

Public Document Pack

Mid Devon District Council

Cabinet

Thursday, 23 November 2017 at 2.15 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Thursday, 4 January 2018 at 2.15 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr C J Eginton	Leader and Environment
Cllr R J Chesterton	Deputy Leader and Planning and Economic Regeneration
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 7 - 12*)

To receive the minutes of the meeting of 26 October 2017.

4. **10 Year Management Plan for Open Spaces** (*Pages 13 - 18*)

Arising from a report of the Director of Operations, the Environment Policy Development Group had recommended that the following be recommended to Council: subject to the changes identified below the Parks and Open Spaces, 10 year Management Plans and Design Principles be approved:

- a) The Council should look to increase the volume of wild flower, natural grassland meadows and slow growing grasses in its open spaces.
- b) Where shrub beds have become overgrown, a new style of specimen planting will be used to replace traditional shrub bed areas.
- c) The management of tree stock will be set in the context of the 10 year management plan for that open space. There should be a presumption on the use of native trees as the prominent choice within any landscape design.
- d) *Subject to the addition of the word 'replace' at 7.2.3:* When considering maintenance of the built environment the Remove – Reduce – Repair approach outlined in paragraphs 7.2.1 to 7.2.4 above should be applied.
- e) Play England – Making Space for Play should be adopted by Mid Devon District Council as its formal reference for best practice in the design and management of play areas.
- f) *Subject to the addition of the wording 'or a suitable barrier provided' after the word 'fence'* Play areas must be fenced where fencing is the most appropriate means to protect the health, safety and wellbeing of children. E.g. to physically separate play areas from roads and/or cycle paths.
- g) When work is undertaken to remove fences or other items, such as benches, the work must be undertaken in a safe manner ensuring no residual hazards.
- h) Headstone runners should be used to define and structure new burial plots.
- i) *Subject to the removal of the sentence: 'Environmental areas should be generated in the old sections of the Council's cemeteries and biodiversity actively promoted in naturalised habitats.'* At all times War Graves shall be tended and maintained with clear access routes made available.

5. **Grounds Maintenance - Grass Cutting** (Pages 19 - 26)

Following consideration of Motion 538 (Cllr Mrs J Roach - 1 June 2017) and a report of the Director of Operations regarding grass cutting issues in Mid Devon, the Environment Policy Development Group had made the following recommendation to the Cabinet: that invoices to Town and Parish Councils regarding grass cutting should confirm the number of cuts undertaken with dates.

6. **Heart of the South West - Joint Committee** (Pages 27 - 54)

To receive a report of the Chief Executive requesting consideration and approval of the establishment of a Joint Committee for the Heart of the South West and the arrangements to support its future working.

7. **Gender Pay Gap** (Pages 55 - 58)

Report of the Group Manager for HR advising the Cabinet (and Council) of the Pay Gap between male and female employees as at 31 March 2017.

8. **Treasury Management Strategy Mid-Year Review Report** (Pages 59 - 66)

To consider a report of the Director of Finance, Assets and Resources informing the Cabinet (and Council) of the treasury performance during the first six months of 2017/18, requesting agreement of the ongoing deposit strategy for the remainder of 2017/18 and a review of compliance with Treasury and Prudential Limits for 2017/18 (Appendix 1).

9. **Financial Monitoring**

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

10. **Performance and Risk** (Pages 67 - 100)

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.

11. **Schedule of Meetings** (Pages 101 - 102)

To consider the Schedule of Meetings for 2018/19

12. **Asbestos Surveying - Licensed and Unlicensed Removal 2017-2021** (Pages 103 - 108)

To consider a report of the Director of Operations advising the Cabinet of the outcome of the recent tender of the Asbestos Surveying and removal of Licensed and Unlicensed asbestos for the period 2018 – 2021. The scope of this work extends to Council Homes and Corporate properties. This contract has two lots; one for Licensed Work (Lot 1) and the other for Unlicensed Work (Lot 2).

13. **Cabinet Member Decision**

The Cabinet Member for Finance has made the following decision:

To give free car parking for three Saturdays in December leading up to Christmas (9th, 16th and 23rd) plus a fourth day coinciding with each town's Christmas light switch-on event (Saturday 25th November for Crediton and Cullompton and Saturday 2nd December for Tiverton) in the long stay car parks of:

Multi-Storey Car Park, Tiverton

Station Road Car Park, Cullompton

St Saviour's Way Car Park, Crediton

Free parking will apply all day; from 00:00 to 23:59 on the dates listed above (subject to car park opening hours).

Reason: To boost footfall and enhance trade in the market towns in the run up to Christmas and support local Christmas programmes.

This decision directly supports the achievement of the Corporate Plan and Economy and improving and regenerating our town centres. Free parking for the Saturdays in the run up to Christmas with the aim of increasing footfall, dwell time and spend in our town centres. This will benefit local traders by supporting businesses in the town centres.

14. **Notification of Key Decisions** (*Pages 109 - 122*)

To note the contents of the Forward Plan.

Stephen Walford

Chief Executive

Wednesday, 15 November 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.

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

Tel: 01884 234229

E-Mail: sgabriel@middevon.gov.uk

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 26 October 2017 at 2.15 pm

Present

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

Also Present

Councillor(s) Mrs B M Hull, Mrs J Roach and F J Rosamond

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), Jenny Clifford (Head of Planning, Economy and Regeneration), Kathryn Tebbey (Group Manager for Legal Services and Monitoring Officer) and Sally Gabriel (Member Services Manager)

66. **APOLOGIES**

There were no apologies.

67. **PUBLIC QUESTION TIME**

There were no questions from members of the public present.

68. **MINUTES OF THE PREVIOUS MEETING (00-00-35)**

The minutes of the previous meeting held on 28 September 2017 were approved as a true record and signed by the Chairman.

69. **TIVERTON EASTERN URBAN EXTENSION - AREA B, STAGE 1 PUBLIC CONSULTATION MASTERPLANNING**

The Cabinet had before it a * report of the Head of Planning, Economy and Regeneration informing Members of the outcome of the Area B Stage 1 Public Consultation event, seeking guidance on the key issues detailed in the report and also seeking approval to engage consultants to progress the production of the Draft Area B Masterplan.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report highlighting the phases of masterplanning for the 2 phases for the urban extension. He explained via an illustrative plan Area A to the north and west of the site which had been masterplanned in detail for the first phase of development, this had left the land to the south and east (Area B) to be further masterplanned when the land became available.

He explained the stage 1 public consultation that had taken place in the summer and the key masterplan issues which had formed the basis for consultation:

- Means of access
- Phasing of development
- Extent of developable area / amount of development
- The uses within the green infrastructure area, where these different green infrastructure uses were to be located and their management.
- Content / scope of the masterplan

The means of access to the site had been the most contentious and he outlined the opportunities and constraints for each option:

- Continue to gain access from Area A as currently proposed (adopted SPD)
- Two way access from Mayfair
- Two way access from Manley Lane
- Access via Mayfair and egress via Manley Lane; and
- Access via Manley Lane and egress via Mayfair

He outlined the phasing of development proposed, the extent of development area, the area for green infrastructure, the Area B masterplan content in relation to the adopted masterplan supplementary planning document and the provisional timetable for the masterplanning exercise.

He informed the meeting of the views put forward by the Planning Policy Advisory Group when it had considered the outcomes of the consultation process. The Group's main concern was the public response to the access to the site through Mayfair or via Manley Lane/Post Hill Junction and had recommended that if an alternative access via Area A was required, that different options be considered but that these not include access via Mayfair or Manley Lane.

Consideration was then given to the key questions within the report:

- Access - concern was raised regarding any access either permanent or temporary to the site via Mayfair or Manley Lane/Post Hill junction and any possible delays in the programme which could be caused by having access only from Area A
- Development south of West Manley Lane (within Area A), concerns were raised with regard to development of the area of land to the south of West Manley Lane (which had been adopted as part of the original masterplanning exercise) and the fact that the Planning Committee had requested a revision to the outline planning application with regard to development in this area to exclude it from that application.
- The location of the green infrastructure between the residential development and the Grand Western Canal, Members were keen that the green infrastructure buffer to the south of the site remain, however development with regard to sports and recreation, allotments and communal orchards were acceptable.

It was therefore:

RESOLVED that:

- a) The masterplanning of Area B of the Tiverton Eastern Urban Extension be progressed with the engagement of consultants to assist in the production of the Draft Masterplan.

(Proposed by Cllr R J Chesterton and seconded by Cllr C R Slade)

- b) The proposed scope of the masterplan set out in section 3 be agreed.

(Proposed by Cllr R J Chesterton and seconded by Cllr P H D Hare-Scott)

- c) Subject to acceptable planning impacts, alternative access arrangements be considered that do not include Mayfair and/or the Manley Lane/Post Hill Junction

(Proposed by Cllr C R Slade and seconded by Cllr R J Chesterton)

- d) The phasing of the Area B masterplan should relate just to Area B in the acknowledgement of the need to complete the A361 junction and the access constraints into Area B and that the phasing of the land parcels should be considered in relation to the delivery of community and green infrastructure within Area B.

(Proposed by Cllr C R Slade and seconded by Cllr Mrs M E Squires)

- e) (i) The proposed Area B masterplan should consider the amount of development.

(ii) There should be no development south of West Manley Lane unless in association with green infrastructure uses

(Proposed by Cllr C R Slade and seconded by Cllr R L Stanley)

- (f) The green infrastructure proposals be considered once the masterplanning had commenced.

(Proposed by Cllr R J Chesterton and seconded by Cllr C R Slade)

It was **FURTHER RESOLVED** that a report be considered at a subsequent meeting outlining the options available to Members with regard to land south of West Manley Lane within Area A of the Tiverton Eastern Urban Extension.

(Proposed by Cllr R L Stanley and seconded by Cllr C R Slade)

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

70. FINANCIAL MONITORING (00-51-34)

The Cabinet had before it a * report of the Director of Finance, Assets and Resources presenting financial monitoring information for the income and expenditure for the financial year 2017/18.

The Cabinet Member for Finance outlined the contents of the report stating that the General Fund deficit for the current year was £181K (an increase of £108k since the last variance of £73k was reported). He highlighted the most significant movements during that period:

Vacant posts in Environmental Services	(£36k)
Net overspend forecast in Grounds maintenance	£43k
3 Rivers Development set-up costs	£20k
Salary underspend in Property services net of agency costs	(£21k)
Reduced income / increased costs in Market Walk	£50k
Recycling income	(£20k)
Utilities and maintenance in Leisure Facilities greater than budget	£58k
Planning fees above budget, partially offset by increased costs in Forward Planning	(£70k)
Development Control staff savings reported in July now expected to be spent in latter part of the year	£33k

The Housing Revenue Account was showing a rent shortfall but it was reported that this had improved in the last week.

The Capital Programme showed some slippage, however it was explained that as part of the wider enhancement works being carried out at Exe Valley Leisure centre, some essential maintenance work to refurbish the dry side changing rooms, disabled toilets and shower rooms programmed for the following year be delivered in conjunction with the works that were taking place at the current time.

RESOLVED

- a) The report be **NOTED**;
- b) A sum of £45k be brought forward in order to refurbish the dry side changing rooms, disabled toilets and shower rooms at Exe Valley Leisure Centre.

(Proposed by Cllr P H D Hare-Scott and seconded by Cllr Mrs M E Squires)

Note: *Report previously circulated copy attached to minutes

71. MEDIUM TERM FINANCIAL PLAN (00-54-42)

The Cabinet had before it a * report of the Director of Finance, Assets and Resources which set out an updated Medium Term Financial Plan (MTFP) taking account of the Council's key strategies (i.e. The Corporate Plan, Business Plans, Treasury Management Plan, Asset Management Plan, Work Force Plan and Capital Strategy).

The Cabinet Member for Finance outlined the contents of the report who stated that the Medium Term Financial Plan had been developed to provide a financial framework within which the Council could deliver the pledges and objectives within the Corporate Plan, the strategy focused on the forward financial issues/pressures facing the General Fund and the Capital Programme. There were still some key issues within the vision that had not been resolved which may improve or worsen the vision, that of:

- Application by the Devon Pool to become 100% Business Rates Pilot
- Impact of new Homelessness legislation from 01/04/18
- Impact of full rollout of Universal Credit from 01/04/18
- Autumn Statement announcement in November 2017
- Finalisation of Formula Grant settlement
- Ongoing service reviews (including changes to fees/charges)

Any major variations in the assumptions would require a fundamental review of the Council's MTFP and would be reported back to Cabinet and the wider Membership as soon as was practical, coupled with proposed courses of action that could be implemented.

Consideration was given to:

- The fact that to do nothing with regard to generating income was not an option
- The options available to meet the funding gap to include those highlighted within the report
- The need for Members to be involved in the direction of travel
- Statutory and non-statutory functions of the local authority
- The budget papers that would be put forward to the Policy Development Groups over the next month outlining the choices that would need to be made.

RESOLVED that the Medium Term Financial Plan be approved and that the actions highlighted within paragraph 6.2 of the report be fully endorsed.

(Proposed by Cllr P H D Hare-Scott and seconded by R J Chesterton)

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

72. **DRAFT 18/19 GENERAL FUND AND CAPITAL PROGRAMME (1-07-11)**

The Cabinet had before it a * report of the Director of Finance, Assets and Resources considering options available in order for the Council to set a balanced budget for 2018/19 and providing a strategy for further budget reductions in 2019/20 onwards.

The Cabinet Member for Finance outlined the contents of the report stating that the initial aggregation of all service budgets (which included assumptions surrounding predictions for interest receipts, contribution to the capital programme, transfers to/from reserves and council tax levels) currently indicated a General Fund budget gap of £617k. Members discussed the following table which showed the main budget variances affecting the 2018/19 draft budget:

Variances	Amount £k
External items outside of our control	
Reduced formula grant settlement	318
Decrease in Housing Benefit Grant and increase in associated costs	57
Pay Award and pension increases	239
Rural Services Delivery grant	86
Transition Grant	32

Subtotal	732
<i>Other changes</i>	
Increase in service cost pressures	317
Not utilising New Homes Bonus to balance the budget	89
Increase in property sinking funds	100
Interest payments on loans for new leisure equipment	45
Service cost reductions	(108)
New or increased income identified by service managers	(272)
Increase in Council Tax income (£5 rise + 370 new properties)	(212)
Net recharge to HRA	(108)
Minor changes	34
Draft budget gap for 2018/19	617

Consideration was given to

- Newly purchased properties
- The shortfall in Government funding and the need to increase income
- Options already being considered to address the shortfall.

RESOLVED that the contents of the report be **NOTED** and that ongoing work to address the budget gap be acknowledged.

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

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

73. **NOTIFICATION OF KEY DECISIONS (1-13-43)**

The Cabinet had before it and **NOTED**, its rolling plan* for November 2017, along with the addition of a report outlining the options available to Members with regard to land south of West Manley Lane within Area A of the Tiverton Eastern Urban Extension as discussed earlier in the meeting.

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

(The meeting ended at 3.35 pm)

CHAIRMAN

ENVIRONMENT PDG 7th November 2017

Parks and Open Space 10 Year Management Plans and Design Principles

Cabinet Member: Cllr Clive Eginton, and Cllr Colin Slade

Responsible Officer: Andrew Pritchard, Director of Operational Services

Reason for Report: To consider potential design principles for parks and open spaces under the control of Mid Devon District Council.

Relationship to Corporate Plan: Environment – Priority 4 – Protecting the environment.

Financial Implications: The 17.18 budget to maintain open spaces and parks is set out below:

- Grounds Maintenance £620k
- Parks and Open Spaces £386k
- Play areas £159k
- Bereavement Services £77k
- Cemeteries £120k

Legal Implications: Health and Safety legislation requires the Council to ensure all parks and open spaces are compliant with current guidelines. Crime and Disorder Act Section 17 requires that open space design and maintenance ensures adequate provision is made to design-out opportunities for anti-social behaviour and criminal activities.

Risk Assessment: The Council would require a relevant review of risk assessments for all proposals that significantly impact on current landscaping provision; the intent being to assess risk on a case by case, site by site basis.

Equality Impact Assessment: There are no equality issues identified in this report.

1.0 Introduction

1.1 At the Environment PDG held on the 11th July 2017 a discussion paper (Item 15) was tabled which outlined a potential framework which could be used to take a long term view of our open spaces and parks. It was a paper written to stimulate discussion and debate. That debate included a resolution to ask the Community PDG to discuss the paper with regard to the health and wellbeing of families using open spaces, in particular section 8 concerning play areas.

1.2 At the Community PDG which met on 1st August 2017 it was resolved that the Environment PDG be asked to ensure that the Parks and Open Spaces 10 Year Management Plan be clear that:

1.2.1 Play areas must be fenced when necessary for health and safety reasons, as the health, safety and wellbeing of children was of paramount importance:

1.2.2 Play England criteria be used:

- 1.2.3 When work was undertaken to remove fences or other items such as benches, the work must be undertaken safely and no hazards left:
- 1.2.4 That communication and clear consultation must take place with all parties being updated.
- 1.3 The Environment PDG meeting on the 5th September 2017 received the response from the Community PDG and agreed a full report with recommendations be brought to the next meeting of the PDG; this report being that document.

2.0 Overarching Ambition

- 2.1 The overarching ambition is to develop a 10 year management plan for each open space under the control of Mid Devon District Council. The intention is to prioritise the design of formal parks and gardens in the first instance.

3.0 10-year Management Plans

- 3.1 The idea behind introducing 10 year management plans is to establish a long term view of our open spaces. It is a chance to look at planting and infrastructure investment over many seasons rather than simply year to year.
- 3.2 From the outset it is clear that consultation is a vital step when considering the future look of our open spaces. There is an important role for our Town and Parish Councils and we welcome their opinion and involvement.

4.0 Wild flower displays, natural grassland meadows, slow growing grasses.

- 4.1 The options and benefit of these environments were set out in the briefing paper to Environment PDG dated 6th September 2016¹. The introduction of wild flower in particular has been well received to date.

4.2 RECOMMENDATION 1: The Council should look to increase the volume of wild flower, natural grassland meadows and slow growing grasses in its open spaces.

5.0 Shrub bed maintenance

- 5.1 A traditional feature of public open space has been the use of displays with typical shrubs set within shrub bed areas. Over recent decades the maintenance of these areas has been largely reduced to trimming shrubs with hedge trimmers in the autumn. As a result of this practice the parts of the plants that develop the traditional flower displays have been removed. An unintended consequence has been that certain areas have become isolated and, in part, have encouraged anti-social behaviour. The original intended objective of producing attractive seasonal displays has been lost by these practices.

¹ A briefing paper on 6 September 2016 called 'Wildflower displays, grassland meadows and slow growing grass seed mixtures'. It was noted by the PDG but no decisions were made.

5.2 **RECOMMENDATION 2: Where shrub beds have become overgrown, a new style of specimen planting will be used to replace traditional shrub bed areas.**

This will remove the need for high intensity shrub pruning and allow specimen plants to mature in the right location. Seasonal displays will be enhanced by the removal of incorrect hedge trimming practices and areas of anti-social behaviour will be reduced within the parks.

6.0 **Tree stock maintenance and development**

6.1 All parks have a variety of trees and shrubs. In certain areas the wrong species may, perhaps, have been introduced into that open space. This means there may be incidences when we choose to removal a healthy tree or group of trees in order to benefit the long term development of an area. In these situations a full replacement plan and explanation of the proposals would be set out in advance.

6.2 **RECOMMENDATION 3: The management of tree stock will be set in the context of the 10 year management plan for that open space. There should be a presumption on the use of native trees as the prominent choice within any landscape design.**

7.0 **Built Environment**

7.1 Within our parks and open spaces the built environment can be as important to the public as the natural or soft landscaping provision. This includes paths, furniture, fences and walls.

7.2 When developing a 10 year management plan for an open space it is proposed that a hierarchy of questions is used when determining the response to maintenance. These should be:

7.2.1 **Remove** - is the facility needed? Often a feature may be unnecessary but retained over decades without a clear reason for doing so. There are numerous paths within our open spaces that are in need of resurfacing and walls and fences that are becoming dilapidated. By removing a feature the Council can reduce future liabilities.

7.2.2 **Reduce** - in many instances there may not be an option to remove a facility completely. Therefore our second option could be to reduce the quantities provided. For example, careful consideration of how benches are sited could result in an overall reduction in the number of benches without that loss being seen as a detrimental reduction. If a bench is located in an area that enjoys far reaching views, rather than in a dark and hidden area of a park, it is more likely to be used and less likely to be vandalised or encourage anti-social behaviour.

Footpaths could be removed and returned to grass land areas. Fences to internal areas of open spaces can be reduced in height with boundary treatments changed to reduce the need for a fence. Un-fencing play areas in certain circumstances will create a broader area for natural play.

- 7.2.3 **Repair** - only after consideration of Remove or Reduce would we look to repair the facility in question in a like for like manner.
- 7.2.4 When working through the ‘**remove, reduce, repair**’ hierarchy of questions, the view of Town or Parish Council would be sought as an important part of the decision making process.

8.0 Play areas

- 8.1 Play areas are part of the built environment and would be approached within the context of paragraph 7 above. The interest around play areas warrants them being identified as an element of the built environment for specific discussion.
- 8.2 In considering play areas the “**Play England - Making space for play** (ISBN: 978-1-84775-225) publication is a potential independent reference. It sets out extensive recommendations for play design within the landscape. The guidance is comprehensive and focuses on the design principles of play in the landscape.

The following link www.playengland.org.uk contains useful source material; including the reference document “Play England – Making Space for Play”.

- 8.3 Mid Devon District Council currently maintains 97 play areas skate parks and a BMX track of varying size and condition. There are currently 11 play areas leased to Parish or Town Councils. The active leases have terms of between 2 and 20 years remaining.
- 8.4 In 2008 the Council adopted a Supplementary Planning Document relating to ‘The provision and funding of open space through development’. Should recommendation 5 at paragraph 8.5.1 be adopted the advice from planning officers is that the “Play England – Making space for play” could be cited as a material consideration when assessing developer proposals.
- 8.5 **RECOMMENDATION 4: When considering maintenance of the built environment the Remove – Reduce – Repair approach outlined in paragraphs 7.2.1 to 7.2.4 above should be applied.**

With particular regard to play areas it is further recommended that:

- 8.5.1 **RECOMMENDATION 5: Play England – Making Space for Play should be adopted by Mid Devon District Council as its formal reference for best practice in the design and management of play areas.**
- 8.5.2 **RECOMMENDATION 6: Play areas must be fenced where fencing is the most appropriate means to protect the health, safety and wellbeing of children.** E.g. to physically separate play areas from roads and/or cycle paths.

8.5.3 RECOMMENDATION 7: When work is undertaken to remove fences or other items, such as benches, the work must be undertaken in a safe manner ensuring no residual hazards.

9.0 Cemetery Maintenance

9.1 The new sections of our cemeteries are now laid out in formal rows that allow for the installation of a headstone and a small vase to each side of the headstone. In defining the area for floral displays and by setting out each headstone border in a formal manner it allows for a high standard of mowing and ensures that none of the new areas become over grown or unsafe to access.

9.2 RECOMMENDATION 8: Headstone runners should be used to define and structure new burial plots.

9.3 RECOMMENDATION 9: Environmental areas should be generated in the old sections of the Council's cemeteries and biodiversity actively promoted in naturalised habitats. At all times War Graves shall be tended and maintained with clear access routes made available.

10.0 Conclusion

10.1 The recommendations contained in this report aim to reflect the debate and representations made during discussion on how to deliver sustainable open spaces. The next step, if supported, would be to apply the principles to our main parks and open spaces to generate a vision for how each space could develop over the next 10 years.

Contact for more Information: Andrew Pritchard, Director of Operations

Circulation of the Report: Cabinet Members, Leadership Team, Community and Environment Policy Development Groups.

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ENVIRONMENT PDG 7th November 2017

Grounds Maintenance – Grass Cutting

Cabinet Member: Cllr Clive Eginton,

Responsible Officer: Andrew Pritchard, Director of Operational Services

Reason for Report: To provide Members with a report on the present level of grass cutting and Grounds Maintenance with a specific focus on the area of Silverton.

Relationship to Corporate Plan: Environment – Priority 4 – Protecting the environment.

Financial Implications: The 17.18 budget to maintain open spaces and parks is set out below:

- Grounds Maintenance £620k
- Parks and Open Spaces £386k
- Play areas £159k
- Bereavement Services £77k
- Cemeteries £120k

Legal Implications: Health and Safety legislation requires the Council to ensure all parks and open spaces are compliant with current guidelines. Crime and Disorder Act Section 17 requires that open space design and maintenance ensures adequate provision is made to design-out opportunities for anti-social behaviour and criminal activities.

Risk Assessment: The Council would require a relevant review of risk assessments for all proposals that significantly impact on current landscaping provision; the intent being to assess risk on a case by case, site by site basis.

Equality Impact Assessment: There are no equality issues identified in this report.

1.0 Introduction

1.1 This report provides information in response to Cllr Mrs Roach's Motion 538 (Cllr Mrs Roach – 1 June 2017 (00-50-39)) regarding grass cutting,

1.2 At the Environment PDG held on 5th September 2017, at item 25, Grass Cutting (00-24-00) Cllr Mrs Roach raised a number of questions. Those questions and the answers are set out below:

1.2.1 *Please could you give separate and approximate figures for grass cutting and the other grounds maintenance work?*

1.2.2 The total budget position for Grounds Maintenance for 17.18 is set out above. The Grounds Maintenance budget is shown against four activity based areas, namely;

- Grass Cutting Team - £380k
- Additional Works Team - £75k

- Gardeners - £94k
- Management Team - £71k

Across any given year seasonal demands have led to elements of the Additional Works, Gardeners and Management Team having a portion of their time charged to the Grass Cutting Team. The 17.18 budget for Grounds Maintenance is attached at Annex A.

- 1.2.3 *The cost of living recharge, is that a way of saying that the charge to the HRA has not kept pace with the cost of living. If this is the case, how long was it reviewed?*
- 1.2.4 The charges applied to the HRA are based on the budget figure for Grounds Maintenance and as such include the inflationary rises applied to Council budgets each year. It is therefore not the case that the charges to the HRA have not kept pace with the cost of living.
- 1.2.5 *When are the funds transferred from the HRA to pay for grass cutting? Have any payments been made this year?*
- 1.2.6 For 16.17 the Grounds Maintenance recharge to the HRA was £112,510; that charge was posted on 3rd April 2017. The provisional recharge for 17.18 is £118,160. That is due to be posted on the 3rd April 2018.
- 1.3 At the Environment PDG on the 5th September 2017 the Director of Operations agreed that a report would be brought using Silverton as the sample area to the next meeting. This report is that document.
- 1.4 To clarify the legal status of HRA Land sales. In 2013 the Secretary of State issued General Consent for the Disposal of Housing Land held for Housing Revenue Account purposes. That General Consent contains the framework and criteria to be applied when selling HRA land. In short, it is possible to sell HRA land; that sale would be within the context of the General Consent. For Mid Devon District Council any such disposal would be through the Capital Strategy and Asset Management Group. There are a number of caveats, gateway criteria and restrictions associated with the sale of HRA Land, but it is technically possible.

2.0 Bill of Quantities

- 2.1 For the purpose of this report 'Bill of Quantities' is the term used to describe the jobs that Grounds Maintenance carry out. It is a list of when, where and how often tasks are completed. For grass cutting it would typically be a map identifying the surface area to be cut, recorded in square metres (m²), how often it is cut and the cost per m².
- 2.2 Mid Devon currently use a traditional approach to pricing work where a cost per m² is applied to activity. The figures available for Silverton are shown, by land ownership, below:

2.2.1 HRA Land (Silverton) – Current Bill of Quantities

Current Task	Frequency	Total Area (m²)	Unit rate per m² (£)	Current recharge (£)
Play area grass cuts (ellerhayes)	20	770	0.0124	190.96
Amenity grass	10	1347	0.0293	394.67
Hedge cutting	2	627	0.414	519.16
Weed killing	2	500	0.123	123.00
Total				1227.79

2.2.2 Mid Devon District Council (Silverton) – Current Bill of Quantities

Current Task	Frequency	Total Area (m²)	Unit rate per m² (£)	Current recharge (£)
Amenity Grass	10	2551	0.0293	747.44
Weed treatment	2	500	0.123	123.00
Non-Amenity Grass Cutting	10	4644	0.0293	1360.69
Amenity car parks	10	143	0.0293	41.90
Total				2273.03

2.2.3 Devon County Council (Silverton) – Current Bill of Quantities

Current Task	Frequency	Total Area (m²)	Unit rate per m² (£)	Current recharge (£)
Grass	10	6759	NA	2039.69*

*Provisional figure subject to verification

2.3 The Bill of Quantities for Silverton broadly reflects the total area in m² required; the review undertaken with Cllr Mrs Roach identified a number of anomalies that need to be addressed. It highlighted the need to accelerate a rolling programme to ensure all Bill of Quantities used in Mid Devon are accurate. Therefore, current Bill of Quantities will be deemed to be provisional pending their formal review and sign off.

3.0 Pricing Strategy

- 3.1 The current methodology used to price work and recharge was implemented in the 12.13 financial year.
- 3.2 There are two principle ways to price; apply a unit cost based on surface area (calculated with or without weighting factors), or a price based on the number of hours, staff and the equipment used per task. For Grounds Maintenance a move to pricing on the number of hours, staff and equipment used was identified as the most effective way to show full cost recovery for activity where a charge or recharge is made. It mirrors the most common current commercial approach to pricing grounds maintenance work. The work in Silverton has highlighted the need to accelerate the move from the existing pricing approach to the total cost recharge approach. For full cost recovery the following factors contribute to an hourly charge-out rate of £35.09 per person on task:

<u>Total cost recharge</u>	
Employee Costs	500,550
Super Back funding	4,660
Premises Costs	24,640
Transport & Plant costs (including sinking funds)	125,040
Supplies & Services	34,330
Internal Recharges (include capital depreciation)	68,830
Total costs of Grounds Maintenance	758,050
Hourly Rate Recharge to cover total cost of GM	35.09

- 3.3 Work undertaken for a third party, or internal client, could in future be priced using the total cost recharge principle.

4.0 Conclusion

- 4.1 The work undertaken in Silverton has highlighted the importance of accelerating the work to verify existing Bill of Quantities. It also shows the importance of moving to a total cost recharge model to ensure work undertaken for third parties and internal clients is priced in a manner consistent with the market.

Contact for more Information: Andrew Pritchard, Director of Operations

Circulation of the Report: Cabinet Members, Leadership Team, Community and Environment Policy Development Groups.

<u>Grounds Maintenance</u>	
Account Description	2017/18 FY Budget (£)
Basic Pay	401,390
Employers National Insurance	27,910
Superannuation - Current Year	47,560
Overtime Payments	5,700
Cpd Training	2,500
Health And Safety Training	2,500
Employee Insurance	1,990
Protective Clothing	6,000
Agency Staff	5,000
Staffing Costs	500,550
Responsive Maintenance	360
Tree Maintenance Works	20,000
Planned Maintenance	2,000
Electricity	1,500
Water	550
Premises Insurance	230
Premises Costs	24,640
Vehicle Operating Leases	4,300
Vehicle Repairs/Service/Mot	19,000
Vehicle Tyres	2,600
Fuel - Stock Issues	15,000
Fuel - External Purchases	5,000
Road Fund Licence	2,380
Motor Insurance	14,350
Plant Lease/Hire Payments	1,000
Plant - Planned Maintenance	8,000
New Plant Purchases	1,000
Transport & Plant Costs	72,630
Equipment	11,000
Computer Software	560
Skips	2,000
Printing/Stationery/Photocopy	50
Telephones	340
Mobile Telephones	800
Postage	20
Materials And Chemicals	1,000

Materials Stock Issues	1,800
Plants, Trees And Shrubs	11,040
Miscellaneous Expenses	400
Trade Waste Charges	1,700
General Insurance	2,220
Insurance Exp-Unins Losses	1,000
Grass Cutting Contributions	400
Supplies & Services	34,330
Central Messenger Services	2,940
Customer Services Admin	2,190
Phoenix House Franker	20
Accountancy Services	4,880
Payroll Services	3,420
Purchase Ledger	1,450
Sales Ledger	50
Human Resources	11,060
IT Software Support & Main	3,430
IT Network & Hardware	1,370
Gazetteer Management	1,570
Central Telephones	160
Corporate Communications	6,020
Old Road Stores	230
Property Services	1,070
Waste Management	4,170
Office Cleaning	5,210
Safety Officer	3,310
Customer First	5,640
Learning & Development	3,330
Procurement	3,240
Capital Charges – Depreciation	4,070
Recharges	68,830
Vehicle Sinking Fund provision	38,050
Plant Sinking Fund provision	14,360
Sinking Funds	52,410
Super Back Funding 9.80%	4,660
Total Cost of Grounds Maintenance	758,050
Recharge Other Authorities	(7,000)
Grounds Maint Internal Income	(500)
Dcc Recharge Grounds Maint	(7,400)
Grass Cutting Contributions	(26,100)

Service Charge-Tree Works	(10,000)
Total Income from Grounds Maintenance	(51,000)
Net Cost of Grounds Maintenance	707,050

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CABINET
23 NOVEMBER 2017

HEART OF THE SOUTH WEST – JOINT COMMITTEE

Cabinet Member(s): Clive Eginton (Leader) and Richard Chesterton (Planning and Economic Regeneration)

Responsible Officer: Stephen Walford, Director for Growth and Chief Executive

Reason for Report: To consider and approve the establishment of a Joint Committee and the arrangements to support its future working as set out in the Report and the documents referred to within it.

RECOMMENDATION: that the Cabinet recommends to Full Council that it:

1. Approves the recommendation of the HotSW Leaders (meeting as a shadow Joint Committee) to form a Joint Committee for the Heart of the South West;
2. Approves the Arrangements and Inter-Authority Agreement documents set out in appendices A and B for the establishment of the Joint Committee with the commencement date of Monday 22nd January 2018;
3. Appoints the Leader of the Council and the Cabinet Member for Planning and Economic Regeneration as the Council's named representative and substitute named representative on the Joint Committee;
4. Appoints Somerset County Council as the Administering Authority for the Joint Committee for a 2 year period commencing 22nd January 2018;
5. Approves the transfer of the remaining joint devolution budget to meet the support costs of the Joint Committee for the remainder of 2017/18 financial year subject to approval of any expenditure by the Administering Authority;
6. Approves an initial contribution of £1,400 for 2018/19 to fund the administration and the work programme of the Joint Committee, noting that any expenditure will be subject to the approval of the Administering Authority;
7. Agrees that the key function of the Joint Committee is to approve the Productivity Strategy (it is intended to bring the Strategy to the Joint Committee for approval by February 2018);
8. Authorises the initial work programme of the Joint Committee aimed at the successful delivery of the Productivity Strategy; and

9. Agrees the proposed meeting arrangements for the Joint Committee including the timetable of meetings for the Joint Committee as proposed in para 2.14 of the attached Background Report.

Relationship to Corporate Plan: In the Corporate Plan, the Council commits to working “in partnership with the Heart of the South West Local Enterprise Partnership, Devon County Council and Exeter, East Devon and Teignbridge on projects that will support and grow the local economy”. The Joint Committee will extend such working to a wider area.

Financial Implications: These are considered in Part 9 of the Background Report. The Council, if it approves the recommendations, will commit to the level of funding in recommendation 6 above for 2018/19 and future financing of the Joint Committee will be subject to a separate report at a later date.

Legal Implications: Part 8 of the Background Report and the previous report considered by members in February 2017 looks at the legal implications. The Monitoring Officer has liaised with her counterpart in Somerset County Council and previously provided legal advice on powers and arrangements whilst herself a lawyer at Somerset County Council.

Risk Assessment: Part 7 of the Background Report addresses risk.

Equality Impact Assessment: Part 5 of the Background Report addresses Equalities issues. The Productivity Strategy itself identifies ‘inclusive growth’ as a key principle behind productivity growth in which everyone has the opportunity to benefit from, and contribute to, our productivity growth, regardless of status or location

1.0 Introduction

1.1 On 22 February 2017, the Council approved “in principle” the establishment of a Joint Committee with other authorities lying within the area of the Heart of the South West Local Enterprise Partnership (“the LEP”). Work has since continued on preparing the formal arrangements under which the Joint Committee would operate.

1.2 This report is an overview and summary of the key points explained in more detail in the attached Background Report, together with Appendix A (Arrangements) and Appendix B (Inter-Authority Agreement) to the Background Report. The latter is a standard report which has been prepared by the Monitoring Officer for Somerset County Council in consultation with the monitoring officers of the constituent authorities. Subject to a few changes and some further discussions with Exeter City Council, the draft report was agreed at a meeting of the Shadow

Joint Committee in September 2017 as the basis for circulation to the constituent authorities for a decision.

2.0 Key purpose, aims and objectives

2.1 The key purpose of the Joint Committee is to increase productivity across the area. It aims to do this by providing a single strategic partnership between local authorities and public sector partners which will produce and deliver the Productivity Strategy (see 2.2). The overarching objectives are that such a strategy, when implemented, will:

- (a) improve the economy and the prospects for the region by bringing together the public, private and education sectors;
- (b) increase our understanding of the economy and what needs to be done to make it stronger;
- (c) improve the efficiency and productivity of the public sector; and
- (d) identify and remove barriers to progress and maximise the opportunities /benefits available to the area from current and future government policy

2.2 The Productivity Strategy is “a common vision for increased prosperity through economic growth informed by a local evidence base and engagement with local stakeholders. It will also link to Government policy initiatives, particularly in relation to the Industrial Strategy, and will form the basis for developing our collective ‘ask’ of Government”.

2.3 The draft Productivity Strategy is currently out to consultation, due to end on 30 November 2017. It was considered by the Economy Policy Development Group on 9 November 2017 (Minute 49/17). The outcome of the discussion was:

*“In conclusion, it was **AGREED** that officers would respond to the consultation with comments from the Group summarised as follows:*

- *It was important not to miss out on opportunities for spins offs from economic growth taking place in other areas of the region.*
- *Improving skills was crucial to achieving greater productivity.*
- *Digitalisation was a key factor.*
- *Fostering and encouraging aspiration and ambition was vitally important and seen as fundamental to the success of the region”*

3.0 Very limited delegation

3.1 It is important to note that the only matter which is formally delegated to the Joint Committee is responsibility for approving the Productivity Plan. Everything else (see 3.2) is 'referred' – this means that whilst the Joint Committee is tasked with taking the referred matters forward, a final decision on such matters rests with the constituent authorities.

3.2 The referred matters are the following:

- Ensure delivery of the HotSW Productivity Strategy in collaboration with the LEP and the Constituent Authorities.
- Continue discussions /negotiations with the Government on the possibility of achieving devolved responsibilities, funding and related governance amendments to assist with the delivery of the Productivity Strategy. Joint Committee proposals arising from these discussions /negotiations would require the formal approval of the Constituent Authorities / partner agencies.
- Continue discussions / negotiations with the Government / relevant agencies to secure delivery of the Government's strategic infrastructure commitments, e.g., strategic road and rail transport improvements
- Work with the LEP to identify and deliver adjustments to the LEP's democratic accountability and to assist the organisation to comply with the revised (November 2016) LEP Assurance Framework. This includes endorsing the LEP's assurance framework on behalf of the Constituent Authorities as and when required. However, this is subject to the Framework being formally approved by the LEP's Administering Authority.
- Ensure that adequate resources (including staff and funding) are allocated by the Constituent Authorities to enable the above matters to be delivered.

3.3 It is important therefore to note that the Joint Committee has a much more limited role than a Combined Authority – giving the go-ahead to the Joint Committee does not commit the Council to a path which leads inevitably to a Combined Authority. Any proposal for a Combined Authority which may emerge in future will be for the Council to consider entirely on the merits of the case at that time.

4.0 Administration of the Joint Committee

- 4.1 Somerset County Council has agreed to act initially as the Administering Authority. SCC has considerable expertise in such roles – acting as such for the LEP, Somerset Rivers Authority, Somerset Waste Partnership and a number of other similar partnerships over the years. The Administering Authority provides legal, democratic services, financial and communications support to the Committee.
- 4.2 The Joint Committee’s Forward Plan of business and papers for its meetings will be published on the Administering Authority’s website with links provided to the websites of the other Constituent Authorities and partner organisations.
- 4.3 The Arrangements document (Appendix A) and the draft Inter-Authority Agreement (Appendix B) provide more detail on how the day-to-day arrangements of the Joint Committee will be run. For example, Members may wish to note Part 12 of the Arrangements which sets out who can put items on the agenda of the Joint Committee.
- 4.4 The meeting dates for 2018 are set out in paragraph 2.14(b) of the Background Report.

5.0 Funding

- 5.1 It is estimated that the operating cost of a Joint Committee will be £89,000 in 2018/19 (and to cover the remainder of 2017/18) excluding any in-kind support. Members are referred to paragraph 2.11 of the Background Report. If £42,000 of the remaining budget for the Combined Authority is put into the Joint Committee, this leaves a shortfall of £47,000. The proposed contribution for district councils for 2018/19 is £1,400.
- 5.2 The future budget will be a matter for agreement in line with the Arrangements and the Inter-Authority Agreement following a recommendation of the Joint Committee.

6.0 Options

- 6.1 The Council should always consider the alternative options available to them. The Background Report contains an assessment of the options at paragraph 10.

7.0 Getting in (and getting out)

- 7.1 In order to participate in the Joint Committee, the Cabinet is asked to recommend to Full Council the recommendations 1-9 above. These are the same recommendations that each Constituent Authority is considering, subject to local changes in the amount of the financial contribution and the identity of the representatives. If the Council approves the recommendations, the first meeting of the Joint Committee is scheduled for Friday 26th January 2018.
- 7.2 As with any such arrangements (if approved), whilst the Cabinet and the Council will no doubt be fully committed to making the Joint Committee successful, it remains open to Members to scrutinise the arrangements from time to time to see whether they are delivering desired outcomes and remain in the best interests of the Council. If the Council concludes in future that it no longer wishes to participate, a minimum period of 6 months' notice in writing is required. However, given the positive purpose of the Joint Committee and its limited remit, there seems to be very much a lot to gain by participation.

Contact for more Information:

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Circulation of the Report: Cllr C Eginton (as Leader of the Council), Cllr R Chesterton (as Cabinet Member for Planning and Economic Regeneration) and the Chief Executive

List of Background Papers: Reports to and minutes of the following meetings:

Cabinet – 2 February 2017

Council – 22 February 2017 (in principle decision)

Economy Policy Development Group – 9 November 2017 (draft productivity plan)

Heart of the South West – Joint Committee

Report of the Director for Growth and Chief Executive

Recommendations: That Cabinet recommends that the Council:

1. Approve the recommendation of the HotSW Leaders (meeting as a shadow Joint Committee) to form a Joint Committee for the Heart of the South West;
2. Approve the Arrangements and Inter-Authority Agreement documents set out in appendices A and B for the establishment of the Joint Committee with the commencement date of Monday 22nd January 2018;
3. Appoint the Leader of the Council and the Cabinet Member for Planning and Economic Regeneration as the Council's named representative and substitute named representative on the Joint Committee;
4. Appoint Somerset County Council as the Administering Authority for the Joint Committee for a 2 year period commencing 22nd January 2018;
5. Approve the transfer of the remaining joint devolution budget to meet the support costs of the Joint Committee for the remainder of 2017/18 financial year subject to approval of any expenditure by the Administering Authority;
6. Approve an initial contribution of £1,400 for 2018/19 to fund the administration and the work programme of the Joint Committee, noting that any expenditure will be subject to the approval of the Administering Authority;
7. Agree that the key function of the Joint Committee is to approve the Productivity Strategy (it is intended to bring the Strategy to the Joint Committee for approval by February 2018);
8. Authorise the initial work programme of the Joint Committee aimed at the successful delivery of the Productivity Strategy; and
9. Agree the proposed meeting arrangements for the Joint Committee including the timetable of meetings for the Joint Committee as proposed in para 2.14.

1. Introduction

1.1 Since August 2015, Devon and Somerset County Councils, all Somerset and Devon Districts, Torbay Council, Plymouth City Council, Dartmoor and Exmoor National Parks, the Local Enterprise Partnership (LEP) and the three Clinical Commissioning Groups have worked in partnership to progress towards securing a devolution deal for the HotSW area focusing on delivering improved productivity. Since that time the partnership has continued to progress its objectives in spite of policy shifts at a national level.

1.2 On 22 February 2017 (Minute 130(2)) the Council gave 'in principle' approval to the establishment of a HotSW Joint Committee, subject to approving the Joint Committee's constitutional arrangements and an inter-authority agreement necessary to support the Joint Committee. This report sets out the necessary documents which, if agreed, will enable the Joint Committee to be formally established.

1.3 Since then the General Election has further shifted the national policy position. On the 13th October representatives of HotSW (from the Somerset, Devon, Plymouth and Torbay upper tier authorities) met Jake Berry MP, Minister for devolution to clarify the position of the Government and the HotSW Partnership on the devolution issue. The meeting was very positive and although no agreements were reached at the meeting, the partnership's representatives were given a clear message that the Government would welcome a bid from the partnership to progress our productivity ambitions by identifying areas where we can work together with Government. Importantly the Minister indicated that there would be no requirement to have an elected mayor for Devon and Somerset as a condition of any deal. This statement has removed one significant blockage to moving our ambitions forward and we now need to agree what we want from this initiative and then find practical ways to work with the Government on delivery.

1.4 There is now no doubt that the Government is keen to engage with wider areas that can demonstrate:

- Unity, clarity of purpose and a shared, ambitious vision built on local strengths
- Strong partnership between business and the public sector with solid governance arrangements that provide assurance in capacity to deliver
- Compelling ideas that can help to deliver Government objectives
- Clarity about the offer to Government in terms of savings and is prepared to take hard decisions based on a robust analysis of risk and benefits.

The Joint Committee will provide the ideal governance framework at this stage to take forward this dialogue with Government.

1.5 The key role of the HotSW Joint Committee is to develop, agree and ensure the implementation of the Productivity Strategy. This can only be achieved by working, where appropriate, in collaboration with the individual constituent authorities and the LEP. The Strategy will agree a common vision for increased prosperity through economic growth informed by a local evidence base and engagement with local stakeholders. It will also link to Government policy initiatives, particularly in relation to the Industrial Strategy, and will form the basis for developing our collective 'ask' of Government.

2. HotSW Joint Committee Proposal

2.1 The detail of the proposed functions of the Joint Committee and how it will operate are set out in appendix A attached – the Arrangements document. Appendix B attached sets out an Inter-Authority Agreement for consideration which details how the Joint Committee will be supported and sets out the obligations of the Council if it agrees to become a constituent member.

2.2 The documents detail the Administering Authority functions in support of the operation of the Committee including the provision of financial, legal, constitutional and administrative support to the Committee.

2.3 At this stage the Arrangements and Inter-Authority documents have been 'scaled' to fit the functions of the Joint Committee and the limited liabilities that each authority faces in signing up to be a Constituent Authority. In the event that the remit of the Joint Committee expands to take on more decision-making responsibilities and functions of the constituent authorities, the Arrangements and Inter-Authority agreement will be revisited to ensure that they remain fit for purpose and proportionate. Any expansion of the functions and responsibilities would require the approval of the Constituent Authorities.

2.4 The Joint Committee has a much more limited role than a Combined Authority. It does not have the statutory or legal status of a Combined Authority and cannot deliver the full range of benefits that a Combined Authority can, but it does have the potential to provide cohesive, coherent leadership and a formal governance structure. Its role will focus on collaboration, negotiation and influencing with full decision making responsibilities limited to developing and agreeing the Productivity Strategy. The principle of subsidiarity will apply to the relationship between the Joint Committee, the Constituent Authorities and local Sub-Regional Partnerships with decisions to deliver the Productivity Strategy and decisions necessary as a result of

the other functions of the Joint Committee being taken at the most local and appropriate level.

2.5 The aim of the Joint Committee through the delivery of the Productivity Strategy will be to:

- Improve the economic prosperity of the wider area by bringing together the public, private and education sectors;
- Work together to realise opportunities and mitigate impacts resulting from Brexit;
- Increase understanding of the local economy and what needs to be implemented locally to improve prosperity for all;
- Ensure the necessary strategic framework, including infrastructure requirements, is in place across the HotSW area to enable sub-regional arrangements to fully deliver local aspirations; and improve the efficiency and productivity of the public sector. This work will be supported by a Joint Committee budget based on an agreed work programme.

2.6 The creation of a single strategic public sector partnership covering the HotSW area will: facilitate collaborative working; help us to remove barriers to progress; as well as provide a formal structure to engage with Government at a strategic level on major areas of policy. It also has the potential to enable the Constituent Authorities and partners to have discussions with neighbouring Councils / Combined Authorities / LEPs on South West peninsula priorities and issues as well as the ability to move swiftly towards a Combined Authority model in the future (by potentially acting as a shadow Combined Authority) if the conditions are deemed acceptable to the Constituent Authorities.

2.7 Critically, the Joint Committee will also provide a formal mechanism for the Constituent Authorities to engage effectively with the LEP across common boundaries and agendas. District Council partners, in particular, might view this as an opportunity to engage more effectively with the LEP. The LEP, which will sit alongside the Joint Committee, has recently adopted new governance requirements to ensure greater transparency and accountability and wishes to further improve its democratic accountability in discussion with HotSW partners. The Joint Committee will provide a formal structure to take these discussions forward and for the Constituent Authorities to have greater influence over the activities of the LEP on our common agendas.

2.8 Although the Joint Committee is a cost-effective formal structure, some provision needs to be made to meet the support costs of what will be a fully constituted local authority joint committee. It is proposed that Somerset County Council (who have provided the lead for the governance workstream of the devolution project over the last two years) takes on the support role (with the option of rotating the role after 2 years of operation), to provide the financial, legal, democratic support to the Joint Committee from 22nd January 2018.

2.9 There is currently the remainder of the joint devolution budget raised from an initial contribution from all Authorities and the LEP in 2015. It is recommended that the remaining funds from this budget - £42,000 - are transferred to the Administering Authority and the budget is used to support the costs of the Joint Committee for the remainder of 2017/18 financial year and for some of 2018/19.

2.10 In addition, the Joint Committee will need a budget to undertake its work programme in order to oversee the implementation of the Productivity Strategy. The overall budget required to support the Joint Committee and enable it to undertake its work programme will be dependent, to an extent, on the level of 'in-kind' officer resources provided to the Committee by the constituent authorities. The Administering Authority will review the in-kind support which has been provided for the devolution project in consultation with the constituent authorities and bring forward revised budget figures as part of a budget and cost sharing agreement as necessary in due course to the Joint Committee for consideration and recommendation to the Constituent Authorities. The budget figures set out in this report in paragraph 2.11 are therefore provisional at this stage. The initial Joint Committee work programme is set out in section 3 below for approval.

2.11 Through work undertaken by the partners it is estimated that the operating cost of a Joint Committee will be £89,000 in 2018/19 (and to cover the remainder of 2017/18) excluding any in-kind support. This estimate is made up of the following:

- £40,000 for the Administering Authority to undertake its duties. This is seen as a minimum cost and assumes that 'in-kind' officer resource remains in place at the same level; the Joint Committee meeting venues are provided by partners as 'in-kind' contribution
- £25,000 (estimate) for work the Joint Committee would wish to commission
- £24,000 for the Brexit Resilience and Opportunities Group Secretariat.

2.12 The Shadow Joint Committee recommends the budget is met by contributions from the Constituent Authorities. This would exclude the LEP and the CCGs from contributing as non-voting partners. As stated above it is estimated there will be a funding carry forward of £42,000 from the 2015 devolution budget. This would leave

a shortfall of £47,000 to meet the total estimated budget requirement of the Joint Committee in 2018/19. Using the formula of contributions agreed in 2015 to support the devolution project the contribution requested of each Constituent Authority for 2018/19 is set out below. This assumes that all authorities agree to become members of the Joint Committee and would have to be recalculated should fewer than 19 Authorities become Members.

- County Councils - £10,500
- Unitary Councils - £4,000
- District Councils and National Parks £1,400

2.13 Under this formula it is recommended this Council contributes £1,400 for 2018/19 as a Constituent Authority. Any expenditure against this budget would be subject to the formal approval of the Administering Authority.

2.14 In terms of the proposed meeting arrangements for the Joint Committee, it is recommended:

(a) That the Joint Committee should meet formally immediately after the LEP Board meetings to assist with engagement and co-operation between the bodies and allow co-ordination of the respective work programmes.

(b) That the following dates are reserved for meetings of the Joint Committee in 2018:

- Friday 26th January
- Friday 23rd March
- Friday 25th May
- Friday 20th July
- Friday 28th September
- Friday 30th November

(c) That the Joint Committee meetings should start at 10am with the venues rotated throughout the HotSW area. The assumption will be that the host authority for that meeting will provide appropriate accommodation and facilities 'in kind'.

3. HotSW Productivity Plan and the Joint Committee Work Programme

3.1 The Partnership has, since its inception, been focused on working together to tackle low productivity as this is seen as the key to future economic growth. The

academic research undertaken in the HotSW Green Paper on Productivity - <http://www.torbay.gov.uk/council/how-the-council-works/devolution/productivity-plan-green-paper/> highlighted that whilst Devon and Somerset have one of the highest employment rates in the country too many of those jobs are part-time and low paid. This means that our area has one of the lowest productivity rates in the Country and this is a major barrier to future prosperity.

3.2 The Partnership has continued to lobby Government to work more closely with our area in order to make good on its promise to spread economic growth across the Country and we now need to build on the recent meeting of the Minister and the momentum achieved. This work is urgently needed to ensure that areas such as the Heart of the South West don't get left behind as Government look to focus investment in areas where there are strong, cross boundary strategic partnership arrangements such as the six Mayoral Combined Authorities.

3.3 The Productivity Strategy is being developed through an academic evidence base and engagement with stakeholders and the community. The draft plan is currently out to consultation (<http://www.torbay.gov.uk/devolution>). The deadline for response is 30th November 2017. Members are encouraged to respond to the draft strategy.

3.4 In summary the Strategy proposes to deliver prosperity and productivity across the entire HotSW and to do so in an inclusive way. It proposes to build on existing strengths such as aerospace, advanced manufacturing, nuclear energy and agri-tech as well as exploiting new opportunities and releasing untapped potential.

The Strategy is built around three key objectives:

- Developing **leadership and knowledge** within businesses in our area;
- Strengthening the **connectivity and infrastructure** our businesses and people rely on; and
- Developing the ability of people in our area to **work and learn** in a rapidly changing economy.

	Leadership and knowledge	Connectivity and infrastructure	Working and learning
Aspiration	To substantially improve the productivity of businesses in the area.	Improve our physical and natural assets to support wellbeing and economic opportunities.	Meet the potential of every individual within the area to work and contribute to our shared prosperity.
High-level aim	Help develop innovative, ambitious, growing businesses that can compete internationally.	Create vibrant places that are attractive to skilled people and new investment, with infrastructure to support productivity growth.	Develop, attract and retain a highly skilled and adaptable workforce.
Strategic objective	Programmes <ul style="list-style-type: none"> • Management excellence • New markets, new opportunities • Remove barriers to expansion • Attract talent and investment 	Programmes <ul style="list-style-type: none"> • Clean energy infrastructure • Connectivity and resilience • Land for business and housing needs • Natural capital to support productivity 	Programmes <ul style="list-style-type: none"> • Skills for a knowledge-led economy • Pathways to success • Access to work and opportunities • Skills for our 'golden opportunities'

3.5 It is recommended that one of the first tasks of the Joint Committee will be to approve the Productivity Strategy early in the New Year;

3.6 The Partnership has been meeting as a Shadow Joint Committee since 22nd September 2017. Its focus is to ensure the Joint Committee can immediately move into action and take advantage of major funding streams, national policy debates and lobbying around the economy. The Partnership will be working with the LEP to deliver the Productivity Strategy and will be supporting a joint work programme which initially will involve:

- Developing and recommending a delivery and investment Framework, to implement the Productivity Strategy and demonstrating our capacity to deliver. This will complement the LEP's Strategic Investment Panel which oversees the LEP's investments;
- Investigating ways to complement existing work to draw out opportunities to attract infrastructure investment in line with the Productivity Strategy aims, building our track record for ambitious and compelling propositions;
- Investigating ways to complement existing work on improving the delivery of skills in line with the Productivity Strategy aims; and
- Investigating ways to complement existing work on strengthening leadership & knowledge within the area's SMEs in line with the Productivity Strategy aims;

3.9 Any Joint Committee expenditure on the joint work programme will be subject to approval by the Administering Authority.

4. Consultation, communication and engagement

4.1 Members, partners and the public have been kept informed of developments of the HotSW Devolution Partnership and the Productivity Strategy through press releases, newsletters, presentations, workshops and publications. This information flow will be maintained by the Joint Committee. In addition, all of the Authorities within the Partnership have taken formal decisions as required during the various stages of consideration of devolution proposals and the proposed creation of the Joint Committee.

4.2 A draft Productivity Strategy has been subject to public consultation. To complement the on-line consultation there have been; Council-based briefings and targeted key stakeholder events through 6 sub-regional roadshows held in Plymouth, Northern Devon, Cullompton/Exeter, Torbay, Taunton/Bridgwater and Yeovil/Shepton Mallet. The consultation ends on 30th November 2017 and feedback will influence the final strategy which is due for approval in early 2018. This Council's Economy Policy Development Group considered and agreed the draft Productivity Strategy on 9 November 2017, subject to providing a consultation response on certain matters – minute 49 of the Economy PDC refers.

5. Equality Considerations

5.1 The Inter-Authority Agreement requires all Constituent Authorities to support, promote and discharge its duties under the Equality Act through the work of the Joint Committee. The Partnership is developing an Equality Impact Needs Assessment to inform the development of the Productivity Strategy. The Joint Committee will consider this assessment alongside the Productivity Strategy before adoption.

6. Public Health Considerations

6.1 There is a strong correlation between economic prosperity and health of the population. Public Health specialists will be key stakeholders within the consultation process and will be asked to advise on ways in which the Productivity Strategy could be connected to public health strategies to maximise the benefits to our communities.

7. Risk Management Considerations

7.1 The creation of a Joint Committee will place a formal governance structure around the preparation and implementation of the Productivity Strategy. The Strategy will be used as a tool to attract a greater share of Government funding around the Industrial Strategy to mitigate the risk of Devon and Somerset being left behind other areas of the country.

7.2 Without a Productivity Strategy and Joint Committee in place, the Council and its partners will lack credibility and be at a disadvantage in negotiating and lobbying Government on a range of policy initiatives including the growth agenda and are likely to miss out on potential funding streams.

7.3 The individual financial risk to the individual Constituent Authorities of establishing the Joint Committee is limited to their financial contributions to the running and operational costs of the Joint Committee. The risk is shared between all of the Constituent Authorities.

8. Legal considerations

8.1 Each of the partners' legal teams and Monitoring Officers have been involved in the development of the Arrangements and Inter-Authority documents set out as Appendices A and B. The documentation also aligns to the LEP's Assurance Framework.

8.2 This documentation sets out the functions, membership and operations of the Joint Committee and the requirements upon the constituent authorities in supporting it.

9. Financial considerations

9.1 The costs associated with the early work on the Productivity Strategy preparation largely relate to officer time which is being provided 'in kind' by the authorities and partners. Specifically the LEP has met some direct costs.

9.2 The establishment of the Joint Committee provides a low cost option compared to a Combined Authority model of governance. As part of the Inter-Authority Agreement the assumption is that the Constituent Authorities will continue to provide in-kind support although this will be reviewed by the Administering Authority to ensure that the levels of support are appropriate, sustainable into the future and acceptable to the authorities providing the support. The direct running costs of the Joint Committee will be limited to providing officer support for the meetings, if there is insufficient 'in-house' capacity, and the costs of the meetings themselves. At this stage direct support costs will be kept to a minimum and for 2017/18 and some of 2018/19 will be covered by the residual joint devolution budget established in 2015.

9.3 In addition to the direct costs of administering the Joint Committee there is also the issue of a budget to fund its Work Programme. Further details of the provisional budget requirements are set out in section 2 together with the proposed funding mechanism for contributions from individual Constituent Authorities.

9.4 In coming to their decision about a Joint Committee and whether the potential costs provide good value for money, Members might like to consider the potential cost/impact of not working in this way and the potential loss of influence with the Government and investment to the area. Through recent funding initiatives and policy – including through the recent meeting with the Minister, it is clear that Government is looking for areas to come together in order to articulate their (the areas') vision and priorities wider than their organisational boundary or sub-regional areas.

9.5 The proposal put before Members sets out a low risk, low cost option to work in a more formal way to capitalise on opportunities arising from future Government strategies, funding announcements and in preparation for Brexit.

10. Options/Alternatives

10.1 There are two options and alternatives that Members might consider:

Option 1 – Do nothing and continue with informal arrangements within the Partnership. As set out above the feedback from Government is they prefer to work ‘at scale’ and are looking more favourably at areas that have a unity of vision and purpose.

Option 2 – move to a Combined Authority. The Partnership now need to review the option of establishing a Combined Authority at some point following the indication from the Minister that there will be no requirement to have an elected mayor in order to pursue our ambitions. Establishing a Combined Authority requires a substantial lead in time to allow for the Parliamentary approval process and would inevitably require the creation of a shadow Combined Authority to test and confirm the concept. The potential benefits of moving to a Combined Authority model will have to be judged against the implications of doing so, including the cost implications. The Joint Committee has the benefit of allowing the Partnership to move relatively quickly to establish a Combined Authority if that is the wish of the partners.

11. Reason for Recommendation/Conclusion

11.1 Working together will deliver better results if we are to help our businesses improve their productivity levels and deliver greater prosperity across the Heart of the South West. By collaborating across local geographies we will strengthen the area’s voice to Government and strengthen the actions the area can take to improve productivity.

11.2 The Productivity Strategy will replace the Local Enterprise Partnership’s Strategic Economic Plan. It will be the key strategic document for the partners to engage with Government and each other on a range of investment opportunities and powers emerging from the Industrial Strategy, Brexit and other policy opportunities.

11.3 The HotSW Joint Committee will provide a formal strategic partnership to complement and maximise the ability of individual authorities and sub-regional arrangements to deliver their aspirations. It will provide the formal arrangements for collaboration on productivity.

11.4 Through the Joint Committee the partners can test and improve their ability to work together as a potential precursor to the possible establishment of a Combined Authority at some point in the future. It will also provide a mechanism to further strengthen democratic input and influence with the LEP and align more effectively with the LEP’s new model of governance and accountability.

11.5 Without a Joint Committee in place, the HotSW area will continue to struggle to position itself to be able to take advantage of Government policy initiatives and new funding opportunities compared to those areas that have and are establishing formal strategic partnerships.

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APPENDIX A

HEART OF THE SOUTH WEST (HOTSW) JOINT COMMITTEE – DRAFT ARRANGEMENTS

1. Introduction:

1.1 Legal status: The HotSW Joint Committee is a Joint Committee of the local authorities listed in 1.5 below that comprise the HotSW area and established under Sections 101 to 103 of the Local Government Act 1972 and all other enabling legislation to undertake the functions detailed in section 2 of this Agreement.

1.2 Key purpose: The key purpose of the Joint Committee is to be the vehicle through which the HotSW partners will ensure that the desired increase in productivity across the area is achieved.

1.3 Aims and objectives: The aim is to provide a single strategic public sector partnership that covers the entire area and provides cohesive, coherent leadership and governance to ensure delivery of the Productivity Strategy for the HotSW area. The specific objectives of the Joint Committee are to:

- (a) Improve the economy and the prospects for the region by bringing together the public, private and education sectors;
- (b) Increase our understanding of the economy and what needs to be done to make it stronger;
- (c) Improve the efficiency and productivity of the public sector;
- (d) Identify and remove barriers to progress and maximise the opportunities /benefits available to the area from current and future government policy.

1.4 Commencement: The Joint Committee will be established in accordance with the resolutions of the Constituent Authorities listed below in paragraph 1.5 with effect from the Commencement Date (22nd January 2018) and shall continue in existence unless and until dissolved by resolution of a majority of the Constituent Authorities.

1.5 Membership: Each of the Constituent Authorities listed below shall appoint 1 member and 1 named substitute member to the Joint Committee on an annual basis. Each member shall have 1 vote including substitute members. For the Councils, the member appointed shall be that Council's Leader except in the case of Torridge District Council where the member appointed by the Council shall have authority to speak and vote on matters on behalf of the Council. Political balance rules do not apply to the Joint Committee membership. The substitute member shall also be a cabinet member where the Council is operating executive arrangements. For the National Park Authorities the member appointed shall have authority to speak and vote on matters on behalf of the Authority:

- Dartmoor National Park Authority
- Devon County Council
- East Devon District Council
- Exeter City Council

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- Exmoor National Park Authority
- Mendip District Council
- Mid Devon District Council
- North Devon Council
- Plymouth City Council
- Sedgemoor District Council
- Somerset County Council
- South Hams District Council
- South Somerset District Council
- Torbay Council
- Taunton Deane Borough Council
- Teignbridge District Council
- Torrington District Council
- West Devon Borough Council
- West Somerset Council.

1.6 In addition to the Constituent Authorities the partner organisations listed below shall each be invited to appoint 1 co-opted representative and 1 named substitute co-opted representative to the Joint Committee. Co-opted members shall not have voting rights:

- Heart of the South West Local Enterprise Partnership (the LEP)
- NHS Northern, Eastern and Weston Devon Clinical Commissioning Group
- NHS South Devon and Torbay Clinical Commissioning Group
- NHS Somerset Clinical Commissioning Group

1.7 The Joint Committee may co-opt further non-voting representatives from the private, public and/or voluntary sectors at any time.

1.8 Each appointed member / representative shall remain a member of the Joint Committee until removed or replaced by the appointing authority / organisation. Appointments to fill vacancies arising should be notified to the Joint Committee Secretary as soon as possible after the vacancy occurs.

1.9 Standing Orders / Rules of Procedure: Outside of the contents of this 'Arrangements' document, the Standing Orders and Rules of Procedure for the Joint Committee shall be those contained in the Constitution of the Administering Authority to the Joint Committee, subject, in the event of any conflict, to the provisions in the Arrangements document taking precedent.

1.10 Administering Authority: A Council shall be appointed by the Constituent Authorities as the Administering Authority for the Joint Committee and shall provide legal, democratic services, financial and communications support to the Committee. The Joint Committee's Forward Plan of business and papers for its meetings shall be published on the Administering Authority's website with links provided to the websites of the other Constituent Authorities and partner organisations.

2. Joint Committee Functions:

2.1 The only delegated function of the Joint Committee relates to the approval of the HotSW Productivity Strategy. All other matters referred to in 2.3 are 'referred' matters where the Joint Committee will make recommendations to the Constituent Authority or Authorities for decision. Additional delegated or referred functions may be proposed for the Joint Committee in the future by the Joint Committee or any of the Constituent Authorities, but shall only be agreed if approved by all of the Constituent Authorities.

2.2 The principle of subsidiarity will apply to the relationship between the Joint Committee, the Constituent Authorities and local Sub-Regional Partnerships with decisions being made at the most local and appropriate level on all matters to do with the delivery of the Productivity Strategy and in relation to the other functions of the Joint Committee.

2.3 The Joint Committee shall:

- (a) Develop and agree the HotSW Productivity Strategy in collaboration with the LEP.
- (b) Ensure delivery of the HotSW Productivity Strategy in collaboration with the LEP and the Constituent Authorities.
- (c) Continue discussions /negotiations with the Government on the possibility of achieving devolved responsibilities, funding and related governance amendments to assist with the delivery of the Productivity Strategy. Joint Committee proposals arising from these discussions /negotiations would require the formal approval of the Constituent Authorities / partner agencies.
- (d) Continue discussions / negotiations with the Government / relevant agencies to secure delivery of the Government's strategic infrastructure commitments, eg, strategic road and rail transport improvements
- (e) Work with the LEP to identify and deliver adjustments to the LEP's democratic accountability and to assist the organisation to comply with the revised (November 2016) LEP Assurance Framework. This includes endorsing the LEP's assurance framework on behalf of the Constituent Authorities as and when required. However, this is subject to the Framework being formally approved by the LEP's Administering Authority.
- (f) Ensure that adequate resources (including staff and funding) are allocated by the Constituent Authorities to enable the objectives in (a) to (e) above to be delivered.

3. Funding

3.1 The Constituent Authorities shall agree each year and in advance of the start of the financial year (except in the year of the establishment of the Joint Committee) a budget for the Joint Committee in accordance with a Budget and Cost Sharing Agreement to cover the administrative costs of the Joint Committee and costs incurred in carrying out its functions. All funds will be held and administered by the Administering Authority on behalf of the Constituent Authorities and spent in accordance with that Authority's financial regulations and policies.

3.2 In the Joint Committee's first year of operation, the budget will be approved by the constituent authorities on the recommendation of the Joint Committee as soon as possible after the establishment of the Joint Committee.

3.3 Joint Committee members' costs and expenses will be funded and administered by the respective Constituent Authority.

4. Review of the Joint Committee Arrangements

5.1 The Joint Committee may at any time propose amendments to the Arrangements document which shall be subject to the approval of all of the Constituent Authorities.

5.2 Any Constituent Authority may propose to the Joint Committee amendments to the Arrangements. Such amendments shall only be implemented if agreed by all of the Constituent Authorities on the recommendation of the Joint Committee.

5. Members' Conduct

5.1 All members of the Joint Committee shall observe the "Seven Principles of Public Life" (the 'Nolan' principles) and will be bound by their own authority's code of conduct in their work on the Joint Committee.

5.2 Joint Committee members / representatives shall be subject to the code of conduct for elected members adopted by the Constituent Authority that nominated them to be a Joint Committee member or to the conduct requirements of the organisation that appointed them. This includes the requirement to declare relevant interests at formal meetings of the Joint Committee.

6. Requirements of Joint Committee members

6.1 Joint Committee members shall:

- (a) Act in the interests of the Joint Committee as a whole except where this would result in a breach of a statutory or other duty to their constituent authority or would be in breach of their Constituent Authority's Code of Conduct.

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- (b) Be committed to, and act as a champion for, the achievement of the Joint Committee's aims.
- (c) Be an ambassador for the Joint Committee and its work.
- (d) Attend Joint Committee meetings regularly, work with others to achieve consensus on items of business and make a positive contribution to the Committee's work.
- (e) Act as an advocate for the Joint Committee in any dealings with their organisation including seeking any approvals from their Constituent Authority/partner organisation to Joint Committee recommendations.
- (f) Adhere to the requirements of the 'Arrangements' document and maintain high ethical standards.

7. Appointment of Chairman and Vice-Chairman

7.1 The Joint Committee shall elect a Chairman and Vice-Chairman from amongst the voting membership as the first items of business at its inaugural meeting and at each Joint Committee Annual General Meeting thereafter. The appointments shall be confirmed by a simple majority vote of Constituent Authority members. If a deadlock occurs between two or more candidates a secret ballot shall immediately be conducted to confirm the appointment. If there is still deadlock following a secret ballot then a further meeting of the Joint Committee shall be held within 14 days and a further secret ballot shall be held to resolve the appointment.

7.2 A vacancy occurring in the positions of Chairman or Vice-Chairman between Annual General Meetings shall be filled by election at the next meeting of the Joint Committee. The person elected will serve until the next Annual General Meeting.

7.3 The Chairman and Vice-Chairman shall, unless he or she resigns the office or ceases to be a member of the Joint Committee and subject to 7.5 below, continue in office until a successor is appointed.

7.4 In the absence of the Chairman and the Vice-Chairman at a meeting, the voting members of the Committee present shall elect a Chairman for that meeting.

7.5 The Chairman or Vice-Chairman may be removed by a vote of all of the Constituent Authority members present at a meeting of the Joint Committee.

8. Quorum

The quorum for any meeting of the Joint Committee shall be 9 Constituent Authority members. The Chairman will adjourn the meeting if there is not a quorum present. In the absence of a quorum, the meeting shall be adjourned to a date, time and venue to be agreed by the Chairman.

9. Voting

9.1 Wherever possible the elected and co-opted members of the Joint Committee shall reach decisions by consensus and shall seek to achieve unanimity.

9.2 In exceptional circumstances where a formal vote is required, the proposal will be carried by a simple majority agreement of the voting members present and voting by a show of hands. The Chairman of the Joint Committee shall not have a casting vote in the event of a tied vote.

10 Decision making Arrangements

10.1 Only the Joint Committee shall approve the Productivity Strategy.

10.2 The Joint Committee may at any time appoint working groups consisting of Joint Committee members and/or co-opted representatives / officers to consider specific matters and report back / make recommendations to the Joint Committee.

11 Formal Meeting Arrangements

11.1 The Joint Committee will hold an Inaugural Meeting within 30 days of the agreed commencement date and thereafter shall meet on a regular basis as agreed by the Joint Committee annually at its Annual General Meeting.

11.2 The Chairman or in his/her absence the Vice-Chairman, may call a special meeting of the Joint Committee following consultation with the Chief Executives' Advisory Group to consider a matter that falls within the Committee's remit but cannot be deferred to the next scheduled meeting, provided that at least ten clear working days notice in writing is given to the Joint Committee membership.

11.3 Formal meetings of the Joint Committee shall normally be held in public, in accordance with the Access to Information Rules and the Standing Orders / Rules of Procedure of the Administering Authority.

11.4 Meetings of any working groups or task groups established by the Joint Committee shall, unless otherwise agreed, be held in private.

12. Who can put items on the Joint Committee's agenda?

- (a) The Joint Committee itself;
- (b) Any of the members of the Joint Committee appointed by the Constituent Authorities
- (c) A Constituent Authority by way of a formal resolution
- (d) The Chief Executives' Advisory Group
- (e) The Monitoring Officer and / or the Chief Finance Officer of the Administering Authority.

13. Reporting Arrangements

13.1 In addition to any ad hoc reports to the Constituent Authorities, the Joint Committee shall supply an annual report of its activities to the Constituent Authorities in May of each year.

13.2 The Joint Committee shall co-operate with the public scrutiny arrangements of the Constituent Authorities.

14 Record of attendance

14.1 All members present during the whole or part of a meeting are asked sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

Julian Gale
Monitoring Officer
Somerset County Council

30.10.17

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CABINET **23 November 2017**

Gender Pay Gap Report

Cabinet Member: Cllr. Margaret Squires, Cabinet Member for the Working Environment and Support Services.

Responsible Officer(s): Jane Cottrell, Group Manager for Human Resources

Reason for Report: To advise the Cabinet of the Pay Gap between male and female employees as at 31 March 2017.

RECOMMENDATION: The Cabinet is asked to recommend to Council that this report be noted.

Relationship to Corporate Plan: This report highlights the Gender Pay Gap and as such supports our public sector equality duty.

Financial Implications: None arising from this report

Legal Implications: To comply with The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 reporting requirements for public-sector employers.

Equalities: This is considered throughout this report.

1.0 Introduction

1.1 From 6 April 2017 employers in Great Britain with more than 250 staff will be required by law to publish the following four types of figures annually on their own website and on a government website by 30 March 2018.

- Gender pay gap (mean and median averages)
- Gender bonus gap (mean and median averages)
- Proportion of men and women receiving bonuses
- Proportion of men and women in each quartile of the organisation's pay structure

2.0 Pay quartiles by gender

2.1 The Mid Devon District Council figures set out below have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

2.2 Under the law, men and women must receive equal pay for:

- the same or broadly similar work;
- work rated as equivalent under a job evaluation scheme; or
- work of equal value.

Quartile	Males	Females	Description
1	55%	45%	Includes all employees whose standard hourly rate places them at or below the lower quartile
2	40%	60%	Includes all employees whose standard hourly rate places them above the lower quartile but at or below the median
3	45%	55%	Includes all employees whose standard hourly rate places them above the median but at or below the upper quartile
4	50%	50%	Includes all employees whose standard hourly rate places them above the upper quartile

2.3 Mid Devon District Council is committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. It has a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above). As such, it:

- carries out pay and benefits audits at regular intervals;
- evaluates job roles and pay grades as necessary to ensure a fair structure.

2.4 Mid Devon District Council is therefore confident that its gender pay gap does not stem from paying men and women differently for the same or equivalent work. Rather its gender pay gap is the result of the roles in which men and women work within the organisation and the salaries that these roles attract.

3.0 Mid Devon District Council's Gender Pay Gap

	Mean average Hourly Rate	Median Hourly Rate	Average
Male	£11.77	£11.27	
Female	£11.81	£11.07	
HMRC %	-0.366	1.77	

3.1 The mean gender pay gap for the whole economy (according to the October 2017 Office for National Statistics (ONS) Annual Survey of Hours and Earnings (ASHE) figures) is 17.4%; at -0.366% Mid Devon District Council's mean gender pay gap is, therefore, significantly lower than that for the whole economy.

3.2 The median gender pay gap for the whole economy (according to the October 2017 ONS ASHE figures) is 18.4%; at 1.77%, Mid Devon District Council's median gender pay gap is, therefore, significantly lower than that for the whole economy.

4.0 **Annual Reporting**

4.1 It is proposed that future Gender Pay Gap reporting will form part of the annual Pay Policy.

Contact for more information: Jane Cottrell, Group Manager for Human Resources, 01884 234919 / jcottrell@middevon.gov.uk)

Circulation of the Report: Cllr M Squires; Leadership Team

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Cabinet 23 November 2017

Treasury Management Strategy-Mid Year Review Report 2017/18

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

Reason for Report: To inform the Cabinet of the treasury performance during the first six months of 2017/18 and agree the ongoing deposit strategy for the remainder of 2017/18 and a review of compliance with Treasury and Prudential Limits for 2017/18 (Appendix 1).

Recommendation: That Cabinet recommends to Council that a continuation of the current policy outlined at paragraph 6.2 be agreed

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

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

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

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

1.0 Introduction

1.1 CIPFA's Code of Practice for Treasury Management recommends the annual setting of a Treasury Management Strategy and best practice dictates a half yearly update of treasury performance. This report will not only update members on the treasury performance over the first six months of 2017/18, but will also seek approval for the ongoing deposit strategy.

2.0 Treasury Performance 1/4/17 to 30/09/17

2.1 The table below shows the Council's overall treasury management position for the first six months of 2017/18.

	Average Interest %	Total Interest as at 30/9/17	Forecast Year-end position
Temporary Investments and Deposits	0.51%	£72k	£131k
CCLA dividends	4.65%	£116k	£219k
Total		£ 188k	£350k

2.2 The General Fund 2017/18 budget for all investment activity is £254k and for the Housing Revenue Account is £40k.

2.3 At the Monetary Policy Committee (MPC) meeting of 2 November, members voted to increase Bank Rate by 0.25% to 0.50%. The MPC also gave forward guidance that they expected Bank Rate to increase twice more in the next two years to reach 1.0% by 2020. It is currently estimated that the Council will generate an investment return of approximately £350k. Members should note that historically we are able to invest significantly more monies in the first half of each financial year.

2.4 Interest rate forecasts

2.4.1 The Council's treasury advisor, Link Asset Services (formerly Capita Asset Services), has provided the following forecast:

	NOW	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
BANK RATE	0.50	0.50	0.50	0.50	0.50	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.25	1.25	1.25
3 month LIBID	0.40	0.40	0.40	0.40	0.40	0.60	0.60	0.60	0.70	0.90	0.90	1.00	1.20	1.20	1.20
6 month LIBID	0.45	0.50	0.50	0.50	0.60	0.80	0.80	0.80	0.90	1.00	1.00	1.10	1.30	1.30	1.40
12 month LIBID	0.65	0.70	0.80	0.80	0.90	1.00	1.00	1.10	1.10	1.30	1.30	1.40	1.50	1.50	1.60
5 yr PWLB	1.50	1.50	1.60	1.60	1.70	1.80	1.80	1.90	1.90	2.00	2.10	2.10	2.20	2.30	2.30
10 yr PWLB	2.10	2.10	2.20	2.30	2.40	2.40	2.50	2.60	2.60	2.70	2.70	2.80	2.90	2.90	3.00
25 yr PWLB	2.70	2.80	2.90	3.00	3.00	3.10	3.10	3.20	3.20	3.30	3.40	3.50	3.50	3.60	3.60
50 yr PWLB	2.40	2.50	2.60	2.70	2.80	2.90	2.90	3.00	3.00	3.10	3.20	3.30	3.30	3.40	3.40

3.0 Current Portfolio Position

3.1 The Council's treasury portfolio position as at 30 September 2017 was made up of short-term investments/deposits to the value of £29.29m. These investments comprised:

- £ 24.00m in fixed term investments
- £ 2.00m in a notice account
- £ 3.29m in Natwest bank call accounts
- £ 5.00m with CCLA commercial property fund

Detailed list of deposits/short term investments:

Institution	Principal: (£)	Rate:	Start Date:	Maturity Date:
Lloyds	500,000	1.00%	30/09/2016	29/09/2017
Lloyds	1,000,000	1.00%	14/10/2016	13/10/2017
Lloyds	500,000	1.00%	02/12/2016	01/12/2017
Thurrock BC	1,000,000	0.45%	20/01/2017	27/11/2017
Lloyds	500,000	0.90%	14/02/2017	14/02/2018
Lloyds	1,000,000	0.90%	15/03/2017	15/03/2018
Coventry	2,000,000	0.46%	03/04/2017	23/10/2017
Nationwide	3,000,000	0.32%	15/05/2017	23/10/2017
Nationwide	2,000,000	0.45%	25/05/2017	16/03/2018
Coventry	2,000,000	0.54%	15/06/2017	14/06/2018
Santander	3,000,000	0.35%	03/07/2017	08/02/2018
Santander	1,000,000	0.47%	17/07/2017	16/07/2018
Coventry	1,000,000	0.45%	28/07/2017	30/07/2018
Barclays	2,500,000	0.57%	01/08/2017	01/08/2018
Barclays	1,500,000	0.54%	31/08/2017	31/08/2018
Lloyds	1,500,000	0.65%	19/09/2017	19/09/2018
Goldman Sachs*	2,000,000	0.86%	01/02/2017	-

* notice account

3.2 **Property Fund:** The Council currently has £5m deposited with the CCLA (Churches, Charities and Local Authorities) commercial property fund. Dividends are paid quarterly; first two quarter dividends of 4.65% were earned.

3.3 The Council received an average return of 0.51% on investments during the first six months and 0.01% on current account balances. The return on investments for the first half of the year has been propped up by investments made in the previous year. The expectation for the second half of the year is uncertain given the recent BOE rate and concerns over the impact of Brexit.

3.4 During 2016/17 an average rate of investment return of 0.72% was earned at the mid-year point.

4.0 Borrowing Requirements

4.1 The Council has no short term borrowing but has existing PWLB loans of £43.1m at the end of September 2017, in addition to £440k in finance leases.

4.2 The Council has not undertaken any new borrowing during 2017/18. The most recent undertaking was on 27 March 2015 when £4.17m was borrowed for the purchase of Market Walk and 30-32 Fore Street, Tiverton.

4.3 Members should therefore note that any activity during the remainder of 2017/18 will keep us within approved treasury and policy limits previously agreed. (See Appendix 1 for main Prudential Indicators)

5.0 Annual Investment Strategy

5.1 Any fixed term investments in the market place (except Debt Management Office [DMO]) are restricted to a maximum term of one year. The Council's substantial commitments (particularly the monthly precepts to the Devon County Council, the Police and Fire Authority) constrain the term of investments. The Cabinet of 9 February 2012 resolved to a continuation of the policy to invest all surplus funds with the main UK banks and building societies, subject to strict lending criteria.

5.2 The Council will continue to have regard to the DCLG's Guidance on Local Government Investments ("the Guidance") issued in March 2004 and CIPFA's Treasury Management in Public Services Code of Practice and Cross Sectorial Guidance Notes ("the CIPFA Treasury Management Code").

6.0 Lending Criteria and Counterparty Limits

6.1 The current policy has been very slightly relaxed over time and at present the policy allows the lending of funds to be deposited with major UK banks and building societies with an investment period no longer than one year and where the counter party is required to meet the following ratings requirements: Banks (Fitch F1, F1+) and for building societies based upon a minimum Fitch rating of F1 and an asset base level of at least £1bn. The maximum lending limit to any group counterparty is £5m. The policy includes investments with CCLA property fund and money market funds with a limit of £2m on this option. Note that delegation was provided to the S151 officer and Finance Portfolio Holder in 2011/12 to make reactive decisions when market conditions changed due to volatility in rating changes when our own bankers, Natwest, were downgraded, along with other part nationalised banks. We do not invest any term deposits with the Royal Bank of Scotland Group and only have our call accounts with them.

6.2 Officers would recommend a continuation of the existing policy for investments with banks and building societies, property funds and money market funds.

6.3 In addition to these fixed term deposits, the Council also uses an instant access liquidity account with the National Westminster Bank (the Council's banker) to sweep any small surplus funds which cannot be placed by our brokers. Again, this account will be subject to the same £5m maximum deposit level.

6.4 The Council will also continue to lend to:

- Local Authorities, Police and Fire & Rescue Authorities

- DMOADF

6.5 None of the investments made to organisations stated in paragraph 6.4 will be constrained to a maximum deposit of £5m due to the level of attached risk.

7.0 Future Outlook

7.1 Economic forecasting remains difficult with so many external influences weighing on the UK. Bank Rate forecasts, (and also MPC decisions), will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Forecast for average earnings beyond the three year time horizon will be heavily dependent on economic and political developments. Volatility in bond yields is likely to endure as investor fears and confidence ebb and flow between favouring relatively more “risky” assets i.e. equities, or the “safe haven” of government bonds.

7.2 The overall balance of risks to economic recovery in the UK is probably to the downside, particularly with the current level of uncertainty over the final terms of Brexit.

Contact for more information: Andrew Jarrett – 01884 234242 (ajarrett@middevon.gov.uk) John Paul Mclachlan - (jpmclachlan@middevon.gov.uk)

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	2017/18 Estimate £'000	20/18/19 Estimate £'000	2019/20 Estimate £'000
Upper Limit for Fixed Interest Rate Exposure	100%	100%	100%
Upper Limit for Variable Rate Exposure	50%	50%	50%
Upper Limit for Total Principal Sums Invested for over 364 days ¹	0%	0%	0%

Note 1 Our policy states no investments over one year, however this may take us over 364 due to weekends and bank holidays.

Maturity structure of existing borrowing (£m)	Actual	Lower Limit	Upper Limit
Under 12 months	4.00%	0.00%	50.00%
12 months and within 24 months	5.00%	0.00%	50.00%
24 months and 5 years	14.00%	0.00%	50.00%
5 years and within 10 years	26.00%	0.00%	75.00%
10 years and above	51.00%	0.00%	100.00%

CABINET
23 NOVEMBER 2017:

AGENDA ITEM:

PERFORMANCE AND RISK FOR 2017-18

Cabinet Member Cllr Clive Eginton
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 Committee 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 is broadly on track with **Residual household waste per household (measured in Kilograms)** until the end of August of just under 167kg against a profiled target of 175kg. We are still a little below target for **% of household waste reused, recycled and composted** and the % tends to be lower later in the year due to the reduction in garden waste tonnage. Last year August was the peak in performance for 2016/17 at 56.7%.
- 2.2 The 2-3% reduction in the recycling rate for quarters 1 and 2 was due to the loss of mechanical sweeping material being composted. The material could not be accepted from April 2017 until the new transfer station was operational due to DCC contractual changes.
- 2.3 The transfer station at Carlu Close has been completed and is now accepting food, garden and residual waste. The amount of residual waste accepted will gradually increase in tonnage until December 2018. All residual waste accepted at the site is then transported to the Exeter Energy from waste plant.
- 2.4 **Number of Households on Chargeable Garden Waste**; sales/renewals exceeded the target of 9,000 by the end of June. We would expect the increase in numbers to slow now the peak growing season has passed but we still had an extra 984 customers in September!
- 2.5 Regarding the Corporate Plan Aim: **Reduce our carbon footprint**: The new split garden and food waste vehicles have now been delivered and this means two HGVs have been replaced by smaller 7.5T vehicles reducing fuel usage and carbon emissions.
- 2.6 Regarding the Corporate Plan Aim: **Protect the natural environment**: The Air Quality Action Plan, for the District, 2017-21 was presented to the Community PDG on 26 September; after useful discussion, it was referred back for further information to be brought to the next meeting on 28 November.

Homes Portfolio - Appendix 2

- 2.7 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 work is progressing on Birchen Lane and Palmerston Park, both due for completion in 2018.
- 2.8 Regarding the Corporate Plan Aim: **Facilitate the housing growth that Mid Devon needs, including affordable housing**: 43 **empty homes** have been brought back into use in the first 6 months against an annual target of 25 for 2017/18 which is excellent.

- 2.9 Regarding the Corporate Plan Aim: **Planning and enhancing the built environment:** The Local Plan is of course key to this; having taken legal advice and reviewed the statements of participants who would take part in the hearings a deferment has been requested to allow an independent review of the major modifications stage sustainability appraisal. This has been commissioned but a delay in the order of 6 months is expected.
- 2.10 **Percentage of Properties with a Valid Gas Safety Certificate (LGSR):** the two expired properties are subject to possession proceedings by the tenancy service. MDDC are unable to cap the gas supply of occupied properties even where the LGSR has expired.
- 2.11 As predicted the impact of welfare reform is now being felt and arrears are increasing; the service will be looking at ways to mitigate this in the Service Business Plan for next year. As the effects of the introduction of Universal Credit bite we cannot expect to continue achieving collection rates of 100%.

Economy Portfolio - Appendix 3

- 2.12 Regarding the Corporate Plan Aim: **Attract new businesses to the District:** The Economic Development team has been dealing with a number of enquiries from businesses looking to locate and grow within Mid Devon. Working with our Planning team and other services across the local authority, we have been able to find solutions for most of these. Examples include: a fibre manufacturer occupying an initial employment site of over 60,000sq.ft. in Cullompton and a new 35,000 sq.ft. unit at Hitchcock's Business Park with other sites seeking planning approval in the near future.
- 2.13 Regarding the Corporate Plan Aim: **Focus on business retention and growth of existing businesses:** The target for the number of **Apprentice starts** is the government target calculated as 2.3% of FTEs. We had 9 apprentices @ 31 March 2017 and had 5 starters in September. The Council is holding an apprenticeship event at Phoenix House on 14 November to promote apprenticeships to existing staff as a way of upskilling and enhancing career progression while also utilising the apprenticeship levy the Council pays.
- 2.14 Regarding the Corporate Plan Aim: **Improve and regenerate our town centres with the aim of increasing footfall, dwell-time and spend in our town centres: Empty Shops** were discussed at the last meeting as they are input at the start of the quarter.
- 2.15 Regarding the Corporate Plan Aim: **Grow the tourism sector:** Tiverton Pannier Market will have its last Electric Nights event for this year on 2 December with its Santa Spectacular.
- 2.16 Other: The Local Plan; having taken legal advice and reviewed the statements of participants who would take part in the hearings a deferment has been requested to allow an independent review of the major modifications stage

sustainability appraisal. This has been commissioned but a delay in the order of 6 months is expected.

Community Portfolio - Appendix 4

- 2.17 Regarding the Corporate Plan Aim: **Work with local communities to encourage them to support themselves:** Private Sector Housing have organised a Landlord Networking event at Muddiford Court on 8 November there will be 24 stands, 4 occupied by MDDC services, with representatives from local property service businesses, letting agents etc. Nearly 100 delegates are expected as well as the stall holders; the emphasis will be on promoting the benefits of investing in their properties.
- 2.18 MDDC is also hosting the Involve Mid Devon AGM on 7 November; as over 20 organisations are attending, the opportunity has been taken to run a networking event before the AGM with Councillors and staff attending.
- 2.19 Regarding the Corporate Plan Aim: **Work with Town and Parish Councils:** MDDC hosted the Town and Parish Council AGM at Phoenix House on 5 October; over half the Councils were represented and it was very well received. Training on Standards from the Monitoring Officer was offered on 30 October.
- 2.20 Regarding the Corporate Plan Aim: **Promote physical activity, health and wellbeing:** The EVLC extension Phase 1 is complete with the Dance Studio official opening on 9 November.
- 2.21 The Leisure Service has taken a strategic partnership approach to the procurement of the equipment for the new EVLC extension, the design and supply contract was awarded to Matrix after a tender exercise which included presentations from the short listed companies.
- 2.22 **Other:** In the light of the Guardian Newspaper and ITN News investigation into food hygiene and labelling concerns at the 2 Sisters Food Group plant at West Bromwich, Neil Parish MP and Chair of the Environment, Food and Rural Affairs Select Committee asked what action MDDC Environmental Health would be taking to ensure the highest possible animal welfare and food standards are adhered to at the Willand plant.
- 2.23 MDDC Environmental Health have no direct regulatory role at the plant but were holding regular dialogue with the Food Standards Agency (FSA), who enforce food safety, and Trading Standards, who enforce composition and labelling, over operational matters. The FSA decided to extend its investigations to include the Willand site and on 6 October 2017 the Lead Officer for Environmental Health accompanied the FSA Audit Veterinary Leader for a 6-hour audit of the plant. The findings for this inspection were feed into a report for a meeting held between the FSA Chief Operating Officer and the 2 Sisters Directors.

2.24 On the 25 October the Environment, Food and Rural Affairs Select Committee held two sessions for its inquiry into the allegations of food safety breaches at 2 Sisters Food Group. The inquiry will look into the role and performance of the FSA, Sandwell Metropolitan Council and accreditation bodies and will also explore the potential ramifications of the allegations made against 2 Sisters for the poultry sector and the wider food chain. MDDC Environmental Health staff continue to work closely with the FSA and Trading Standards over this matter.

Corporate - Appendix 5

2.25 The **working days lost due to sickness** is a little below target.

2.26 The **Response to FOI requests** is still well below target. At present there is no dedicated member of staff, Customer First are maintaining the service, recruitment for a replacement member of staff is expected to take place this month. The PIs for Customer First are all on or above target.

2.27 The **Performance Planning Guarantee determined within 26 weeks** is slightly below target but the 4 speed and quality measures are all above the required target.

2.28 Two units at Market Walk have been let, subject to contract.

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 Committee 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 Group Manager for Performance, Governance and Data Security ext 4975

Circulation of the Report: Management Team and Cabinet Member

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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	Group Manager	Officer Notes
<u>Residual household waste per household (measured in Kilograms)</u>	148.81 (5/12)	374.20	420.00	32.80	63.57	98.59	130.52	166.92								166.92 (5/12)	Stuart Noyce	(April - Septem Figures supplied DCC one month behind reporting cycle. (L
<u>% of Household Waste Reuse, Recycled and Composted</u>	56.7% (5/12)	53.3%	53.0%	51.3%	52.6%	51.3%	51.8%	52.1%								52.1% (5/12)	Stuart Noyce	(Septem Figures supplied DCC one month behind reporting cycle. (L
<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	n/a	Stuart Noyce	
<u>Number of Households on Chargeable Garden Waste</u>	8,533 (6/12)	8,536	9,000	8,692	8,973	9,107	9,343	9,449	9,537							9,537 (6/12)	Stuart Noyce	(Septem The num of custome has riser 984 sinc Septem 2016 (LI
<u>% of missed collections reported (refuse and organic waste)</u>	0.03% (6/12)	0.04%	0.03%	0.04%	0.03%	0.03%	0.03%	0.03%	0.03%							0.03% (6/12)	Stuart Noyce	(Septem Continue remain c target (L
<u>% of Missed Collections logged (recycling)</u>	0.03% (6/12)	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%							0.03% (6/12)	Stuart Noyce	(Septem Continue remain c target (L

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	Group Manager	Officer Notes
<u>Number of Fixed Penalty Notices (FPNs) Issued (Environment)</u>	5 (6/12)	10		5	9	10	13	16	21							21 (6/12)	Vicky Bowden	

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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
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* 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	Group Manager	Officer Notes
<u>Number of business rate accounts</u>	2,880 (6/12)	2,930	2,975	2,933	2,936	2,942	2,951	2,951	2,963							2,963 (6/12)	John Chumbley, Andrew Jarrett	

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	Group Manager	Officer Notes
<u>Number of Apprentice starts at MDDC</u>	1 (6/12)	5	10	0	0	0	0	0	5						5 (6/12)	Jane Cottrell, Nicola Cuskeran		

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	Group Manager	Officer Notes
<u>Increase in Car Parking Vends</u>	54,166 (6/12)	55,241		48,051	53,937	54,086	54,730	54,417	54,734							54,734 (6/12)	Andrew Jarrett	
<u>The Number of Empty Shops (TIVERTON)</u>	17 (2/4)	16	18	n/a	n/a	n/a	19	n/a	n/a	25	n/a	n/a	n/a	n/a	n/a	25 (2/4)	Adrian Welsh	(Quarter 2) 11% of all retail units (JB)
<u>The Number of Empty Shops (CREDITON)</u>	7 (2/4)	7	8	n/a	n/a	n/a	n/a	n/a	8	n/a	n/a	n/a	n/a	n/a	n/a	8 (2/4)	Adrian Welsh	(Quarter 2) 8 vacant units represents 6.8% of total number of retail units. (JB)
<u>The Number of Empty Shops (CULLOMPTON)</u>	10 (2/4)	8	8	n/a	n/a	n/a	11	n/a	n/a	9	n/a	n/a	n/a	n/a	n/a	9 (2/4)	Adrian Welsh	(Quarter 2) 9 vacant units representing 10.5% of the total retail units (JB)

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	Group Manager	Officer Notes
<u>Funding awarded to support economic projects</u>	£56,842 (2/4)	£61,842		n/a	n/a	£0	n/a	n/a	£0	n/a	n/a	n/a	n/a	n/a	n/a	£0 (2/4)	Adrian Welsh	

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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
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* 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	Group Manager	Officer Notes
Build Council Houses	0 (2/4)	0	13	0	0	0	0	0	0							0 (6/12)	Angela Haigh	

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	Group Manager	Officer Notes
Number of affordable homes delivered (gross)	19 (2/4)	31	80	n/a	n/a	26	n/a	n/a	33	n/a	n/a		n/a	n/a		33 (2/4)	Angela Haigh	
Deliver 15 homes per year by bringing Empty Houses into use	5 (6/12)	33	25	7	11	13	23	34	43							43 (6/12)	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	Group Manager	Officer Notes
Number of Successful Homelessness Prevention Cases	136 (2/4)	295	No Target - for information only	n/a	n/a	99	n/a	n/a	159	n/a	n/a		n/a	n/a		159 (2/4)	Angel Haigh	
% Decent Council Homes	99.97% (6/12)	100.00%	100.0%	99.9%	99.9%	100.0%	99.9%	100.0%	100.0%							100.0% (6/12)	Mark Baglo	
% Properties With a Valid Gas Safety Certificate	99.96% (6/12)	99.86%	100.0%	99.95%	99.64%	99.87%	99.82%	99.96%	99.91%							99.91% (6/12)	Angel Haigh	
Rent Collected as a Proportion of Rent Owed	99.56% (6/12)	100.18%	100.0%	93.76%	95.18%	96.25%	96.87%	99.14%	98.73%							98.73% (6/12)	Angel Haigh	
Current Tenant Arrears as a Proportion of Annual Rent Debit	1.02% (6/12)	0.60%	1.00%	0.93%	1.06%	1.16%	1.30%	1.26%	1.30%							1.30% (6/12)	Angel Haigh	
Dwelling rent lost due to voids	0.6% (6/12)	0.5%	no target - for information only	0.4%	0.5%	0.5%	0.5%	0.5%	0.5%							0.5% (6/12)	Angel Haigh	
Average Days to Re-Let Local Authority Housing	17.3days (6/12)	15.7days	16.0days	14.0days	13.9days	14.9days	14.1days	13.8days	14.3days							14.3days (6/12)	Angel Haigh	

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Corporate Plan PI Report Community

Monthly report for 2017-2018
 Arranged by Aims
 Filtered by Aim: Priorities Community
 Filtered by Flag: Exclude: Corporate Plan Aims 2016 to 2020
 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 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	Group Manager	Officer Notes
<u>GP Referrals</u>	n/a	n/a		18				22								22 (5/12)	Corinne Parnall	(August) Out of a possible 28 (CY)
<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	Group Manager	Officer Notes
<u>Number of social media communications MDDC send out</u>	95 (6/12)	191	For information only	87	129	101	152	152	111							111 (6/12)	Liz Reeves	(September No. of Facebook Posts Published = 57 No. of Tweets Tweeted = 54 (MA))
<u>Number of web hits per month</u>	26,856 (6/12)	28,543	***For information only***	30,041	32,545	28,620	28,208	27,028	26,949							26,949 (6/12)	Liz Reeves	
<u>Compliance with food safety law</u>	91% (6/12)	89%	90%	90%	90%	90%	89%	89%	89%							89% (6/12)	Simon Newcombe	

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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

* 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																		
Type	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	Group Manager	Officer Notes
<u>% of complaints resolved w/in timescales (10 days - 12 weeks)</u>	92% (6/12)	92%	90%	100%	96%	88%	91%	92%	93%							93% (6/12)	Liz Reeves	(September) More accurate figures due to date the report was run being later in the month (RT)
<u>Number of Complaints</u>	27 (6/12)	21	For information only	13	13	23	15	27	38							38 (6/12)	Liz Reeves	(May) Figures from corporate complaint system & shows all services (RT)
<u>New Performance Planning</u>	97% (2/4)	98%	100%	n/a	n/a	99%	n/a	n/a	99%	n/a	n/a	n/a	n/a	n/a		99% (2/4)	Jenny Clifford,	

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	Group Manager	Officer Notes
<u>Guarantee determine within 26 weeks</u>																	Adrian Welsh	
<u>Major applications determined within 13 weeks (over last 2 years)</u>	66% (2/4)	74%	60%	n/a	n/a	47%	n/a	n/a	65%	n/a	n/a	n/a	n/a	n/a	n/a	65% (2/4)	Jenny Clifford, Adrian Welsh	
<u>Minor applications determined within 8 weeks (over last 2 years)</u>	(2/4)	76%	65%	n/a	n/a	79%	n/a	n/a	79%	n/a	n/a	n/a	n/a	n/a	n/a	79% (2/4)	Jenny Clifford, Adrian Welsh	
<u>Major applications overturned at appeal (over last 2 years)</u>	10% (2/4)	9%	10%	n/a	n/a	4%	n/a	n/a	4%	n/a	n/a	n/a	n/a	n/a	n/a	4% (2/4)	Jenny Clifford, Adrian Welsh	
<u>Minor applications overturned at appeal (over last 2 years)</u>	n/a	n/a	10%	n/a	n/a	0%	n/a	n/a	0%	n/a	n/a	n/a	n/a	n/a	n/a	0% (2/4)	Jenny Clifford, Adrian Welsh	
<u>Response to FOI Requests (within 20 working days)</u>	97% (6/12)	94%	100%	79%	85%	82%	80%	78%	78%							78% (6/12)	Catherine Yandle	(September) 53 answered 14 over 20 days (CY)
	3.41days (6/12)	7.89days	7.00days	0.61days	1.25days	1.88days	2.54days	3.12days	3.79days							3.79days (6/12)		

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	Group Manager	Officer Notes
<u>Working Days Lost Due to Sickness Absence</u>																	Jane Cottrell, Nicola Cuskeran	(September) During the period 1 April - 30 September 2017 the total days absence due to sickness was 1855 out of which 1142 days were attributable to Long Term sickness (15+ days) which equates to an average of 2.8 days per employee. (JC)
<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, Stuart Noyce, Susie Stevens-Brown	
<u>% total Council tax</u>	56.94% (6/12)	98.10%	98.50%	11.34%	20.61%	29.74%	38.73%	51.60%	56.69%							56.69% (6/12)	John Chumbley,	(August) please note that this %

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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	Group Manager	Officer Notes
<u>collected - monthly</u>																	Andrew Jarrett	includes the DD's posted for 1st Sept as the overnight % collection report failed so was unable to get a figure until the next day (DP)
<u>% Total NDR collected - monthly</u>	61.48% (6/12)	99.18%	99.20%	12.20%	19.88%	33.72%	40.57%	50.41%	57.38%							57.38% (6/12)	John Chumbley, Andrew Jarrett	(August) Please note that this figure includes the posted DD's for 1st September as the overnight job failed (DP)
<u>Number of visitors per month</u>	2,890 (6/12)	2,761	3,000	2,351	2,673	2,784	2,787	2,724	2,703							2,703 (6/12)	Liz Reeves	(September) No surgeries at Cullompton or Crediton (RT)
<u>Satisfaction with front-line services</u>	80.56% (6/12)	81.58%	80.00%	0.00%	0.00%	97.59%	97.59%	97.59%	97.14%							97.14% (6/12)	Liz Reeves	(August) No stats this month (RT)
<u>Increase Number of Digital payments</u>	34,858 (6/12)	69,567	70,960	5,927	11,973	18,239	24,320	30,434	36,969							36,969 (6/12)	Liz Reeves	

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	Group Manager	Officer Notes
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Print Date: 29 October 2017 12:43

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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

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Claire Fry

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

Risk: Asset Management • The Council may not be optimising its portfolio of assets

- Assets purchased without prior approval may not be supported by Council policies and systems
- Misuse of assets could have a financial impact to the Council
- Inadequate inventory records could invalidate insurance claims, disrupt the business continuity process and hide instances of theft
- Failure to maintain the Asset Management Strategy could result in an inefficient use of resources

Not making a commercial ROI

Effects (Impact/Severity): • Theft of stocks and stores

Causes (Likelihood): • Mismanagement of stocks and stores

Service: Property Services

Current Status: Medium (12)

Current Risk Severity: 3 - Medium

Current Risk Likelihood: 4 - High

Service Manager: Andrew Busby, Stuart Noyce, Susie Stevens-Brown

Review Note: Capital Asset Management Strategy 2016-2020 on the website

Risk Report Appendix 6

Risk: Car Parks Car Park Overcrowding

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Darren Beer

Review Note:

Risk: Contingency - Business Continuity The Council fails to have an effective Business Continuity Plan in place that is up-to-date and complements the Emergency Plan, Disaster Recovery Plan and Risk Management Plan leading to service failure and loss in reputation.

Effects (Impact/Severity):

- Staff are not enabled or adequately prepared to deal with incidents in the event that senior managers are unavailable
- Poor management of a major incident will affect the Council's reputation
- There is a risk to decision-making processes and maintaining quorate committees in the event of loss of Members.
- Software Failure, leading to potential inability to pay staff, creditors, benefits etc and inability to access key data affecting service delivery and customer experience
- Increase in workforce homeworking

Causes (Likelihood):

- Severe weather including snow, flooding and heatwaves can cause disruption to normal service operation
- Severe space weather can cause disruption to a range of technologies and infrastructure, including communications systems, electronic circuits and power grids. The next period of such solar activity is forecast to occur around May 2013.
- There are predictions of scheduled power cuts from 2015. Failure to plan for this and implement contingency procedures will affect service delivery.
- Fuel strikes
- Industrial action

Service: Governance

Current Status: Medium (12)

Current Risk Severity: 3 - Medium

Current Risk Likelihood: 4 - High

Service Manager: Catherine Yandle

Review Note: Service Business continuity plans will be reviewed at GMF on 23 October 2017

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

Risk Report Appendix 6

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Andrew Busby, Stuart Noyce, Susie Stevens-Brown

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

Service Manager: John Bodley-Scott

Review Note:

Risk: Economic Development Service Failure to promote economic activity within the District will suppress the potential for new jobs and increased prosperity for residents

A continuing economic recession could jeopardise our ability to achieve corporate objective of 'A Thriving Economy'

Effects (Impact/Severity): - Inability to meet Council objectives

- A lack of inward investment

- Uncertain economic recovery, impact on employment and infrastructure development

Causes (Likelihood): - Decline in national macro-economics

Service: Community Development

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Adrian Welsh

Review Note: Economic Strategy currently being prepared which will focus the District Council's intervention in a more focused way and will also enable improved monitoring for this risk.

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

Service Manager: 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

Service Manager: 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 approved

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

Service Manager: 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 - arborist team

Effects (Impact/Severity):

Causes (Likelihood):

Service: Grounds Maintenance

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Joe Scully

Review Note: Because of the nature of the work which can be in areas of limited access to emergency services and of a high risk all team members should be First Aid at Work (FAW)

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

Service Manager: 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

Service Manager: 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

Service Manager: 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

Service Manager: 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

Service Manager: Claire Fry

Review Note:

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

Service Manager: Claire Fry

Review Note:

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

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

Effects (Impact/Severity):

Causes (Likelihood):

Service: I C T

Current Status: High (20)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 4 - High

Service Manager: 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 Report Appendix 6

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

Service Manager: Darren Beer

Review Note:

Risk: Local Plan Whether the Inspector will find the Plan unsound

Effects (Impact/Severity):

Causes (Likelihood):

Service: Planning

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Jenny Clifford

Review Note: Steps taken to mitigate risks by commissioning additional work to strengthen evidence base.

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

Service Manager: Andrew Busby, Stuart Noyce, Susie Stevens-Brown

Review Note:

Risk: New Homes A low housing build rate would equal less affordable housing resulting in a reduction in potential New Homes Bonus

Effects (Impact/Severity): - Loss of Affordable Housing Income Section 106

- Failure to meet targets in Development Plan

- Potentially unallocated sites being developed as 5-year housing supply reduces

Causes (Likelihood):

Service: Planning

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Jenny Clifford

Review Note:

Risk Report Appendix 6

Risk: Overall Funding Availability Changes to Revenue Support Grant, Business Rates, New Homes Bonus and other funding streams in order to finance ongoing expenditure needs.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Financial Services

**Current Status: High
(15)**

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Andrew Jarrett

Review Note: Mitigation – Local and national working groups and advice from experts – liaise with DCLG and then attempt to model/plan.

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

Service Manager: Zoë Lentell

Review Note:

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

Service Manager: Darren Beer

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

Service Manager: Darren Beer

Review Note:

Risk Report Appendix 6

Risk: Power Take Off (PTO)shaft use That the PTO shaft is not correctly guarded

Effects (Impact/Severity):

Causes (Likelihood):

Service: Grounds Maintenance

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Joe Scully

Review Note: Locking mechanism on the universal joint must be engaged successfully before engaging the PTO. Safe systems of work item

Risk: Premeir Inn Construction site Increased difficulty in management of the car parking facility while the Premier Inn is being built

Effects (Impact/Severity):

Causes (Likelihood):

Service: Property Services

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Andrew Busby, Stuart Noyce, Susie Stevens-Brown

Review Note: Enabling meeting with the contractor 24 July 2017

Risk: Reputational damage cyber security impact of reputational damage through social media is a significant risk that warrants inclusion on the Authority's risk register.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Communications

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: 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

Service Manager: Claire Fry

Review Note:

Risk Report Appendix 6

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**

Service Manager: Darren Beer

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**

Service Manager: Claire Fry

Review Note:

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**

Service Manager: Darren Beer

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**

Service Manager: Darren Beer

Review Note:

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

Service Manager: Claire Fry

Review Note:

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

Effects (Impact/Severity): If the changes from current benefits system to Universal Credit go ahead, the system will require greater staff resource

Causes (Likelihood): Will now happen

Service: Revenues - Benefits

Current Status: No Data

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Andrew Jarrett

Review Note:

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

Service Manager: Kathryn Tebbey

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.

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Risk Matrix

Report For MDDC - Services Current settings

Risk Likelihood	5 - Very High	No Risks	No Risks	1 Risk	No Risks	No Risks
	4 - High	No Risks	No Risks	3 Risks	2 Risks	2 Risks
	3 - Medium	No Risks	3 Risks	12 Risks	12 Risks	3 Risks
	2 - Low	4 Risks	19 Risks	37 Risks	32 Risks	19 Risks
	1 - Very Low	7 Risks	10 Risks	13 Risks	17 Risks	22 Risks
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
		Risk Severity				

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MID DEVON DISTRICT COUNCIL – SCHEDULE OF MEETINGS – 2018/2019.

Ratified by Council on

MEETING	Normal day and Time	1	2	3	4	5 2019	6 2019	2019
Planning Committee <i>(first meeting of cycle)</i>	Wed	16 May	11 July	5 Sept	31 October	9 January	6 March	
Planning Committee <i>(second meeting of cycle)</i>	Wed	13 June	8 August	3 October	5 Dec	6 Feb	3 April	Tuesday 23 April
CABINET <i>(first meeting of cycle)</i>	Thurs	10 May	5 July	30 August	25 Oct	3 Jan	7 March	
CABINET <i>(second meeting of the cycle)</i>	Thurs	7 June	2 August	27 Sept	22 Nov	7 Feb	4 April	
Environment PDG	Tues	15 May	10 July	4 Sept	6 Nov	8 Jan	5 March	
Homes PDG	Tues	22 May	17 July	11 Sept	13 Nov	15 Jan	12 March	
Economy PDG	Thurs	17 May	12 July	6 Sept	8 Nov	10 Jan	14 March	
Community PDG	Tues	29 May	24 July	18 Sept	20 Nov	22 Jan	19 March	
Scrutiny Committee <i>(first meeting of cycle)</i>	Mon	21 May	16 July	10 Sept	5 Nov	14 Jan	18 March	
Scrutiny Committee <i>(second meeting of cycle)</i>	Mon	18 June	13 August	8 October	3 Dec	18 Feb	15 April	
Audit Committee	Tues 5.30pm	29 May	24 July	18 Sept	20 Nov	22 Jan	19 March	
Standards Committee	Wed	6 June		10 October		13 Feb		
COUNCIL	Wed 6.00pm	27 June	29 August	24 October	19 Dec	27 Feb	24 April	Annual Meeting 22 May 2019

Notes: (i) Annual meeting of the Council at 6.00pm - **Annual Meeting in 2018 is on Wednesday 9 May**

(ii) Community PDG and Audit Committee now the same day with Audit Committee taking place in the evening.

(iii) Annual Meeting 2019 – later than normal because it is election year.

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CABINET 23 NOVEMBER 2017

ASBESTOS SURVEYING & REMOVAL 2018 - 2021

Cabinet Member: Cllr Ray Stanley
Responsible Officer: Andrew Pritchard, Director of Operations

Reason for Report: To advise Cabinet of the outcome of the recent tender of the Asbestos Surveying and removal of Licensed and Unlicensed asbestos for the period 2018 – 2021. The scope of this work extends to Council Homes and Corporate properties. This contract has two lots; one for Licensed Work (Lot 1) and the other for Unlicensed Work (Lot 2).

RECOMMENDATION: It is recommended that Cabinet award;

- Lot 1, Licensed Work, to **Supplier L** with a forecast annual budget of £100,000
- Lot 2, Unlicensed Work to **Supplier N** with a forecast annual budget of £100,000.

Budgets are pro-rata for year one.

The tender for both Lots was run on the basis of 60% price and 40% Quality.

Contracted Works: The contract will be for works to remove asbestos associated with responsive repairs, disabled adaptations, void works and planned maintenance, whilst also providing a call off contract for other service areas of the Council.

Phase 1	Start 2 January 2018	Completion 31 March 2018
Phase 2	Start 1 April 2018	Completion 31 March 2019
Phase 3	Start 1 April 2019	Completion 31 March 2020
Phase 4	Start 1 April 2020	Completion 31 March 2021

Relationship to Corporate Plan: To contribute towards meeting the Decent and Affordable Homes target and our legal obligations relating to Health and Safety, by making best use of the existing properties, managing asbestos and delivering value for Money.

Financial Implications: The budget for these contracts is £200,000 per annum, with year one pro-rata at the tendered rates. The funding will come from the individual budgets to which the works apply. The contract will be administered on a call off basis, and the works required will be carried out as per the schedule of rate prices within the tender.

Legal Implications: We have a legal duty to maintain the Council's Housing Stock, meet the Decent Homes Standard and manage asbestos within our properties. The conditions of engagement are based on a JCT Minor Works Building Contract 2016, combined with the contractual requirements. This provides a robust framework for managing and controlling the performance of the contractor to meet our legal obligations.

Risk Assessment: The principal risk is overspending against the annual budget as this is a call off contract driven by need. The performance of the contract will be monitored monthly and corrective action will be taken, as necessary, where performance falls below the following Key Performance Indicator:-

- Financial Performance,
- Customer satisfaction,
- Variations and extras,
- Managing Health and Safety,
- Delivery against programme.

1 Introduction

- 1.1 The term of this contract is 4 years subject to funding; with the option to terminate the contract at the end of each year subject to performance.
- 1.2 Due to the nature and value of this procurement, the appropriate procedure was an open tender process. This means anyone who expressed an interest in the contract was invited to tender.
- 1.3 To ensure the quality of contractors, a number of minimum requirements were set out within the ITT. Any contractor failing to meet these would be disqualified.

2 Procurement Process

- 2.1 Expressions of interest were invited through notices in the “Supplying the Southwest” Procurement Portal published on the 31 July 2017.
- 2.2 Evaluation criteria set out in the ITT:

Quality	40%
Ability to meet timescales for delivery	Pass/Fail
Management Structure and Method Statement	30%
Delivery of timescales	5%
Trade Association Membership	5%
Price	60%

- 2.3 Responses were required by midday on 15th September 2017.
- 2.4 There were a total of 57 expressions of interest of which 14 submitted their tenders on time, 13 opted out and 30 did not respond. Of the 14 who submitted their complete tenders 9 submitted tenders for both lots. The supplier list is attached as Annex A to this report as a Part II document.
- 2.5 Evaluations were carried out between 18th and 30th September 2017 by representatives from Planned Maintenance and Procurement.

The outcome of the evaluation is shown below

Lot 1 – Licensed Works

Supplier	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Quality	19.50	23.50	28.00	22.00		22.50	14.00	22.00	19.50			18.00		
Price	30.83	29.16	45.42	51.38		29.69	23.08	36.36	26.43			60.00		
TOTAL	50.33	52.66	73.42	73.38		52.19	37.08	58.36	45.93			78.00		

Not all contractors submitted a tender for Lot 1, where this is the case gaps have been left in the evaluation scores above; however all contractors submitted a tender for Lot 2.

Lot 2 – Unlicensed Works

Supplier	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Quality	19.50	23.50	28.00	22.00	8.00	22.50	14.00	22.00	19.50	19.00	16.50	18.00	12.00	32.00
Price	34.76	34.39	60.00	39.65	50.62	36.28	29.80	52.05	43.29	43.24	16.31	48.00	36.12	56.31
TOTAL	54.26	57.89	88.00	61.65	58.62	58.78	43.80	74.05	62.79	62.24	32.81	66.00	48.12	88.31

3 Conclusion

The outcome of the tender process for Lot 1 shows Supplier L as the successful bidder.

The outcome of the tender process for Lot 2 shows Supplier N as the successful bidder.

3.1 Approval is required from Cabinet for contract award.

3.2 Mobilisation will take 4 weeks and the soonest the contract could commence, pending approval, would be 2 January 2018.

Contact for more Information: Rebecca Addis, Procurement and Contracts Officer (01884) 234378 / raddis@middevon.gov.uk

Circulation of the Report: Leadership Team, Cllr Stanley, Cabinet

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

December 2017/January 2018

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

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Land for Affordable Housing</p> <p>To acquire land (in consultation with the Cabinet Member for Housing) for the provision of affordable housing (under the scheme of delegation) at Waddeton Park, Post Hill, Tiverton</p>	Director of Finance, Assets and Resources	Not before 1st Dec 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242		Open
<p>Town and Parish Charter</p> <p>To undertake a four yearly review the Town and Parish Charter</p>	Community Policy Development Group Cabinet	28 Nov 2017 4 Jan 2018	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
<p>Air Quality</p> <p>To consider the formation of a new policy.</p>	Community Policy Development Group Cabinet	28 Nov 2017 4 Jan 2018	Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel: 01884 234615	Cabinet for the Working Environment and Support Services (Councillor Margaret)	Open

Agenda Item 14.

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)
	Council	21 Feb 2018		Squires)	
Corporate Anti Social Behaviour Policy 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
Community Safety Partnership Plan 2 yearly review	Community Policy Development Group Cabinet	28 Nov 2017 4 Jan 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Council Tax Reduction Scheme Report regarding a scheme for 2018	Cabinet Council	4 Jan 2018 21 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Tiverton Eastern Urban Extension Area A - Masterplanning - Land South of West Manley Lane	Cabinet	4 Jan 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
To consider options available in relation to the masterplanning of this area.				Richard Chesterton)	
Local Plan Review Update	Cabinet Council	4 Jan 2018 21 Feb 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Development (Councillor Richard Chesterton)	Open
Greater Exeter Strategic Plan To consider a report of the Head of Planning, Economy and Regeneration regarding a draft strategic plan.	Cabinet Council	4 Jan 2018 21 Feb 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Supply of Kitchens To consider the outcome of the procurement exercise for the supply of kitchens to Council property.	Cabinet	4 Jan 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing (Councillor Ray Stanley)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Local Enforcement Policy (post consultation)</p> <p>Report of the Head of Planning and Regeneration following the consultation process</p>	<p>Cabinet Council</p>	<p>4 Jan 2018 21 Feb 2018</p>	<p>Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)</p>	<p>Open</p>
<p>Insurance Tender</p> <p>To consider delegating authority to the Head of Finance, Assets and Resources in consultation with the Cabinet Member for Finance to decide the outcome of the insurance tender process due to time restrictions.</p>	<p>Cabinet</p>	<p>4 Jan 2018</p>	<p>Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242</p>	<p>Cabinet Member for Finance (Councillor Peter Hare-Scott)</p>	<p>Open</p>
<p>Tiverton Eastern Urban Extension Area B Masterplanning</p> <p>To consider the outcome of the tender process</p>	<p>Cabinet</p>	<p>4 Jan 2018</p>	<p>Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)</p>	<p>Part exempt</p>

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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)
Tax Base Calculation Report detailing the statutory calculations necessary to determine the Tax Base for the Council Tax	Cabinet Council	4 Jan 2018 21 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Cleaning Contractors To approve the outcome of the procurement exercise.	Cabinet	4 Jan 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Vehicle Maintenance Contract To consider the maintenance contract.	Environment Policy Development Group Cabinet	 9 Jan 2018 1 Feb 2018	Stuart Noyce, Group Manager for Street Scene and Open Spaces	Leader of the Council (Councillor Clive Eginton)	Open
Bereavement Services Fees and Charges A review of fees and charges	Environment Policy Development Group Cabinet	 9 Jan 2018 1 Feb 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Leader of the Council (Councillor Clive Eginton)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>LEP Productivity Strategy</p> <p>To consider the LEP Productivity Strategy</p>	<p>Economy Policy Development Group</p> <p>Cabinet</p>	<p>11 Jan 2018</p> <p>1 Feb 2018</p>	<p>Adrian Welsh, Group Manager for Growth, Economy and Delivery</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)</p>	<p>Open</p>
<p>Mid Devon Destination Management Plan & Action Plan</p> <p>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.</p>	<p>Economy Policy Development Group</p> <p>Cabinet</p>	<p>11 Jan 2018</p> <p>1 Feb 2018</p>	<p>John Bodley-Scott, Economic Development Team Leader</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)</p>	<p>Open</p>
<p>Market Rights Policy</p> <p>A report proposing the adoption of a new Market Policy.</p>	<p>Economy Policy Development Group</p> <p>Cabinet</p> <p>Council</p>	<p>11 Jan 2018</p> <p>1 Feb 2018</p> <p>21 Feb 2018</p>	<p>Alan Ottey, Tiverton Town Centre and Market Manager</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)</p>	<p>Open</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Amenity car parks A report presenting options for the use of Amenity Car Parks going forwards.	Economy Policy Development Group Cabinet	11 Jan 2018 1 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Economic Strategy To consider a new policy.	Economy Policy Development Group Cabinet Council	11 Jan 2018 1 Feb 2018 21 Feb 2018	Adrian Welsh, Group Manager for Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Rechargeable Repairs To receive a report reviewing the Rechargeable Repairs policy.	Homes Policy Development Group Cabinet	16 Jan 2018 1 Feb 2018	Mark Baglow, Group Manager for Building Services Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Community Housing Fund Grant Policy To receive a report from the Housing Services Manager regarding the new	Homes Policy Development Group Cabinet	16 Jan 2018 1 Feb 2018	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Community Housing Fund Policy.	Council	21 Feb 2018			
<p>Severe Weather Emergency Protocol and Extended Winter Provision Protocol</p> <p>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 rough sleepers. Therefore a protocol needs to be agreed with the other LAs in the County.</p>	<p>Homes Policy Development Group</p> <p>Cabinet</p>	<p>16 Jan 2018</p> <p>1 Feb 2018</p>	<p>Michael Parker, Housing Options Manager Tel: 01884 234906</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>
<p>Tenancy Strategy</p> <p>To consider a report regarding the revised strategy.</p>	<p>Homes Policy Development Group</p> <p>Cabinet</p>	<p>16 Jan 2018</p> <p>1 Feb 2018</p>	<p>Claire Fry, Group Manager for Housing Tel: 01884 234920</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Tenancy Policy</p> <p>To consider a report regarding the revised Policy.</p>	<p>Homes Policy Development Group</p> <p>Cabinet</p>	<p>16 Jan 2018</p> <p>1 Feb 2018</p>	<p>Claire Fry, Group Manager for Housing Tel: 01884 234920</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>
<p>Gas Safety Policy</p> <p>To consider a report regarding the revised Gas Safety Policy.</p>	<p>Homes Policy Development Group</p> <p>Cabinet</p>	<p>16 Jan 2018</p> <p>1 Feb 2018</p>	<p>Mark Baglow, Group Manager for Building Services Tel: 01884 233011</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>
<p>Corporate Debt Recovery Policy</p> <p>To consider a revised policy.</p>	<p>Audit Committee</p> <p>Cabinet</p>	<p>23 Jan 2018</p> <p>1 Feb 2018</p>	<p>Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242</p>	<p>Cabinet Member for Finance (Councillor Peter Hare-Scott)</p>	<p>Open</p>
<p>Community Engagement Strategy 2018</p> <p>Report updating Members on progress made with the Community Engagement Action Plan (2015-16) and to review the strategy and focus for 2018</p>	<p>Community Policy Development Group</p> <p>Cabinet</p>	<p>30 Jan 2018</p> <p>1 Feb 2018</p>	<p>Liz Reeves, Head of Customer Services Tel: 01884 234371</p>	<p>Cabinet Member for Community Well Being (Councillor Colin Slade)</p>	<p>Open</p>

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)
Wireless Broadband update	Cabinet	1 Feb 2018	Adrian Welsh, Group Manager for Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Tiverton Town Centre Masterplan 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	1 Feb 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Budget Report outlining options available in order for the Council to move towards a balanced budget for 2018/19	Cabinet Council	1 Feb 2018 21 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Play Area Contractors To consider the outcome of the procurement exercise for the provision of play area	Cabinet	1 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
contractors					
Capital Programme Report seeking Council approval for the 2018/19 Capital Programme	Cabinet Council	1 Feb 2018 21 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
National Non - Domestic Rates Report providing an update on the income generation and financial implications of the number of business rates properties in Mid Devon and requesting that the NNDR1 be approved.	Cabinet	1 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Policy Framework 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
Establishment Report outlining the overall	Cabinet Council	1 Feb 2018 21 Feb 2018	Jane Cottrell, Group Manager for Human Resources Tel:	Cabinet for the Working Environment and	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)
structure of the Council			01884 234919	Support Services (Councillor Margaret Squires)	
Review of Bereavement Services To receive a report regarding review of Bereavement Services, to include National Assisted Burials	Environment Policy Development Group Cabinet	6 Mar 2018 10 May 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Leader of the Council (Councillor Clive Eginton)	Open
Gypsies and Travellers Policy To receive a report regarding a policy for Gypsy and Travellers.	Community Policy Development Group Cabinet Council	27 Mar 2018 5 Apr 2018 9 May 2018	Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel: 01884 234615	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Revised Data Protection Policy To consider a revised policy	Cabinet	5 Apr 2018	Catherine Yandle, Group Manager for Performance, Governance and Data Security Tel:	Cabinet for the Working Environment and Support Services (Councillor	Open

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