appendix 7 shows the risk matrix for the Council.
- 1.5 All appendices are produced from the Corporate Service Performance And Risk Management system (SPAR).

## 2.0 Performance

### Environment Portfolio - Appendix 1

- 2.1 Regarding the Corporate Plan Aim: **Increase recycling and reduce the amount of waste**: The Council made great inroads into this last year with both the **Residual household waste per household (measured in Kilograms)** and **% of household waste reused, recycled and composted** being above target all year (and better than the mean for English authorities). The challenge this year is to keep the momentum going; the transfer station at Carlu close is due for completion next month and this will further reduce what we as a council send to landfill.
- 2.2 The **Number of Households on Chargeable Garden Waste**; sales/renewals steadily increased since December 2016 throughout the spring. Although this is showing as below target we are only 27 subscribers short of our target of 9,000 as at the end of May.
- 2.3 Regarding the Corporate Plan Aim: **Reduce our carbon footprint**: We have been reporting on this annual performance indicator: **to improve energy efficiency and continue to reduce consumption by 0.5% post degree day adjustment** for seven years. The Council made all the big gains it could in this area in previous years with the installation of solar PVs, Air handling units etc. and while the council continues to look at ways to reduce our operational footprint as well as carbon emissions it will not be possible to continue at this level going forward.
- 2.4 We have discussed using the number of units sold to the National Grid as an indicator of the Council's fuel efficiency going forward, if this is something the PDG would like to see?
- 2.5 Regarding the Corporate Plan Aim: **Protect the natural environment**: the Council launched **Litter Busters** in May to combat the impact of littering and fly-tipping which cause harm to the environment and wildlife.

### Homes Portfolio - Appendix 2

- 2.6 Regarding the Corporate Plan Aim: **Build more council houses**: No new **Council Houses** were completed in 2016/17 nor so far in 2017/18 however, a new contract has been agreed with a different supplier and they have given completion dates on the outstanding projects, in Birchen Lane and Palmerston Park, as 17/11/17 and 18/05/18 respectively.
- 2.7 Regarding the Corporate Plan Aim: **Facilitate the housing growth that Mid Devon needs, including affordable housing**: A further 11 **empty homes** have been brought back into use against an annual target of 25 for 2017/18.
- 2.8 Regarding the Corporate Plan Aim: **Planning and enhancing the built environment**: The Local Plan is now at the Examination stage with preliminary hearings scheduled for September at Phoenix House. For the

Tiverton Eastern Urban Extension Area B a Public consultation was held between 13 June and 11 July.

- 2.9 **Percentage of Properties with a Valid Gas Safety Certificate (LGSR):** MDDC has been extending the mains gas network via the modernisation contract. The Gas Administrator has carried out reconciliation of known and expected properties with gas supplies and has discovered 3 expired LGSRs because the addresses had not been added to the contract after a new supply was installed. The servicing of these properties was prioritised and LGSRs subsequently issued (7/06/2017).
- 2.10 5 other properties are at different stages of the legal process for access. Tenant inaction is still the main reason for properties going out of compliance.
- 2.11 The **Rent Collected as a Proportion of Rent Owed** was 95.18% in May against a target of 100% however, **Rent Arrears as a Proportion of Annual Rent Debit** in May 2017 were 1.06%, against a target of 1%, this is still in the top quartile when compared with HouseMark. Over the next couple of years as the effects of the introduction of Universal Credit are finally felt we cannot expect to continue achieving collection rates of 100%.

#### Economy Portfolio - Appendix 3

- 2.12 For **Empty shops**, which were counted at the start of Q1, in April 2017, the position has deteriorated from last year when all three PIs met or were better than target.
- 2.13 We have identified a new measure: **Return on commercial portfolio** with the target being to exceed 7.5% gross, this will be an annual figure. Last year's actual is entered as a point of comparison, this was 8.6% for 2016/17 but one large unit in Market Walk is empty at the moment so this year's return will be lower.
- 2.14 The target for the number of **Apprentice starts** is the government target of 2.3% of FTEs. We had 9 apprentices @ 31 March 2017 with 5 starters during 2016/17, we haven't had any new apprentices so far this year but they would tend to start at the beginning of the academic year.
- 2.15 There will be statistics to reflect the general state of MDDC's economy available from time to time.

#### Community Portfolio - Appendix 4

- 2.16 Regarding the Corporate Plan Aim: **Work with Town and Parish Councils:** The Parish Liaison Officer appointment has been very positively received with councillors feeding back that communication with Towns and Parishes has been improved and the Newsletter contains really useful information.
- 2.17 Regarding the Corporate Plan Aim: **Promote physical activity, health and wellbeing:** The results for leisure are mixed but we have had some success

with GP referrals across the district; the 18 surgeries signed up since January have referred 49 people between them to the 3 Leisure Centres.

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

Corporate - Appendix 5

- 2.19 The **Performance Planning Guarantee** targets have been tightened by the government for 2017/18 which was expected but if the service does not meet these targets there would be a risk of being designated as underperforming, resulting in the application of special measures. There are 2 categories of target reflecting both speed and quality of determinations. All 5 targets were met by MDDC over the 2 years to 31 March 2017.
- 2.20 The PIs for **Customer First** are all on target or above with both visitors to Phoenix House and digital payments remaining steady but responses to FOI requests are below target.

### **3.0 Risk**

- 3.1 The Corporate risk register is reviewed by Management Team (MT) and updated; risk reports to committees include risks with a total score of 10 or more. (Appendix 6)
- 3.2 Appendix 7 shows the risk matrix for MDDC for this quarter. If risks are not scored they are included in the matrix at their inherent score which will be higher than their current score would be.

### **4.0 Conclusion and Recommendation**

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

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

**Circulation of the Report:** Management Team and Cabinet Member

## Corporate Plan PI Report Environment

Monthly report for 2017-2018  
 Arranged by Aims  
 Filtered by Aim: Priorities Environment  
 For MDDC - Services

## Key to Performance Status:

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

Corporate Plan PI Report Environment																		
Priorities: Environment																		
Aims: Increase recycling and reduce the amount of waste																		
Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>Residual household waste per household (measured in Kilograms)</u>	32.63 (1/12)	374.20	420.00	32.80												32.80 (1/12)	Stuart Noyce	(April - May) Figures received from DCC one month behind. (SN)
<u>% of Household Waste Reuse, Recycled and Composted</u>	52.00% (1/12)	53.29%	53.0%	52.2%												52.2% (1/12)	Stuart Noyce	(May) Figures supplied by DCC one month behind reporting cycle. (SN)
<u>Net annual cost of waste service per household</u>		£56.37	£50.35	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	Stuart Noyce	
<u>Number of Households on Chargeable Garden Waste</u>	0 (2/12)	8,536	9,000	8,692	8,973											8,973 (2/12)	Stuart Noyce	(May) Almost achieved target for year. (SN)
<u>% of missed collections reported (refuse and organic waste)</u>	0.03% (2/12)	0.04%	0.03%	0.04%	0.03%											0.03% (2/12)	Stuart Noyce	(May) Back on target (SN)
<u>% of Missed Collections logged (recycling)</u>	0.04% (2/12)	0.03%	0.03%	0.03%	0.03%											0.03% (2/12)	Stuart Noyce	(May) still on target (SN)

Aims: Reduce our carbon footprint																		
Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>To improve energy efficiency and continue to reduce</u>		-2.9%	0.5%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	Andrew Busby	

**Corporate Plan PI Report Environment****Priorities: Environment****Aims: Reduce our carbon footprint****Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>consumption by 0.5% post degree day adjustment</u>																		

**Aims: Protect the natural environment****Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>Number of Fixed Penalty Notices (FPNs) Issued (Environment)</u>	0 (2/12)	10		5	9											9 (2/12)	Jan Norman	

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## Corporate Plan PI Report Homes

Monthly report for 2017-2018  
 Arranged by Aims  
 Filtered by Aim: Priorities Homes  
 For MDDC - Services

Key to Performance Status:

Performance Indicators:

No Data

Well below  
target

Below target

On target

Above target

Well above  
target

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

## Corporate Plan PI Report Homes

## Priorities: Homes

## Aims: Build more council houses

## Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
<b>Build Council Houses</b>	0 (1/4)	0	13	0	0	0	0									0 (4/12)	Andrew Busby	

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

## Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
<b>Number of affordable homes delivered (gross)</b>	(1/4)	49	80	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a			Angela Haigh	
<b>Deliver 15 homes per year by bringing Empty Houses into use</b>	1 (2/12)	33	25	7	11											11 (2/12)	Tanya Wenham	

## Aims: Other

## Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Of Manager
<b>Number of Successful Homelessness Prevention Cases</b>	(1/4)	295	No Target - for information only				n/a		n/a		n/a	n/a		n/a	n/a		Angela Haigh	
<b>% Decent Council Homes</b>	100.00% (2/12)	100.00%	100.00%	99.93%	99.93%											99.93% (2/12)	Mark Baglow	
<b>% Properties With a Valid Gas Safety Certificate</b>	99.78% (2/12)	99.86%	100.00%	99.95%	99.64%											99.64% (2/12)	Angela Haigh	
<b>Rent Collected as a Proportion of Rent Owed</b>	96.76% (2/12)	100.18%	100.00%	93.76%	95.18%											95.18% (2/12)	Angela Haigh	
<b>Current Tenant Arrears as a Proportion of Annual Rent Debit</b>	1.00% (2/12)	0.60%	1.00%	0.93%	1.06%											1.06% (2/12)	Angela Haigh	
<b>Dwelling rent lost due to voids</b>	0.7% (2/12)	0.5%	no target - for information only	0.4%	0.5%											0.5% (2/12)	Angela Haigh	
<b>Average Days to Re-Let Local Authority Housing</b>	19.4days (2/12)	15.7days	16.0days	14.0days	15.2days											15.2days (2/12)	Angela Haigh	

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## Corporate Plan PI Report Economy

Monthly report for 2017-2018  
 Arranged by Aims  
 Filtered by Aim: Priorities Economy  
 For MDDC - Services

## Key to Performance Status:

Performance Indicators:

No Data

Well below target

Below target

On target

Above target

Well above target

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

## Corporate Plan PI Report Economy

## Priorities: Economy

## Aims: Attract new businesses to the District

## Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>Number of business rate accounts</u>	(3/12)	2,930	2,975														John Chumbley	

## Aims: Focus on business retention and growth of existing businesses

## Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>Number of Apprentice starts at MDDC</u>	1 (3/12)	5	10	0	0	0										0 (3/12)	Jill May	

## Aims: Improve and regenerate our town centres

## Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>Increase in Car Parking Vends</u>	41,396 (2/12)	55,241			48,051	53,937										53,937 (2/12)	Andrew Jarrett	
<u>The Number of Empty Shops (TIVERTON)</u>	18 (1/4)	16	18	n/a	n/a	19	n/a	n/a		n/a	n/a		n/a	n/a		19 (1/4)	John Bodley-Scott	(Quarter 1) 8.4% There has been a sharp rise in vacant units in the first quarter, all in the primary retail area, which has risen from 4.4% to 7.7% (JB)
<u>The Number of Empty Shops (CREDITON)</u>	(1/4)	7	8	n/a	n/a	n/a	n/a	n/a		n/a	n/a		n/a	n/a			John Bodley-Scott	
<u>The Number of Empty Shops (CULLOMPTON)</u>	10 (1/4)	8	8	n/a	n/a	11	n/a	n/a		n/a	n/a		n/a	n/a		11 (1/4)	John Bodley-Scott	(Quarter 1) 11 vacant units out of 86 units = 12.8%. (JB)

## Aims: Other

Corporate Plan PI Report Economy																			
Priorities: Economy																			
Aims: Other																			
Performance Indicators																			
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes	
<u>Funding awarded to support economic projects</u>	(1/4)	£56,842 (3/4)		n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a			John Bodley-Scott		
<u>Return on Commercial Portfolio</u>		8.6%	7.5%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	Andrew Busby, Andrew Jarrett		

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## Corporate Plan PI Report Community

Monthly report for 2017-2018  
 Arranged by Aims  
 Filtered by Aim: Priorities Community  
 For MDDC - Services

## Key to Performance Status:

Performance Indicators:

No Data

Well below  
target

Below target

On target

Above target

Well above  
target

\*

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

## Corporate Plan PI Report Community

## Priorities: Community

## Aims: Promote physical activity, health and wellbeing

## Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>GP Referrals</u>	n/a	n/a		18												18 (1/12)	Corinne Parnall	(April) Since January across the 3 leisure centres (CP)
<u>Introduce Trimtrails across the District</u>		0	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	Simon Newcombe	

## Aims: Other

## Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
<u>Number of social media communications MDDC send out</u>	115 (2/12)	191	For information only	87	129											129 (2/12)	Liz Reeves	(May) No. of Facebook Posts Published = 63 No. of Tweets Tweeted = 66 (MA)
<u>Number of web hits per month</u>	9,261 (2/12)	28,543	For information only	30,041	32,545											32,545 (2/12)	Liz Reeves	
<u>Compliance with food safety law</u>	91% (3/12)	89%	90%	90%	90%	90%										90% (3/12)	Jeremy Pritchard	

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## Corporate Plan PI Report Corporate

Monthly report for 2017-2018  
 Arranged by Aims  
 Filtered by Aim: Priorities Delivering a Well-Managed Council  
 For MDDC - Services

## Key to Performance Status:

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

Corporate Plan PI Report Corporate																		
Priorities: Delivering a Well-Managed Council																		
Aims: Put customers first																		
Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
% of complaints resolved w/in timescales (10 days - 12 weeks)	0% (1/12)	92%	90%	100%												100% (1/12)	Liz Reeves	
Number of Complaints	25 (3/12)	21	For information only	13	13	23										23 (3/12)	Liz Reeves	(May) Figures from corporate complaint system & shows all services (RT)
Planning Applications: over 13 weeks old	(1/4)	29	45	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a			Jenny Clifford	
New Performance Planning Guarantee determine within 26 weeks	(1/4)	98%	100%	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a			Jenny Clifford	
Major applications determined within 13 weeks (over last 2 years)	(1/4)	74%	50%	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a			None	
Response to FOI Requests (within 20 working days)	97% (3/12)	94%	100%	79%	80%	79%										79% (3/12)	Liz Reeves	(June) 51 answered 12 over 21 days (RT)
Working Days Lost Due to Sickness Absence	(3/12)	7.89days	7days														Jill May	
% total Council tax collected - monthly	(3/12)	98.10%	98.50%														John Chumbley	
% total NNDR collected - monthly	(3/12)	99.18%	99.20%														John Chumbley	
Number of visitors per month	3,014 (3/12)	2,761	3,000	2,351	2,673	2,784										2,784 (3/12)	Liz Reeves	
Satisfaction with front-line services	78.57% (2/12)	81.58%	80.00%	0.00%	0.00%											0.00% (2/12)	Liz Reeves	(May) No stats this month as F2F kiosk unrepaira
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Corporate Plan PI Report Corporate																		
Priorities: Delivering a Well-Managed Council																		
Aims: Put customers first																		
Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
																		(RT)
Increase Number of Digital payments	11,894 (2/12)	69,567	70,960	5,927	11,973											11,973 (2/12)	Liz Reeves	

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## Risk Report Appendix 6

Report for 2017-2018

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

For MDDC - Services

Filtered by Performance Status: Exclude Risk Status: Low  
Not Including Risk Child Projects records or Mitigating Action records

**Key to Performance Status:**

Risks: **No Data (0+)** **High (15+)** **Medium (6+)** **Low (1+)**

### Risk Report Appendix 6

**Risk: Affordable and Council Housing Demand** Housing supply does not meet local demand or reflect demographic shifts like increased demand for single occupancy

**Effects (Impact/Severity):** • Increased costs for paying for private accommodation to house homeless  
• Increase in number of homeless people in Mid Devon

**Causes (Likelihood):** • Impact of economic downturn and reduced funding has reduced number of affordable housing units being built  
• Under-occupation in existing stock  
• Reduction in number of Right to Buys results in less HRA funding available for new builds

**Service: Housing Services**

<b>Current Status:</b> <b>Medium (12)</b>	<b>Current Risk Severity: 4 - High</b>	<b>Current Risk Likelihood: 3 - Medium</b>
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**Head of Service: Nick Sanderson**

**Review Note:** There is still a significant deficit between permissions granted and build-out rates

**Risk: Car Parks** Car Park Overcrowding

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Leisure Services**

<b>Current Status:</b> <b>Medium (12)</b>	<b>Current Risk Severity: 4 - High</b>	<b>Current Risk Likelihood: 3 - Medium</b>
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**Head of Service: Jill May**

**Review Note:**

## Risk Report Appendix 6

**Risk: Dangerous Equipment** Risks associated with using powered equipment and machinery or that which has moving parts eg fans, woodworking machines, abrasive wheels. Also risks with using powered portable tools eg electric drill, off-hand grinders as well as manual tools eg knife, guillotine.

There are risks that some equipment may produce electromagnetic interference with pace-makers.

**Effects (Impact/Severity):** High if no PPE worn or risk assessments not followed

**Causes (Likelihood):** medium if procedures followed.

**Service: Property Services**

**Current Status:**  
Medium (12)

**Current Risk Severity: 4 -**  
High

**Current Risk Likelihood: 3 -**  
Medium

**Head of Service: Andrew Busby**

**Review Note:**

**Risk: Decline in National Macro-economics** A decline in national macro-economics could result in level of influence by local government being limited and having little or no impact on local economic activity

**Effects (Impact/Severity):** High - Inability to meet Council objectives, customer requirements or financial commitments

**Causes (Likelihood):** High - no control over macro-economics but Council objectives and action plan currently in process to increase local economic activity

**Service: Community Development**

**Current Status:**  
Medium (12)

**Current Risk Severity: 4 -**  
High

**Current Risk Likelihood: 3 -**  
Medium

**Head of Service: John Bodley-Scott**

**Review Note:**

**Risk: Evictions** Tenants being evicted could become violent.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Housing Services**

**Current Status:**  
Medium (10)

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

**Current Risk Likelihood: 2 -**  
Low

**Head of Service: Claire Fry**

**Review Note:**

## Risk Report Appendix 6

**Risk: Five Year Commercial Land supply** Failure to identify a 5 year land supply will stunt economic growth

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Planning**

**Current Status: High (20)**

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

**Current Risk Likelihood: 4 - High**

**Head of Service: Jenny Clifford**

**Review Note:**

**Risk: Five year housing land Supply** Risk: Housing land supply. Inability to demonstrate the required 5 year housing land supply (+20% ) until Local Plan Review in place

**Effects (Impact/Severity):** Effects (Impact /severity):

- Receipt of speculative housing applications in unplanned locations with less community benefit and less infrastructure / coordination compared with allocated sites.
- Objections
- Pressure on major application appeal performance (Government indicator of quality of decision making). Risk of intervention: loss of fee and less local control over major application decision making.

**Causes (Likelihood):** - Lack of sufficient housing completions, housing market conditions.

**Service: Planning**

**Current Status: High (15)**

**Current Risk Severity: 3 - Medium**

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

**Head of Service: Jenny Clifford**

**Review Note:** Found to not have sufficient housing supply at appeal. Mitigation principally via new Local Plan once adopted. Close monitoring of applications, decisions and associated appeal performance.

**Risk: Green Spaces** Green Spaces

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Grounds Maintenance**

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

**Head of Service: None**

**Review Note:**

## Risk Report Appendix 6

**Risk: H&S RA - Recycling Depot Operatives** Risk assessment for role - Highest Risk scored - Vehicle Movements inside Depot

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Street Scene Services**

**Current Status:**  
**Medium (10)**

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

**Current Risk Likelihood: 2 -**  
**Low**

**Head of Service: Stuart Noyce**

**Review Note:** No incidents or further mitigating actions added.

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

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Street Scene Services**

**Current Status:**  
**Medium (10)**

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

**Current Risk Likelihood: 2 -**  
**Low**

**Head of Service: Stuart Noyce**

**Review Note:** Annual review - No incidents or further mitigating actions added.

**Risk: H&S RA - Street Cleansing Operative** Risk assessment for role - highest risk from role - Risk of RTA from severe weather conditions

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Street Scene Services**

**Current Status:**  
**Medium (10)**

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

**Current Risk Likelihood: 2 -**  
**Low**

**Head of Service: Stuart Noyce**

**Review Note:** Risk with control measures added

**Risk: Hoarding** Some tenants are known hoarders but we have policies in place and we do regular inspections.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Housing Services**

**Current Status:**  
**Medium (10)**

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

**Current Risk Likelihood: 2 -**  
**Low**

**Head of Service: Claire Fry**

**Review Note:**

## Risk Report Appendix 6

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

**Effects (Impact/Severity):** - Dissatisfied customers and increase in complaints.  
 - This will involve an increase in officer time in dealing with Homelessness prevention and early intervention.  
 - Possible increase in temporary accommodation usage.

**Causes (Likelihood):** - Social and economic factors like the recession and mortgage repossessions increase the number of homeless.  
 - Lack of private sector housing.

**Service: Housing Services**

**Current Status: High (16)**

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 4 - High**

**Head of Service: Michael Parker**

**Review Note:** It is likely that the new Homelessness Reduction Act 2017 will place additional responsibilities on the Council.

### **Risk: Impact of Welfare Reform and other emerging National Housing**

**Policy** Changes to benefits available to tenants could impact upon their ability to pay. Other initiatives could impact upon our ability to deliver our 30 year Business Plan.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Housing Services**

**Current Status: High (15)**

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

**Current Risk Likelihood: 3 - Medium**

**Head of Service: Claire Fry**

**Review Note:**

## Risk Report Appendix 6

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

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

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: I C T**

**Current Status: High (20)**

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

**Current Risk Likelihood: 4 - High**

**Head of Service: Liz Reeves**

**Review Note:** Increased awareness training for all staff and members, Information Security training calendar to ensure all year reminders.

Trialling systems to send phishing emails to staff as training tool.

**Risk: Legionella** Legionella

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Leisure Services**

**Current Status: Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

**Head of Service: Jill May**

**Review Note:**

**Risk: Lone Working** Risks associated with working alone (eg on site visits, call-outs, evening, weekend and emergency work and working from home).

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Property Services**

**Current Status: Medium (12)**

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 3 - Medium**

**Head of Service: Andrew Busby**

**Review Note:**

## Risk Report Appendix 6

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

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

**Causes (Likelihood):** Survey done, not weight bearing. Market manager is inspecting regularly.

**Service: Pannier Market**

**Current Status:**  
**Medium (10)**

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

**Current Risk Likelihood: 2 -**  
**Low**

**Head of Service: Zoë Lentell**

**Review Note:**

**Risk: Phoenix Lane Car Park** Management of the facility while the Premier Inn is being built

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Property Services**

**Current Status: High**  
**(15)**

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

**Current Risk Likelihood: 3 -**  
**Medium**

**Head of Service: Andrew Busby**

**Review Note:** Enabling meeting with the contractor 24 July 2017

**Risk: Plant Room** Plant Room

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Leisure Services**

**Current Status:**  
**Medium (12)**

**Current Risk Severity: 4 -**  
**High**

**Current Risk Likelihood: 3 -**  
**Medium**

**Head of Service: Jill May**

**Review Note:**

**Risk: Pool Inflatable** Pool Activities

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Leisure Services**

**Current Status:**  
**Medium (10)**

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

**Current Risk Likelihood: 2 -**  
**Low**

**Head of Service: Jill May**

**Review Note:**

## Risk Report Appendix 6

### **Risk: Power Take Off (PTO)shaft use** Power Take Off (PTO)shaft use

Effects (Impact/Severity):

Causes (Likelihood):

Service: Grounds Maintenance

**Current Status:**  
**Medium (10)**

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

**Current Risk Likelihood: 2 -**  
**Low**

Head of Service: None

Review Note:

### **Risk: Reputational re Council Housing Stock** Handling a disaster/mistake properly would prevent any reputation damage.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

**Current Status:**  
**Medium (10)**

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

**Current Risk Likelihood: 2 -**  
**Low**

Head of Service: Claire Fry

Review Note:

### **Risk: School Swimming Sessions** School Swimming Sessions

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status:**  
**Medium (10)**

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

**Current Risk Likelihood: 2 -**  
**Low**

Head of Service: Jill May

Review Note:

### **Risk: Stress** The physical and mental well-being of Officers could be affected by work environment and pressures caused by work demands and work relationships.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

**Current Status:**  
**Medium (12)**

**Current Risk Severity: 3 -**  
**Medium**

**Current Risk Likelihood: 4 -**  
**High**

Head of Service: Claire Fry

Review Note:



## Risk Report Appendix 6

### **Risk: Swimming Lessons** Swimming Lessons

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Leisure Services**

**Current Status:**  
**Medium (10)**

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

**Current Risk Likelihood: 2 -**  
**Low**

**Head of Service: Jill May**

**Review Note:**

### **Risk: Swimming Pool** Swimming pool & spectator walkway

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Leisure Services**

**Current Status:**  
**Medium (10)**

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

**Current Risk Likelihood: 2 -**  
**Low**

**Head of Service: Jill May**

**Review Note:**

### **Risk: Technological** Lack of technological solutions available for service business needs will limit our ability to deliver targets.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Community Development**

**Current Status:**  
**Medium (12)**

**Current Risk Severity: 3 -**  
**Medium**

**Current Risk Likelihood: 4 -**  
**High**

**Head of Service: Zoë Lentell**

**Review Note:** The team requires specific IT support and solutions in order to deliver the objectives in the business plan. Specifically require support for technological equipment and platforms that enable us to engage with businesses and customers via the appropriate channels. Current IT policies are restricting this area. However, changes to personnel and priorities mean that this is now being looked into.

## Risk Report Appendix 6

**Risk: Tenants with Complex Needs** As our housing stock shrinks, the proportion of such tenants will increase.

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Housing Services**

**Current Status:**  
**Medium (12)**

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 3 - Medium**

**Head of Service: Claire Fry**

**Review Note:**

**Risk: Widespread fire in block of flats** Fire in our multiple occupancy properties, could result in widespread damage, injury or even death

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Housing Services**

**Current Status:**  
**Medium (10)**

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

**Current Risk Likelihood: 2 - Low**

**Head of Service: Mark Baglow**

**Review Note:** The Corporate H & S Officer has now carried out Fire Risk Assessments in the common rooms at Broad Lane and Westfield Road.

Housing Caretakers inspect communal areas on a 5 week cycle, which includes checking fire exit doors and signage.

Any issues are reported to the relevant Neighbourhood Officer.

**Risk: Workplace Welfare** The provision of adequate welfare arrangements is important both in terms of complying with the law and keeping the workforce happy. People tend to perform better and be happier at their work if they are working in a safe and healthy environment.

Workplace welfare includes the working environment (such as ventilation, noise, temperature, lighting, humidity, space, workstations and seating), welfare facilities (provision of drinking water, rest room and sanitary facilities including toilets, wash basins and showers), workplace safety and housekeeping (cleanliness and waste disposal).

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Legal Services**

**Current Status:**  
**Medium (12)**

**Current Risk Severity: 4 - High**

**Current Risk Likelihood: 3 - Medium**

**Head of Service: Jill May**

**Review Note:** The risk is not well-related to Legal Services. The risk for Legal Services is from a constant high workload leading to burnout and stress. Some of this will be alleviated through improved systems, but this may prove insufficient mitigation.

# Risk Matrix

Report  
For MDDC - Services  
Current settings

<b>Risk Likelihood</b>	<b>5 - Very High</b>	<b>No Risks</b>	<b>No Risks</b>	<b>1 Risk</b>	<b>No Risks</b>	<b>No Risks</b>
	<b>4 - High</b>	<b>No Risks</b>	<b>No Risks</b>	<b>3 Risks</b>	<b>2 Risks</b>	<b>3 Risks</b>
	<b>3 - Medium</b>	<b>No Risks</b>	<b>4 Risks</b>	<b>4 Risks</b>	<b>10 Risks</b>	<b>3 Risks</b>
	<b>2 - Low</b>	<b>3 Risks</b>	<b>13 Risks</b>	<b>22 Risks</b>	<b>25 Risks</b>	<b>17 Risks</b>
	<b>1 - Very Low</b>	<b>6 Risks</b>	<b>9 Risks</b>	<b>9 Risks</b>	<b>9 Risks</b>	<b>18 Risks</b>
		<b>1 - Very Low</b>	<b>2 - Low</b>	<b>3 - Medium</b>	<b>4 - High</b>	<b>5 - Very High</b>
		<b>Risk Severity</b>				

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# MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

August/September 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)
<b>Devon District Council's Joint Safeguarding Policy and MDDC Guidance and Procedures</b>  Annually or whenever there is a change in the legislation.	Community Policy Development Group  Cabinet	1 Aug 2017  31 Aug 2017	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
<b>Land for Affordable Housing</b>  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	Director of Finance, Assets and Resources	Not before 12th Aug 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242		Open
<b>Local Enforcement Policy (post consultation)</b>  Report of the Head of Planning and Regeneration	Cabinet  Council	31 Aug 2017  25 Oct 2017	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
following the consultation process				Richard Chesterton)	
<b>Council Offices, Crediton</b> To consider a report of the Director of Finance, Assets and Resources	Cabinet	31 Aug 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt <i>To consider financial and business affairs of the Council</i>
<b>Vinyl Flooring Renewal Contract 2017-2021</b> To consider the outcome of the tender process for the Vinyl Flooring Renewal Contract from 2017-2021	Cabinet	31 Aug 2017	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Strategic Leisure Partner for Fitness Equipment</b> To consider the outcome of the tender process	Cabinet	31 Aug 2017	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
<b>Project Management for Culm Garden Village</b> To consider the outcome of the tender process.	Cabinet	31 Aug 2017	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor	Part exempt

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
				Richard Chesterton)	
<b>Heart of the South West - Joint Committee</b>  To receive a report to formally agree the joint committee.	Cabinet Council	31 Aug 2017 25 Oct 2017	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Clive Eginton)	Open
<b>Bid Submissions to Housing Infrastructure Fund</b>  To consider a report from the Group Manager for Growth, Economy & Delivery regarding a bid to the Housing Infrastructure Fund.	Cabinet	31 Aug 2017	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Update to the Corporate Plan</b>  To receive a report of the Internal Audit Team Leader highlighting updated tasks within the Corporate Plan	Cabinet Council	31 Aug 2017 25 Oct 2017	Catherine Yandle, Internal Audit Team Leader Tel: 01884 234975	Leader of the Council (Councillor Clive Eginton)	Open
<b>10 Year Management Plan for Open Spaces</b>	Environment Policy		Joe Scully, Operations Manager	Cabinet Member for the	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
The Open Spaces Manager will put forward provisional plans for a framework of development for open spaces, play areas and cemeteries in the District.	Development Group  Cabinet	5 Sep 2017  28 Sep 2017	Tel: 01884 234339	Environment (Councillor Karl Busch)	
<b>Mid Devon Destination Management Plan &amp; Action Plan</b> Report updating Members on the current impact tourism has on Mid Devon's local economy and how we can develop the sector over the next 5 years.	Economy Policy Development Group  Cabinet	7 Sep 2017  28 Sep 2017	John Bodley-Scott, Economic Development Team Leader	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Amenity car parks</b> A report presenting options for the use of Amenity Car Parks going forwards.	Economy Policy Development Group  Cabinet	7 Sep 2017  28 Sep 2017	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Market Policy</b> A report proposing the	Economy Policy Development		Alan Ottey, Tiverton Town Centre and Market Manager	Cabinet Member for Planning and Economic	Open



<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
adoption of a new Market Policy.	Group Cabinet	7 Sep 2017 28 Sep 2017		Regeneration (Councillor Richard Chesterton)	
<b>Compensation Policy</b> A report presenting the biannually updated Compensation Policy designed to be invoked when service standards are not met.	Homes Policy Development Group Cabinet	12 Sep 2017 28 Sep 2017	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Severe Weather Emergency Protocol and Extended Winter Provision Protocol</b> As a member of the Devon and Cornwall Housing Options Partnership (DCHOP) the Housing service recognises that local areas should try to prevent rough sleeping at any time of the year. However, the winter period can present the greatest risks to the health of	Homes Policy Development Group Cabinet	12 Sep 2017 28 Sep 2017	Michael Parker, Housing Options Manager Tel: 01884 234906	Cabinet Member for Housing (Councillor Ray Stanley)	Open

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<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
rough sleepers. Therefore a protocol needs to be agreed with the other LAs in the County.					
<b>Gas Safety Policy</b> To consider a report regarding the revised Gas Safety Policy.	Homes Policy Development Group  Cabinet	12 Sep 2017  28 Sep 2017	Mark Baglow, Building Services Manager Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Air Quality</b> To consider the formation of a new policy.	Community Policy Development Group  Cabinet  Council	26 Sep 2017  26 Oct 2017  13 Dec 2017	Simon Newcombe, Public Health and Professional Services Manager Tel: 01884 234615	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
<b>Town and Parish Charter</b> To undertake a four yearly review the Town and Parish Charter	Community Policy Development Group  Cabinet	26 Sep 2017  26 Oct 2017	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Colin Slade)  Cabinet Member for Community Well Being	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)
				(Councillor Colin Slade)	
<b>Gypsies and Travellers Policy</b>  To receive a report regarding a policy for Gypsy and Travellers.	Community Policy Development Group  Cabinet  Council	26 Sep 2017  26 Oct 2017  13 Dec 2017	Simon Newcombe, Public Health and Professional Services Manager Tel: 01884 234615	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Community Engagement Strategy 2016-17</b>  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
<b>Strategic Land Issues</b>  To receive a report of the Director of Finance, Assets and Resources advising on responses to the Town Centre Masterplanning.	Cabinet	26 Oct 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>

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Tiverton Town Centre Masterplan</b>  Report of the Head of Planning and Regeneration outlining the draft masterplan for consultation following deferral from the meeting on 11 May to allow for further consideration to take place.	Cabinet	28 Sep 2017	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>ICT Strategy</b>  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
<b>Discretionary Business Rates Relief Scheme</b>  To receive a report seeking agreement on the context of the scheme.	Cabinet	28 Sep 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<b>Half Yearly Investment Performance and Review of Treasury Management Strategy</b>	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
Report regarding treasury performance during the first 6 months of the 2017/18 financial year.					
<b>Corporate Debt Recovery Policy</b>  To consider a revised policy.	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
<b>Medium Term Financial Plan</b>  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
<b>Draft 18/19 General Fund and Capital Programme</b>  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
<b>Cemetery Works</b>  To receive a report detailing	Environment Policy Development		Joe Scully, Operations Manager Tel: 01884 234339	Cabinet Member for the Environment	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
proposed works for the cemeteries in Tiverton and Crediton regarding concrete bases as foundations for headstones.	Group Cabinet	7 Nov 2017 23 Nov 2017		(Councillor Karl Busch)	
<b>Review of Bereavement Services</b> To receive a report regarding a review of Bereavement Services, to include National Assisted Burials	Environment Policy Development Group Cabinet	7 Nov 2017 23 Nov 2017	Joe Scully, Operations Manager Tel: 01884 234339	Cabinet Member for the Environment (Councillor Karl Busch)	Open
<b>Town Centre Masterplan following public consultation</b> To consider the masterplan.	Cabinet	4 Jan 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Vehicle Maintenance Contract</b> To consider the maintenance contract.	Environment Policy Development Group Cabinet	9 Jan 2018 1 Feb 2018	Stuart Noyce, Waste and Transport Manager	Cabinet Member for the Environment (Councillor Karl Busch)	Open
<b>Tenancy Policy</b>	Homes Policy		Claire Fry, Housing	Cabinet Member	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
To consider a report regarding the revised Policy.	Development Group Cabinet	14 Nov 2017 23 Nov 2017	Services Manager Tel: 01884 234920	for Housing (Councillor Ray Stanley)	
<b>Tenancy Strategy</b>  To consider a report regarding the revised strategy.	Homes Policy Development Group Cabinet	14 Nov 2017 23 Nov 2017	Claire Fry, Housing Services Manager Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Tax Base Calculation</b>  Report detailing the statutory calculations necessary to determine the Tax Base for the Council Tax	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
<b>Council Tax Reduction Scheme</b>  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
<b>Greater Exeter Strategic Plan</b>  To consider a report of the	Cabinet Council	23 Nov 2017 13 Dec 2017	Jenny Clifford, Head of Planning, Economy and Regeneration Tel:	Cabinet Member for Planning and Economic Regeneration	Open

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<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
Head of Planning, Economy and Regeneration regarding a draft strategic plan.			01884 234346	(Councillor Richard Chesterton)	
<b>Corporate Anti Social Behaviour Policy</b> 4 yearly review	Community Policy Development Group  Cabinet	28 Nov 2017  4 Jan 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Community Safety Partnership Plan</b> 2 yearly review	Community Policy Development Group  Cabinet	28 Nov 2017  4 Jan 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
<b>Economic Strategy</b> To consider a new policy.	Economy Policy Development Group  Cabinet  Council	11 Jan 2018  1 Feb 2018  21 Feb 2018	Adrian Welsh, Group Manager Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open



<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Budget</b> 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
<b>Capital Programme</b> 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
<b>National Non - Domestic Rates</b> 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
<b>Policy Framework</b> Report outlining the Policy Framework for the year	Cabinet Council	1 Feb 2018 21 Feb 2018	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Clive Eginton)	Open

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Establishment</b>  Report outlining the overall structure of the Council	Cabinet  Council	1 Feb 2018  21 Feb 2018	Jane Cottrell, Group Human Resources Manager Tel: 01884 234919	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open