

Public Document Pack

Mid Devon District Council

Cabinet

Thursday, 1 February 2018 at 2.15 pm
Exe Room, Phoenix House, Tiverton

A special meeting will take place on
Friday, 9 February 2018 at 10.00 am

The next ordinary meeting will take
place on Thursday 1 March 2018

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

- 1. Apologies**
To receive any apologies for absence.
- 2. Declaration of Interests under the Code of Conduct**
Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 3. Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
- 4. Minutes of the Previous Meeting (Pages 5 - 14)**
Members to consider whether to approve the minutes as a correct record of the meeting held 4 January 2018.
- 5. Severe Weather Emergency Protocol and Extended Winter Provision Protocol (Pages 15 - 24)**
Arising from a report of the Group Manager for Housing, the Homes Policy Development Group had recommended that the Housing Service continues to work in partnership to deliver the Housing Options Severe

Weather Emergency Protocol (SWEP) and Extended Winter Provision Protocol.

6. **Devonwide Housing Assistance Policy** *(Pages 25 - 72)*

Arising from a report of the Group Manager for Public Health and Regulatory Services the Homes Policy Development Group had made the following recommendations:

- (1) The revised Housing Assistance Policy attached in Annex 1 be approved.
- (2) The ECO Flex Statement of Intent (SOI) attached in Annex 4, associated with the revised Housing Assistance Policy be approved.
- (3) Delegated authority be given to the Director of Operations in conjunction with the Cabinet Member for Housing to suspend some or all non-mandatory parts of the revised Housing Assistance Policy attached in Annex 1 if adequate funding is not available.
- (4) Delegated authority be given to the Director of Operations in conjunction with the Cabinet Member for Housing to determine continued participation in the Wessex Home Improvement Loans Scheme.

7. **Market Environmental Strategy** *(Pages 73 - 84)*

Arising from a report of the Director of Growth and Chief Executive, the Economy Policy Development Group had made the following recommendations:

- a) The Cabinet recommend to full Council that the Tiverton Market Environmental Strategy 2017-2022 be approved.
- b) Councillor S G Flaws be the nominated Group representative on the working party monitoring the effectiveness of the Strategy.

8. **Financial Monitoring** *(Pages 85 - 104)*

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

9. **National Non - Domestic Rates** *(Pages 105 - 120)*

To consider a report of the Director of Finance, Assets and Resources providing Members with an update of the income generation and financial implications of the number of business Rate properties in Mid Devon and to approve the NNDR1 (estimated income to be generated in 2018/19 from business rates).

10. **Budget** *(Pages 121 - 144)*

To consider a report of the Director of Finance, Assets and Resources

providing the proposals for the General Fund and the Housing Revenue Account for the year 2018/19.

11. **Capital Programme** (*Pages 145 - 160*)
To consider a report of the Director of Finance, Assets and Resources seeking approval of the 2018/19 Capital Programme and requesting that the draft 2019/20, 2020/21 & 2021/22 programmes be noted.
12. **Land at Burlescombe - Award of Contract for Design and Build of 6 Affordable Dwellings** (*Pages 161 - 162*)
To consider a report of the Director of Finance, Assets and Resources regarding the award of a contract to provide for development of 6 affordable housing units at a site near Oakfields, Burlescombe.
13. **Establishment** (*Pages 163 - 166*)
To consider a report of the Group Manager for Human Resources informing Members of the overall structure of the Council showing the management and deployment of officers.
14. **Policy Framework** (*Pages 167 - 182*)
To consider a report of the Chief Executive outlining the current policy framework.
15. **Asbestos Surveying - Licensed and Unlicensed Removal 2017-2021** (*Pages 183 - 188*)
As the winning bidder withdrew, there is a need to reconsider 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).
16. **Performance and Risk** (*Pages 189 - 222*)
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.
17. **Notification of Key Decisions** (*Pages 223 - 236*)
To note the contents of the Forward Plan.

Stephen Walford

Chief Executive

Wednesday, 24 January 2018

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

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

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

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

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

Tel: 01884 234229

E-Mail: sgabriel@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **CABINET** held on 4 January 2018 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)

F W Letch and F J Rosamond

Also Present

Officer(s):

Stephen Walford (Chief Executive), Andrew Jarrett (Director of Finance, Assets and Resources), Jenny Clifford (Head of Planning, Economy and Regeneration), Kathryn Tebbey (Group Manager for Legal Services and Monitoring Officer), David Green (Group Manager for Development), Simon Trafford (Area Team Leader), Christie McCombe (Area Planning Officer) and Sally Gabriel (Member Services Manager)

88. **APOLOGIES**

There were no apologies.

89. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 29 November 2017 were approved as a true record and signed by the Chairman.

90. **PUBLIC QUESTION TIME**

Dr Whittlesey speaking on behalf of West Manley Lane Conservation Group and referring to item 13 on the agenda (Tiverton Eastern Urban Extension Area A - Masterplanning - Land South of West Manley Lane) referred to the proposed development South of West Manley Lane highlighted within the 2010 Allocation and Infrastructure Development Plan Document (AIDPD) and the adverse impact development in this area would cause and that there was a need to preserve and protect the area. He highlighted the one mile stretch of land which included the heritage trail, the railway line, the canal and Alisa Brook. He stated that in April 2015 the application for development on the Eastern Urban Extension was put before the Planning Committee, consideration was given to proposals for dwellings south of West Manley Lane. Following discussion the applicant had amended the red line which withdrew any development south of West Manley Lane. People therefore thought that this would be the end of it and therefore the area was safe from development. However the planning policy was never changed and 2 ½ fields were still open for development. He asked what would happen to this area when Area B was developed, the existing houses south of West Manley Lane would still be at risk,

and why were officers still supporting development south of West Manley Lane? He asked that this area be removed from the masterplan.

Mr Collier again referring to item 13 on the agenda stated that there were concerns that proposals for housing south of West Manley Lane were back on the agenda. He referred to the Planning Committee decision in 2015 and stated that the Council had voted to amend the policy. Elected Members had made the decision on behalf of the residents. He stated that he had lived in West Manley Lane for 40 years, at that time there were 4 farms in the area, fields and cattle remained. He stated that the railway walk and the canal were used for walking and come the spring the hedgerows would come to life making the roads very narrow and difficult for vehicles to pass. He felt that the area south of West Manley Lane needed to be protected and that no development should take place.

Mr Pilgrim again referring to Item 13 on the agenda and speaking from a canal prospective highlighted the importance of the buffer between the proposed development and the canal. West Manley Lane was a natural boundary and he had concerns for the vista of the canal and did not want to see development creep towards the railway line and the canal and wanted the buffer zone to be preserved. From the report he felt that officers were trying to pressurise Cabinet Members not to amend the masterplan as further consultation would be required and that this would be expensive. He urged the Cabinet to amend the masterplan and remove any possible development south of West Manley Lane.

The Chairman stated that these views would be considered when the item was debated.

91. **MEETING MANAGEMENT**

The Chairman indicated that he intended to take Item 13 – Tiverton Eastern Urban Extension Area A – Masterplanning – Land South of West Manley Lane as the next item of business. This was **AGREED**.

92. **TIVERTON EASTERN URBAN EXTENSION AREA A - MASTERPLANNING - LAND SOUTH OF WEST MANLEY LANE (00-13-55)**

The Cabinet had before it a *report of the Head of Planning, Economy and Regeneration responding to a request by Cabinet for a report setting out options available to them, should they wish to amend the adopted masterplan SPD with regard to land south of West Manley Lane within Area A of the Tiverton Eastern Urban Extension (EUE).

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report by way of presentation stating that the Cabinet had requested that the issue of development south of West Manley Lane be reconsidered following consideration of Area B at a previous meeting. He addressed the issue raised in public question time with regard to consideration of a planning application by the Planning Committee and the formation of planning policy; a planning application could grant permission but that would not automatically change planning policy, this was a separate issue.

He explained that the Masterplan, Supplementary Planning Document for Area A of the Eastern Urban Extension had been adopted in 2014. Prior to this the Allocations and Infrastructure Development Plan Document (AIDPD) had identified the Area (A) as a mixed use site for residential and employment development. He explained that the main area for development was north of West Manley Lane; however there was a small plot of land to the south of West Manley Lane that was within the allocation and formed part of the masterplan. The EUE Design Guide had built on the content of the masterplan as guidance to developers.

He added that the masterplan could be amended but that specific processes would be required. He felt that the decision of the Planning Committee in 2015 not to develop the area south of West Manley Lane should be supported and therefore consideration should be given to amending the masterplan.

Consideration was given to:

- The decision of the Planning Committee in 2015
- The incorrect assumption that a planning application decision would change policy
- The need for a specific buffer zone to be established between development and the railway line/canal
- The views of the legal advisor with regard to the most certain and transparent way of removing the area from the masterplan
- The credibility of the masterplan

RESOLVED that:

- a) The existing adopted masterplan for the Tiverton Eastern Urban Extension be amended by removing housing land parcels on the southern side of West Manley Lane (within Area A);
- b) The proposed revisions be submitted for public consultation; and
- c) Delegated authority be given to the Head of Planning, Economy and Regeneration in consultation with the Cabinet Member for Planning and Economic Regeneration to finalise consultation material.

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

Notes:

- i) Cllr Mrs M E Squires requested that her abstention from voting for (a) be recorded;
- ii) *Report previously circulated, copy attached to minutes.

93. **AIR QUALITY ACTION PLAN (00-34-08)**

Arising from a *report of the Director of Operations, the Community Policy Development Group recommended that the proposed Air Quality Action Plan as attached in Annexe 2 with the addition of wording to emphasise the need for major infrastructure in Cullompton be approved.

The Cabinet Member for the Working Environment and Support Services outlined the contents of the report stating that the action plan sought to set out the current air quality position and the improvements required taking into consideration public health and planning issues. She highlighted the improvements made in Crediton with regard to the link road and the proposals to improve issues within Cullompton with plans for a relief road.

Consideration was given to:

- Responses from the consultation process
- E- bikes in Crediton
- Air quality and parking issues in Crediton
- Section 106 contributions

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

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

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

94. **TOWN AND PARISH CHARTER (00-52-15)**

Arising from a *report of the Member Services Manager, the Community Policy Development Group recommended that the Charter be approved for a further three years subject to the amendments highlighted within Appendix 1

The Cabinet Member for Community Well-Being outlined the contents of the report highlighting the history of the charter, the review and consultation process that had taken place and the direct link to the Corporate Plan. He felt that the amendments made to the charter were sensible and therefore hoped that the recommendation of the PDG would be approved.

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

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

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

95. **DRAFT 2018/19 HOUSING REVENUE ACCOUNT (HRA) BUDGET (00-53-27)**

Arising from a *report of the Director of Finance, Assets and Resources, the Homes Policy Development Group when considering the options available for the Council to set a balanced budget for 2018/19 made the following recommendation: that garage rents and community alarm charges for 2018/19 be frozen at the current levels for 2017/18.

The Cabinet Member for Housing outlined the contents of the report highlighting the thoughts of the Policy Development Group with regard to the need for improvements

to be made to garages across the district and therefore the wish that both the garage rents and the community alarm remain at their current levels.

RESOLVED that the recommendation of the Policy Development Group be approved and considered as part of the budget setting.

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

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

96. **HEART OF THE SOUTH WEST - JOINT COMMITTEE (00-56-03)**

The Cabinet had before it a *report of the Chief Executive which had been referred back from Council for reconsideration (due to appendix B being missing from the original paperwork) and approval of the establishment of a Joint Committee for the Heart of the South West and the arrangements to support its future working.

The Leader outlined the contents of the report highlighting the proposed recommendations, the key functions of the joint committee and the supplementary amendment that had been added with regard to the publication of press releases and/or public documentation. All constituent authorities would consider the same report prior to January 2018. He emphasised that the original report was before Members for reconsideration.

Consideration was given to:

- The purpose of the Joint Committee was to increase productivity across the area
- Scrutiny of the Joint Partnership and that Council would be able to provide this function

RECOMMENDED to Council that:

1. the recommendation of the HotSW Leaders (meeting as a shadow Joint Committee) to form a Joint Committee for the Heart of the South West be approved;
2. 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 be approved;
3. the Leader of the Council and the Cabinet Member for Planning and Economic Regeneration be appointed as the Council's named representative and substitute named representative on the Joint Committee;
4. Somerset County Council be appointed as the Administering Authority for the Joint Committee for a 2 year period commencing 22nd January 2018;
5. 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 be approved subject to approval of any expenditure by the Administering Authority;

6. an initial contribution of £1,400 for 2018/19 to fund the administration be approved and the work programme of the Joint Committee, noting that any expenditure will be subject to the approval of the Administering Authority;
7. it 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. the initial work programme of the Joint Committee aimed at the successful delivery of the Productivity Strategy be authorised; and
9. It 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.

(Proposed by the Chairman)

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

97. **DEVELOPMENT OF AFFORDABLE HOUSING AT SITE NEAR OAKFIELDS, BURLESCOMBE (1-00-05)**

The Cabinet had before it and **NOTED** a report* of the Director of Finance, Assets and Resources providing information about the Council's interest and involvement for the development of affordable housing at a site near Oakfields, Burlescombe, in advance of a decision in February 2018 to award the contract for the design and build.

The Cabinet Member for Housing outlined the contents of the report stating that funding had been sought for the delivery of 6 affordable housing units on the site. The report outlined the funding implications and the need for development to start on site by 31 March 2018. The intention for some time had been that the Council's own housing Development Company, 3 Rivers Developments Limited would undertake the development, alongside the funding from the HCA, monies to progress the development had already been set aside in the budget.

Consideration was given to:

- The timescales for the start of the development
- The potential loss of funding
- A further report regarding the contract award

Notes

- (i) Cllr R L Stanley declared a personal interest as a Director of 3 Rivers Developments Limited;
- (ii) * Report previously circulated, copy attached to minutes.

98. **TAX BASE CALCULATION (1-03-55)**

The Cabinet had before it and a report* of the Director of Finance, Assets and Resources detailing the statutory calculations necessary to determine the Tax Base for the Council Tax.

The Cabinet Member for Finance outlined the contents of the report stating that this was a statutory function and a legal requirement, the Council would set its budget using Council Tax information as at 30 November each year in accordance with The Local Authorities (Calculation of Tax base) (England) Regulations.

Consideration was given to:

- The possible levy increase on base percentage for empty homes
- The number of empty homes taken over by the Council...

RECOMMENDED to Council that the calculation of the Council's Tax Base for 2018/19 be approved in accordance with The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 at **28,297.74** which is an increase of 421.62 above last year's base of 27,876.12 band D equivalents.

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

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

99. **FINANCIAL MONITORING (1-06-50)**

The Cabinet Member for Finance updated the meeting in respect of the income and expenditure so far in the year. He indicated that there had not been any material changes since his last report and that the budget gap remained at £180k. Most of the functions of the Council were performing well. The Director of Finance, Assets and Resources stated that all major income flows were unchanged; there may be an issue with regard to the income from plastic recycling, this matter was being looked into. There was some good news with regard to grant funding for the Garden Village and news from Government that planning fees could be increased by 20%.

100. **BUDGET UPDATE (1-08-30)**

The Cabinet had before it an *update on the budget from the Director of Finance, Assets and Resources setting out the revised draft budget changes identified.

The Cabinet Member for Finance outlined the contents of the report stating that following initial meetings of the Cabinet and the Policy Development Groups, the Finance team and service managers had been revisiting a range of budgets to deliver more savings or increase income levels. Members discussed the following table which showed the main budget variances affecting the 2018/19 budget:

Variances	Amount £k
18/19 Budget Shortfall (Cabinet Report 26/10/17)	617
Further Cost Pressures identified	570
Additional savings identified	(231)
18/19 Revised Budget Shortfall	956
2% Staff Pay award offer (1% previously built in)	116
Business Rate 100% Pilot bid accepted (1 year only)	(230)
Business Rate Growth (Solar & Benefit of Devon Pool)	(150)
Funding from sinking funds & reserves (ICT & Leisure)	(215)
Other additional savings identified	(174)
18/19 Revised Budget Shortfall	303
No reduction in Rural Services Delivery Grant	(86)
3% increase in C/Tax (2.6% previously built in)	(22)
Draft budget gap for 2018/19	195

He highlighted the provisional formula grant ward for 2018/19 which amounted to £2.7m and the fact that the Council had also been given the freedom to raise its council tax by an additional 0.4%

Consideration was given to the business rate growth (Solar and Benefit of the Devon pool).

RESOLVED the updated General Fund budget proposals for 2018/19 be **AGREED**.

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

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

101. **MEETING MANAGEMENT**

The Chairman indicated that he would take item 14 as the next item of business. This was **AGREED**.

102. **INSURANCE SERVICES CONTRACT AWARD (1-13-06)**

The Cabinet had before it a *report of the Director of Finance, Assets and Resources advising Members on the results of the procurement of insurance services.

The Cabinet Member for Finance outlined the contents of the report stating that the authority had procured a new contract for insurance services in conjunction with other local authorities and explained the tender process; by working in partnership with other authorities savings had been identified.

RESOLVED that contracts be awarded as follows for a period of 3 years with the option to extend for a further 2 plus 2 years:

Supplier 4: Lots 1 and 2

Supplier 1: Lot 3

Supplier 3: Lots 4 and 5

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

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

103. **LOCAL ENFORCEMENT POLICY (1-15-33)**

The Cabinet had before it a *report of the Head of Planning, Economy and Regeneration outlining the comments received following public consultation undertaken together with resultant changes to the Enforcement Plan.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating the Local Enforcement Plan had been considered in draft form in January 2017 and had been out to consultation; consideration of the comments received had been discussed at the Planning Policy Advisory Group. He highlighted the investigation of reported breaches of planning control set out in the report and the prioritisation process suggesting some changes to the wording and the response times for the highest and high priority cases.

Consideration was given to:

- The highest and high priority cases and although the wording with the enforcement plan was setting expectation it was suggested that officers would attend a reported high priority case as quickly as possible.
- The need for conditions on planning approvals to be sensible and enforceable.

RECOMMENDED to Council: that subject to the following amendments to the wording on page 176 of the report:

In order that we are able to use the resources available most effectively, we prioritise all cases received. The Council has a range of powers to address urgent issues of public safety. Reference to responding to public safety concerns below is in a planning enforcement context only. Prioritisation in connection with planning enforcement complaints is as follows:

Highest Priority:

Where it appears that urgent enforcement action under planning legislation may be essential to safeguard amenity or public safety in the locality or to prevent serious or irreversible harm to the environment in the surrounding area.

Unauthorised works that are in the process of being seriously detrimental to the character of a Listed Building, Scheduled Ancient Monument, Conservation Area or Site of Specific Scientific Interest.

Works that are currently taking place to protected trees or hedgerows.

Response time – 90% of first site visits before the end of the next working day following registration.

High Priority:

Where it appears that enforcement action under planning legislation may be essential to safeguard amenity or public safety in the locality or to prevent serious or irreversible harm to the environment in the surrounding area.

The unauthorised works or use of land or buildings that present a danger to the public.

Unauthorised works that could be seriously detrimental to the character of a Listed Building, Scheduled Ancient Monument, Conservation Area or Site of Specific Scientific Interest.

Unauthorised development that causes serious harm yet has gone undetected and the statutory time limit for taking enforcement action is imminent.

Works to protected trees or hedgerows.

Response time – first site visit within 3 working days of registration

The Local Enforcement Plan be adopted and that delegated authority be given to the Head of Planning, Economy and Regeneration in conjunction with the Cabinet Member for Planning and Economic Regeneration to make minor changes to the document to update contact and service information.

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

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

104. NOTIFICATION OF KEY DECISIONS (1-24-59)

The Cabinet had before it, and **NOTED**, its rolling plan * for December/January containing future key decisions.

Note: * Plan previously circulated; copy attached to the signed Minutes.

(The meeting ended at 3.41 pm)

CHAIRMAN

HOMES POLICY DEVELOPMENT GROUP 16 JANUARY 2017

THE HOUSING OPTIONS SERVICE – ACTIVATION OF THE SEVERE WEATHER EMERGENCY PROTOCOL (SWEP) AND EXTENDED WINTER PROVISION PROTOCOL

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

Reason for Report: The Council has a responsibility to prevent rough sleeping at any time of the year. However, risks relating to the health of those sleeping rough can increase during the winter period. The Housing Service works in partnership with other local authorities and the existing protocol relating to this has been reviewed. As a result of this there are no plans to change the existing protocol agreed with other LA's.

RECOMMENDATION: That the Housing Service continues to work in partnership to deliver the Housing Options Severe Weather Emergency Protocol (SWEP) and Extended Winter Provision Protocol.

These protocols remain in operation for a further 3 years unless there is a legislative change or a change to the Devon-wide approach which necessitates an earlier review.

Relationship to Corporate Plan: The Council's duties relating to homelessness arise from the Housing Act 1996 as amended by the Homelessness Act 2002 Part VII (the Act).

Financial Implications: There is a budget set aside to fund the running of the Housing Options team and the work that the Officers do to prevent and manage homelessness. There is no separate budget set aside for SWEP, this is funded from the general fund.

Legal Implications: SWEP and the extended winter provisions operate outside the usual eligibility and entitlement frameworks that govern access to housing. The Council will continue to manage homelessness in accordance with the provisions of the legislation as defined by the Housing Act 1996 before using these protocols. It should be noted that the protocols does not replace any current statutory duties as defined under the Act.

Risk Assessment: The Council is responsible to ensure that the Homeless Act is adhered to. Failure to provide advice and assistance under the legislation could have financial implications, due to legal challenges. The Council will work with other stakeholders when activating the SWEP, to allow service users to access the provisions. However; it is noted that some service users will still not engage with the Council and therefore the Council is unable to stop a rough sleeper staying out on the street during these periods of bad weather.

Equality Impact Assessment: MDDC provides help to some of the most vulnerable people in the District at a time when the cold weather plays a significant part in their

health and well-being. The scheme operates an equal opportunities policy, which ensures fair access to the service.

If the Council continues to operate the SWEP and the extended winter provision protocol, there will be consistency of approach which should result in all rough sleepers being treated in the same way.

Background

The Council is a member of the Devon and Cornwall Housing Options Partnership (DCHOP). Members of this partnership work together with the aim of preventing rough sleeping at any time of the year. The winter months may present greatest risks to the health of rough sleepers. They also offer increased opportunities to engage with hard-to-reach groups and those rough sleepers who may not wish to consider any other sort of lifestyle. This is due to the fact that they may be more likely to accept support at this time of the year.

It is recommended that the Council continues this good practice with the other local authorities and partners across Devon and Cornwall network To ensure that local authorities across Devon and Cornwall will have a common approach to the management of rough sleeping in cold weather; and that rough sleepers will not receive different treatment if they travel across local authority boundaries. Full details are detailed within the policy.

Contact for more Information: Mike Parker, Housing Options Manager
Telephone: 01884 234906
mparker@middevon.gov.uk

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

Mid Devon District Council

Housing Options

Activation of the Severe Weather Emergency Protocol (SWEP) and Extended Winter Protocol

Policy Number: HSG 1.5

16 January 2018

Version Control Sheet

Title: Activation of the Severe Weather Emergency Protocol (SWEP)– Housing Options

Purpose: To review the provisions available to Homeless applicants within Mid Devon District during the winter months.

Owner: Housing Options Manager
mparker@middevon.gov.uk

Telephone number 01884 234906

Date: January 2018
Version Number: v1.5

Status: Policy

Review Frequency: Every 2 years or sooner if required and in accordance with changes in legislation, case law or other joint partnership working.

Next review date: September 2020

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

Management Team
Cabinet Member
PDG Decent and affordable Homes

Document History

This document obtained the following approvals.

Title	Date	Version Approved
Director of Operations	18.12.17	1.5
Leadership Team		
HOMES PDG		
Cabinet		
Council		
Audit		

1. Background

- 1.1. The Devon and Cornwall Rough Sleeper Partnership (DCRSP) has been operational since 2011. Its membership is made up of Local Authorities, Street Outreach Providers, Street Link and other voluntary organisations providing services to rough sleepers throughout Devon and Cornwall.
- 1.2. The aim of the group is to provide a co-ordinated service to rough sleepers who migrate through the two counties ensuring that they are supported in a positive and appropriate way.

2. Introduction

- 2.1. Members of the Devon and Cornwall Housing Options Partnership (DCHOP), which consists of local authorities, recognise that local areas should have adequate provision to prevent rough sleeping at any time of the year, however, the winter period often presents greatest risks to people's health. The winter period also provides increased opportunities to engage with entrenched rough sleepers and other hard-to-reach groups, as they may be more likely to accept support at this time of the year. This protocol therefore has two aims
 - 2.1.1. To ensure that no one dies on the streets due to extreme cold or severe weather
 - 2.1.2. To ensure that every effort is made to engage individuals with support services during the winter months.
- 2.2. Definition as to what constitutes severe weather is defined under section 7, but Local Housing Authorities should proactively react to any weather that could increase the risk of serious harm to people sleeping rough and put measures in place to minimise this. This includes extreme cold, wind and rain. It is important not to presume when, or in what form, severe weather will occur. .
- 2.3. The intention of this protocol is that Local Housing Authorities across Devon and Cornwall will standardise the system for activation of the Severe Weather Emergency Protocol (SWEP). It is not intended to affect the type of accommodation provided by each local area.

3. When should this protocol be activated?

- 3.1. This protocol will be activated during the winter months when the Met Office issues a RED warning for severe weather or extreme cold.

4. Who should receive assistance?

- 4.1. SWEP will operate outside the usual eligibility and entitlement frameworks that govern access to housing. Assistance should be applied to all those who may otherwise be excluded from services; people with no recourse to public

funds, people who have previously been banned and those with no local connection. Targeting of particular individuals should be on the basis of need and not on-going housing entitlement and, where possible, authorities should work closely with outreach teams to identify and target those who are known to be rough sleeping.

- 4.2. Where individuals have not been verified by outreach teams, all attempts should be made to confirm homelessness. Only once a non-priority decision has been made, or a judgement that this decision is likely to be made, should accommodation options be considered under SWEP.

5. Reconnection consideration

- 5.1. For clients who are, or likely to be, considered as non-priority, the Devon and Cornwall certain reconnection principles could be referred to. These were developed as part of the No Second Night Out initiative which is no longer operational but the principles still represent good practice.
- 5.2. The reconnection principles state that the purpose of reconnection is to allow rough sleepers, particularly new arrivals, to return in a planned way to an area where they have accommodation, support networks and some other connection in order to provide the best chance for moving away from a street lifestyle to a more settled life.
- 5.3. It will not be appropriate to reconnect every rough sleeper or single homeless person with out-of-area connections. An individual not having a local connection with the area where they present should not be an obstacle to being assessed and offered advice and assistance which may include support with a referral to services in their local area. Where a local housing authority has accepted a duty to secure accommodation for a rough sleeper or single homeless person under Part 7 of the Housing Act 1996, reconnections principles should not be applied.
- 5.4. As part of a range of measures in place to tackle rough sleeping, reconnection plays an important role in reducing rough sleeping and it helps to:
- 5.4.1. Prevent people rough sleeping at an early stage from becoming entrenched.
 - 5.4.2. Enable people to move away from the street through accessing accommodation and support in a known area.
 - 5.4.3. Ensure agencies provide a coordinated multi agency approach to support.
 - 5.4.4. Ensure that there are enough resources to meet local need.
- 5.5. When considering reconnection, SWEP service providers, in conjunction with outreach teams as appropriate, will undertake to follow the Devon and Cornwall reconnection principles as set out below:

- 5.5.1. To identify new rough sleepers and reconnect rapidly before individuals become entrenched in a street lifestyle.
- 5.5.2. To ensure that appropriate accommodation and support is arranged prior to the reconnection.
- 5.5.3. To raise awareness of the difficulties of remaining on the streets in an area where they do not have support in place.
- 5.5.4. To challenge services in the area people are connected with, to take responsibility for supporting them.
- 5.5.5. Reconnection can include a wide range of interventions including reconnections to family, friends, supported accommodation projects, LA temporary accommodation, tied work with accommodation, therapeutic communities, detox or rehab programs.
- 5.5.6. Reconnection can be national or international destinations.
- 5.5.7. Reconnection involves building an offer for each individual that is credible and realistic, based on assessment and includes the support required to ensure that the individual will not have to sleep rough.
- 5.5.8. In some cases people will refuse the offer of reconnection and a multi-agency approach will need to take place to ensure the offer is reiterated. It may need to be reviewed at a later point if circumstances change.
- 5.5.9. If an individual cannot return due to a threat in the area they have left, which is evidenced through contact with the police or other agencies in that area, then the area where the individual is presenting should provide support and accommodation.

6. People refusing assistance

- 6.1. Services often report difficulties in persuading some individuals to access accommodation. These people should always be provided with information about health risks associated with severe weather, which are increased if they are using substances. Continued monitoring and support to rough sleepers who refuse to accept shelter could be provided by outreach teams, with frequent visits, offer of provisions and information about services. Individuals can be encouraged to access SWEP facilities, even if they chose not to sleep in the shelter – however priority will be given to those clients who are accessing services. In extreme weather or cold circumstances and continued refusal of accommodation, it may be appropriate to consider a rough sleeper's mental capacity in conjunction with the Police and other Statutory Agencies.

7. Definitions

7.1. Winter months - 1 November to 31 March

7.2. Extreme cold - The Met office has forecast that the temperature will be at zero or below for 3 consecutive nights in local area.

7.3. Severe weather - The Met Office issues a RED warning for the local area in relation to rain, snow or wind. However, Local Authorities may wish to activate this protocol when there are AMBER warnings.(Optional)

8. Recent Statistics:

8.1. In 2016 a total of 213 local rough sleepers were included in the return to Homeless Link, with 114 in Devon and 99 in Cornwall. This had increased by 49%, from a total in 2014 of 143. The increase in Devon is particularly significant at 10.7%, whereas in Cornwall there has been a increase of almost 147.5%.

8.1.1. The breakdown of counted rough sleepers by LA area for 2010 – 2016 is shown in Figure 1 below.

Area	2010	2011	2012	2013	2014	2015	2016
Cornwall	80	88	50	77	40	65	99
East Devon	3	9	5	4	6	8	5
Exeter	21	29	30	23	34	27	41
Mid Devon	0	5	3	1	4	7	4
North Devon	12	16	11	7	11	28	16
Plymouth	9	18	10	9	14	12	20
South Hams	5	6	7	8	7	9	3
Teignbridge	3	8	4	0	4	1	3
Torbay	6	4	6	5	16	21	20
Torridge	10	4	4	3	4	0	2
West Devon	3	3	2	0	3	0	0
D & C Total	152	190	132	137	143	178	213
National total	1768	2181	2309	2414	2744	3569	4134

8.1.2. This report has been compiled from data gathered from the rough sleeper count, using the HRIA (housing risk impact assessment) tool, which is now in use by the Housing Options teams and partners across the Devon district council areas, for individuals with complex needs.

8.1.3. More information on Devon and Cornwall Rough Sleeping Statistics can be obtained from the Housing Options Manager at Mid Devon District Council.

		2013	2014	2015	2016
Total		5	2	7	4
Race / Ethnicity					
	White	100%	100%	100%	100%
Nationality					
	British	100%	100%	86%	100%
	Other	0%	0%	14%	0%
Age Band					
	26-50	100%	100%	71%	100%
	50-78	0%	0%	29%	0%
Area	Tiverton	80%	100%	72%	75%
	Crediton	0%	0%	14%	25%
	Cullompton	10%	0%	14%	0%
Mental Health Issues					
	Yes	0%	50%	0%	50%
	No	0%	50%	28%	50%
	Not Known	100%	0%	72%	0%
Substance Misuse					
Main type of substance	Alcohol	0%	100%	14%	25%
	Drug	0%	100%	0%	0%
	Not Known	100%	0%	86%	75%

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HOMES PDG
16 January 2018

DEVON WIDE HOUSING ASSISTANCE POLICY

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

Reason for Report: To present a revised Housing Assistance Policy under Article 4 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 for consideration. The policy has been agreed across Devon for the delivery of the Better Care Fund.

RECOMMENDATION(S):

- (1) That the PDG recommends Cabinet approve the revised Housing Assistance Policy attached in Annex 1.**
- (2) That the PDG recommends Cabinet approve the ECO Flex Statement of Intent (SOI) attached in Annex 4, associated with the revised Housing Assistance Policy.**
- (3) That the PDG recommends that delegated authority is given to the Cabinet member for Housing to suspend some or all non-mandatory parts of the revised Housing Assistance Policy attached in Annex 1 if adequate funding is not available.**
- (4) That the PDG recommends that delegated authority is given to the Cabinet member for Housing to determine continued participation in the Wessex Home Improvement Loans Scheme.**

Relationship to the Corporate Plan: The Housing Assistance Policy sets out the forms of financial assistance that may be available subject to available funding. The policy concentrates on disabled adaptations and assisting elderly and vulnerable people. The policy will help the Council meet Priority 2: Homes of the Corporate Plan by considering the impact of an aging population and helping the elderly to retain their independence and remain in their own home.

Financial Implications: The assistance detailed in the policy will utilise the Better Care Fund (BCF) allocation received by the Council. The delivery of the assistance will be dependent on available external funding from the BCF pot held by Devon County Council.

The Council is not expected to provide its own capital towards the delivery of the assistance as the BCF is currently sufficient to cover existing demand. The Council

will however retain responsibility for meeting demand for mandatory Disabled Facilities Grants (DFGs).

Future allocations of the BCF from Devon County Council will be made on a demand basis and therefore the allocation may differ from that published by Department for Communities and Local Government (DCLG). This is to ensure that the basic demand for mandatory DFGs is met first as a priority for the whole of the County before any remaining funding is distributed to the district councils for the other forms of assistance found in the policy.

There is an ability for the Council to suspend all or parts of the discretionary elements of the policy locally (i.e. everything except the mandatory DFGs) if BCF funding is not adequate within any given year due to exceptional demand. Authority to make this decision is set out in Recommendation 3.

Legal Implications: The Council must have an up to date and relevant Housing Assistance Policy under Article 4 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 in order to be able to provide assistance across the district.

Good quality private sector housing is also priority under the Councils adopted Public Health Plan 2017-19, produced collaboratively with Devon County Council Public Health Team targeting locality health inequalities under the provisions of the Health and Social Care Act 2012.

The Home Energy Conservation Act 1995 (HECA) also requires local authorities to produce a plan to achieve improved home energy efficiency. The plan must identify practicable and cost-effective measures likely to result in significant energy reduction in all residential accommodation in their area i.e. across the private sector and social housing/housing stock. The statutory HECA guidance requires us to report this plan to the Government every two-years and ECO schemes (see Section 3.7 and Annexes 3 and 4) form the major part of our submission in respect of private sector housing i.e. over 90% of the local housing stock.

Risk Assessment: Not having a relevant policy means that the Council would be unable to utilise the BCF for anything other than the mandatory DFG. This may have an impact on the Councils ability to help vulnerable households across the district.

Equality Impact Assessment: A full equality impact assessment has been undertaken and can be found in Annex 2. No equality issues have been identified within the policy.

- 1.1 In 2015 the Government introduced the Better Care Fund (BCF) in an attempt to bring health and social care together in an integrated way. The fund is a combination of government funding from the Department of Health and the Department for Communities and Local Government and includes the grant allocation for Disabled Facilities Grants (DFG). The 2017-19 Integration and Better Care Fund policy framework document lists the conditions that must be addressed by the BCF and in particular this includes working together on a jointly agreed plan.
- 1.2 The development of this Devon Wide Housing Assistance policy is in response to this condition. It will allow each council to fully utilise the Better Care Fund allocation to meet specific needs across the county that may fall outside of the scope of the Disabled Facilities Grant (DFG).
- 1.3 The Better Care Fund provides more funding to Devon than is currently required to meet the demand for mandatory DFGs only. A wider policy is needed to allow the Devon councils to spend the BCF on assistance that helps a wider range of households and meets more of the BCF objectives.
- 1.4 A task and finish group was set up in November 2016 involving representatives from North Devon District Council, Mid Devon District Council, Teignbridge District Council and Devon County Council. The aim of the group was to produce a common policy that could be adopted across the whole of Devon by reviewing existing policies and considering policies from other areas.
- 1.5 This policy therefore substantially updates and replaces the previous Mid Devon Private Sector Housing Renewal Policy adopted in 2012. At that time the policy was adopted on a local basis only (i.e. there was no common Devon county level approach) as it operated without the strategic, policy framework and funding landscape now in place with integration under the BCF.
- 1.6 The final draft version of the new policy can be found in Annex 1 to this report.
- 1.7 The policy has a two-year cycle with an annual review.

2.0 Main scope of the policy

- 2.1 The policy aims to provide a consistent approach to the delivery of the BCF across Devon that satisfies the terms of the funding agreement.
- 2.2 The policy will provide the flexibility and discretion for the councils to provide appropriate assistance to meet the following objectives:

Objective 1 - Assist disabled residents to remain in their own homes through supporting the provision of adaptations (so far as this is necessary, appropriate and reasonably practicable) to prevent admissions to care and to assist with delayed transfers where possible.

Objective 2 – Safeguard the health and well-being of vulnerable residents by removing unnecessary hazards to health and safety in the home to reduce avoidable emergency admissions

Objective 3 – Provide adaptations that are suitable for the future by ensuring the scheme of works is dementia aware.

Objective 4 – Assist vulnerable people to afford to heat their homes through appropriate energy efficiency and heating measures.

- 2.3 These objectives meet the priorities detailed by the BCF and the various Councils in Devon.

3.0 Summary of the Assistance contained in the policy

Mandatory Disabled Facilities Grant (DFG)

- 3.1 The delivery of the Disabled Facilities Grant programme is mandatory and a statutory function of the local housing authority (Public Health/Private Sector Housing Team). The delivery of this function is governed by the Housing Grants, Construction and Regeneration Act 1996.

Accessible Homes Grant

- 3.2 The Accessible Homes Grant enables an enhanced offer in addition to the Mandatory Disabled Facilities Grant subject to available funding.
- 3.3 This grant is available in the following circumstances:
- Where a mandatory grant has been approved but the cost of the work exceeds £30,000
 - Where there are works that may not be covered by the DFG in relation to adapting the home and making it safe.
 - Where the means test identifies that a contribution is required.
 - Where moving house more appropriate than adapting the existing property.

Healthy Homes grant

- 3.4 The Healthy Homes grant is a flexible grant to provide urgent/essential repairs to the home to ensure the health, safety and welfare of the occupier. The grant is only available where a loan is unavailable (see below).

Home Improvement Loan

- 3.5 Wessex Resolutions Community Interest Company (WRCIC) currently administers loans within the requirements of this policy and the local policies of each district council within Devon. The Home Improvement Loan is a flexible product that can be used for the following purposes:

- Home repairs and improvements
- Adaptation works where grant is not available
- To cover a client contribution to a grant
- To cover the cost of the work over the DFG or Accessible Homes grant maximum.
- To bring empty homes back into use
- For landlords to carry out repairs or improvement to rented accommodation
- For energy efficiency improvements

- 3.6 Continued participation in the home improvement scheme will be reviewed on an annual basis by the Cabinet Member for Housing and the Director of Operations, in consultation with the Council S.151 Finance Officer. The Council retains the ability, having given the relevant notice, to cease participation in the scheme. Reasons for withdrawal from the scheme may include; low participation rates, uncompetitive product offering, existing capital funds previously invested being fully utilised or alternative opportunities to deliver housing support. The authority to make this decision is set out in Recommendation 4.

ECO Flex Top up

- 3.7 This grant is provided by third parties, not Mid Devon District Council. It is a top up in addition to funding for energy efficiency measures. Where Energy Company Obligation (ECO) Flex funding and ECO top ups (HHCRO – Home Heating Cost Reduction Obligation) does not cover the full cost of the work, the ECO Flex grant aims to meet the funding gap.
- 3.8 The eligibility for ECO Flex funding itself is subject to a separate Statement of Intent that needs to be issued by each Local Authority. That Statement of Intent sets out local eligibility criteria. No ECO funding is provided by the Local Authority.

- 3.9 The first phase of the Energy Company Obligation (ECO), known as ECO1, ran from January 2013 to March 2015. This placed obligations on larger energy suppliers to deliver energy efficiency measures to domestic premises in Great Britain. The next obligation period, known as ECO2, launched on 1 April 2015 and ended on 31 March 2017. The government has taken action to extend ECO2 until at least the end of September 2018. Following this 18-month period, the Government is expected to introduce a longer term scheme.
- 3.10 Under the ECO scheme extension, energy suppliers will be able to achieve up to 10% of their Affordable Warmth³ obligation for the extension period by installing energy saving measures in households declared eligible by LAs. This new mechanism, also known as “flexible eligibility”, allows LAs to make declarations determining that certain households meet their eligibility criteria for a measure under this Affordable Warmth element of ECO.
- 3.11 As a result this is a time-limited scheme within the policy. Under the proposed the Statement of Intent (SOI), flexible access - subject to eligibility - would remain in-place locally at least until ECO2 ends in September 2018. Thereafter, any continuation will depend of new proposals from the Government and be considered within the annual policy review process.
- 3.12 More information on ECO Flex is given in Annexe 3 and the proposed Statement of Intent is contained in Annexe 4.

4.0 Recommendation

- 4.1 That the PDG consider the updated policy and recommend it for approval by Cabinet.
- 4.2 That the PDG recommends Cabinet approve the ECO Flex Statement of Intent (SOI) attached in Annex 4 associated with the revised Housing Assistance Policy.
- 4.3 That the PDG recommends that delegated authority is given to the Cabinet member for Housing to suspend some or all non-mandatory parts of the revised Housing Assistance Policy attached in Annex 1 if adequate funding is not available.
- 4.4 That the PDG recommends that delegated authority is given to the Cabinet member for Housing to determine continued participation in the Wessex Home Improvement Loans Scheme.

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Circulation of the Report:

Members of the Homes Policy Development Group
Cabinet Member with responsibility for Housing (Cllr Ray Stanley)
Group Manager for Governance, Performance and Data Security (Equality Impact Assessment)
Legal Services
Audit
Leadership Team

List of Background Papers:

MDDC Private Sector Housing Renewal Policy 2012 (previous policy)

More information on Wessex Home Improvement Loans is available at
<https://www.middevon.gov.uk/residents/housing/private-sector-housing/homeowners/loans/>

More information on the national ECO Flex scheme is also available at
<https://www.gov.uk/government/publications/energy-company-obligation-eco-help-to-heat-scheme-flexible-eligibility>; and

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/608042/ECO_Help_to_Heat_flexible_eligibility_guidance_for_LAs.pdf

Annex 1 – Devon Wide Housing Assistance policy 2018-19 (attached separately)

Annex 2 – Equality Impact Assessment

Title of review	Devon Wide Housing Assistance Policy for the
------------------------	--

	Better Care Fund 2018-19
Service	Public Health and Regulatory Services
Date of review	8/12/17
Date of next review	
Lead officer, Job Title and Service	Tanya Wenham Lead Officer (PSH), Public Health and Regulatory Services
Review team	Tanya Wenham
Scope of the analysis	As a Local Housing Authority ("LHA"), Mid Devon District Council is required to deliver the Better Care Fund (BCF) allocation locally to provide adaptations to assist disabled residents. The aims of the BCF are wider than just the delivery of the disabled facilities grant programme and therefore this policy details assistance that can help to meet the wider objectives of the BCF, and local councils. The purpose of this review is to consider the equality implications of the proposed policy.
Beneficiaries	The majority of residents in Mid Devon live in housing within the private sector. The policy focuses on services for the elderly or vulnerable and disabled residents. All protected characteristics are represented within the beneficiaries.
Stakeholders	Stakeholders include: <ul style="list-style-type: none"> • Residents; • Owners/landlords of private residential premises; • Council Members; • Council staff; • Public services, such as the Police, Devon County Council, NHS, and the Devon and Somerset Fire & Rescue Service; • Community and voluntary organisations.
Relevant data and research	N/A
Access complaints	None recorded
Consultation	TBC
Results of consultation	TBC
Relevance to the duty - Do your proposals contribute towards or impact on any of	

the aims of the duty?

There is a potential impact that requires further exploration within this assessment.

1. Eliminate unlawful discrimination – harassment, victimisation and any other conduct prohibited by the Act;

Availability of the assistance contained within the policy scheme is restricted to mainly benefit elderly, vulnerable and disabled residents. The policy will be equally and fairly applied to all those who are eligible to apply for assistance under the policy. No potential for unlawful discrimination has been identified.

2. Advance equality of opportunity – between people who share a protected characteristic and people who do not share it by;

- removing or minimising disadvantages suffered by people due to their protected characteristics;
- meeting the needs of people with protected characteristics; and
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is low.

Residents from vulnerable groups can sometimes have limited housing choices. In particular, families with young children, older persons and those with a disability can find themselves in poor quality accommodation. The policy aims to safeguard the health, safety and welfare of the following protected characteristics; Age and Disability. By doing so the policy restricts funding and services available and there may be some households on low income who do not meet the qualification criteria and therefore are unable to access the funding despite still being in need. The option of a Home Improvement Loan is available to such households. This is a necessary restriction due to the amount of funding available which must be targeted on a priority basis and the funding criteria imposed by the BCF.

3. Foster good relations – between people who share a protected characteristic and people who do not share it, by; tackling prejudice and promoting understanding between people with a protected characteristic and others.

Having regard to this aim, the proposed policy may have a negative impact as it favours those with a protected characteristic. As detailed above this may disadvantage households that are in need but do not meet the specified criteria.

Equality impacts raised or identified:

The proposed scheme shall be equally and fairly applied to everyone who meets the eligibility criteria. As such, no adverse equality impacts have been identified. However, certain beneficial impacts have been identified in respect of some of the protected characteristics.

**Protected
Characteristic**

Commentary

Age	Impact	<p>Yes.</p> <p>Poor housing conditions can negatively affect the health, safety and wellbeing of all residents, irrespective of age. However, certain housing deficiencies can have a more serious and harmful impact on individuals of particular ages. For example, older persons will suffer more in cold homes.</p> <p>The access to assistance within in the policy can be complicated and this could be a disadvantage if an individual is unable to make contact with the relevant person.</p>
	Mitigation	<p>Ensure that access to the assistance is as easy as possible for the elderly.</p> <p>Provision of advice and signposting for those age groups not eligible for the scheme.</p>
Gender	Impact	<p>No.</p> <p>The means of assessing eligibility does not discriminate against gender.</p>
	Mitigation	Not required as no impact has been identified, negative or positive.
Race	Impact	<p>No.</p> <p>The means of assessing eligibility does not discriminate against race.</p>
	Mitigation	Not required as no impact has been identified, negative or positive.
Disability	Impact	<p>Yes.</p> <p>The policy specifically identifies disabled residents as a beneficiary of assistance. The policy also aims to safeguard disabled residents by making their homes safer for them to live in.</p>
	Mitigation	The impact is positive. No mitigation is required.
Religion or belief	Impact	<p>No.</p> <p>The means of assessing eligibility does not discriminate against religion or belief.</p>
	Mitigation	Not required as no impact has been identified, negative or positive.
Gender	Impact	No.

reassignment		The means of assessing eligibility does not discriminate against gender reassignment.
	Mitigation	Not required
Sexual orientation	Impact	No. The means of assessing eligibility does not discriminate against sexual orientation.
	Mitigation	Not required
Marriage and civil partnership (Aim 1 only)	Impact	No. The means of assessing eligibility does not discriminate against marriage and/or civil partnership.
	Mitigation	Not required
Pregnancy and maternity (Aim 1 only)	Impact	Yes. The means of assessing eligibility does not discriminate against pregnancy or maternity. However, they may not meet the eligibility criteria for other reasons. In some circumstances this characteristic may be relevant when considering eligibility under certain benefit criteria
	Mitigation	This characteristic should be kept under review in terms of accessing the scheme and eligibility.
Overall conclusions and options to be put before decision maker or to take forward to develop your service: The policy specifically identifies some of the protected characteristics as beneficiaries of the scheme. The scheme is aimed at targeting resources as those households most in need of assistance.		
Actions arising from analysis:		
Action	Officer Responsible	Deadline
Ensure assistance can be accessed easily by elderly and disabled people.		

Acceptance

Name and signature of assessing officer and date of assessment

Name: Simon Newcombe

Position: Group Manager, Public Health
and Regulatory Services

Signed:

Date: 12/12/2017

Annex 3 – ECO Flex

Background
The Government has widened eligibility to ECO funding through ECO Flex to ensure

energy efficiency/fuel poverty measures are more widely available to vulnerable households. Importantly, these are households who otherwise wouldn't qualify under the standard ECO scheme e.g. offers under Cosy Devon, by virtue of not having the correct qualifying benefit.

The reason for local authority involvement in the scheme is because the Government has made local Councils responsible for setting local eligibility criteria. This is aimed at addressing local/regional needs and the nature or condition of local housing stock. This criterion is therefore set out and adopted through the Statement of Intent (SOI) and may vary from area to area.

Introduction and timeline

The first phase of the Energy Company Obligation (ECO), known as ECO1, ran from January 2013 to March 2015. This placed obligations on larger energy suppliers to deliver energy efficiency measures to domestic premises in Great Britain. The next obligation period, known as ECO2, launched on 1 April 2015 and ended on 31 March 2017. The government has taken action to extend ECO2 until at least the end of September 2018. Following this 18-month period, the Government is expected to introduce a longer term scheme.

The Energy Company Obligation (ECO) is an obligation on energy suppliers aimed at helping households cut their energy bills and reduce carbon emissions by installing energy saving measures. As of January 2017, it has delivered energy efficiency measures to over 1.6 million households in Great Britain, of which over 900,000 are low income and vulnerable households, or households in specified areas of low income.

Under the ECO scheme extension, energy suppliers will be able to achieve up to 10% of their Affordable Warmth³ obligation for the extension period (estimated to have a value of nearly £70m over the 18 months of the scheme) by installing energy saving measures in households declared eligible by LAs. This new mechanism, also known as "flexible eligibility", allows LAs to make declarations determining that certain households meet their eligibility criteria for a measure under this Affordable Warmth element of ECO.

There are two main categories of private tenure household that Government intends to be eligible through flexible eligibility:

- (i) Fuel poor households, especially those that are not in receipt of existing ECO eligible benefits, and the estimated 20% of fuel poor households that are not in receipt of any benefits; or
- (ii) Low income households that are vulnerable to the effects of living in a cold home

Statement of Intent (SOI) and Declarations

Local Authorities (LAs) participating in flexible eligibility have to publish a Statement of Intent (SOI) in which they set out the criteria they intend to use to identify

households meeting the eligibility criteria for flexible eligibility. This is a requirement of participation in the scheme and the proposed SOI for Mid Devon is attached in Annex 4.

This proposed SOI draws upon SOIs already published by neighbouring district councils, discussions within the Cosy Devon partnership, discussions with potential suppliers and available public health data.

In summary, eligibility is set out as follows:

- (i) **Fuel poor households** will require an ECO qualifying benefit e.g. income-related support or Jobseeker Allowance. Alternatively, a benefit that does not qualify for standard ECO offers such as Council Tax/Housing benefit or a combined household income of less than £30,000 gross. Properties must have either an Energy Performance Certificate (EPC) rating of 'D' or lower or have been selected due to their high energy bills, hard to treat and hard to reach nature e.g. flats above commercial properties, Houses in Multiple Occupation (HMOs) or reliance on solid fuel heating.
- (ii) **Households with vulnerability to the cold** containing people with 'at risk' characteristics which reflect the National Institute for Health and Care Excellence (NICE) 2015 guidance on excess winter deaths and illness caused by cold homes. These include those aged over 60 (55 in the case of park homes) and particularly those over 75, households with children under 16, pregnant mothers, occupants with; respiratory disease, cardiovascular disease, moderate to severe mental illness, dementia or similar, cancer, limited mobility, severe learning disabilities, autoimmune and immunodeficiency diseases.

Note: Private tenants and residents of park homes will be eligible regardless of income.

The ECO Order states that LAs must be consulted on the installation of a measure under flexible eligibility by suppliers, or their intermediaries. Ofgem's (Office of Gas and Electricity Markets) guidance states that LAs must be consulted prior to the installation however LA declarations can be made before or after the installation of measures. LAs can evidence that they have been consulted through a declaration.

Within the Council it is envisaged that the Private Sector Housing Team will have the most contact with potential eligible residents. Externally there are a number of voluntary/third sector bodies that could have contact with eligible customers who would act as an additional referral point.

Referral and pre-qualification checks will also be made through the LEAP (Local Energy Advice Programme) project and could be facilitated through the wider 'Making Every Contact Count' initiative.

A small number of suppliers have already registered their interest and are awaiting the release of the SOI so that they can commence work with customers that have already expressed an interest and in promoting the scheme to new customers.

Annex 4 – ECO Flex Statement of Intent (SOI) (attached separately)

DEVON WIDE HOUSING ASSISTANCE POLICY FOR THE BETTER CARE FUND 2018-19

To be adopted by April 2018

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- 2.1 Housing and Health
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- 4.1 Mandatory Disabled Facilities Grant (DFG)
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Appendix One - Eligible works

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DEVON WIDE HOUSING ASSISTANCE POLICY FOR THE BETTER CARE FUND 2018-19

1.0 INTRODUCTION

1.1 Purpose

This policy is required under Article 4 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. The Order provides councils with the discretion to develop schemes to provide financial assistance to deal with a range of housing issues. This policy sets out the areas on which Devon will focus any available resources in order to improve housing conditions across the district. With limited resources available it is essential that funding is targeted to those areas that contribute to the delivery of the Better Care Fund and Health and Wellbeing Board priorities and local district council priorities.

This policy provides the Devon Councils with the flexibility and discretion to provide appropriate assistance to meet the aims and priorities set out in section 3 below. Appendix 2 allows for each local authority to deliver its own local schemes that may be available over and above the Devon wide schemes.

This policy is owned by the following Councils:

Devon County Council
East Devon District Council
Exeter City Council
Mid Devon District Council
North Devon District Council
South Hams District Council
Teignbridge District Council
Torridge District Council
West Devon Borough Council

1.2 Review

The policy will be reviewed on an annual basis.

1.3 Funding

The assistance contained within this policy is only available subject to the availability of funding. Where funding is limited priority for spend will be given to the Mandatory Disabled Facilities Grant across the County.

2.0 CONTEXT

2.1 Housing and Health

Housing is a key determinant of health, and by promoting good quality housing this policy can contribute to reducing health inequalities for the residents of Devon.

In 2008, flexibilities were introduced enabling councils to use government grant that has been allocated for disabled facilities grants to be used more intelligently to deliver adaptations for disabled people outside of the mandatory grant regime.

Research has shown that there is a direct impact on the health and wellbeing of residents resulting from the homes in which they live; therefore, poor housing can contribute to poor health.

Each year hazards in the home result in unnecessary injuries, episodes of illhealth and harm to mental health, and in many cases the occupiers do not link the poor condition of their homes with a potential negative impact on their health. The poorest housing stock can be found in the private sector, and in some cases residents who own their own home are not able to maintain them and as a result hazards can develop.

An estimated 34,400 excess winter deaths were recorded in England and Wales in 2016/17 as reported by the Office of National Statistics (ONS) in their document Excess Winter Mortality in England and Wales 2016-17.

Many of these people die unnecessarily as a result of living in cold homes each year. Although the data collected does not identify the number of people that die directly as a result of the home environment, various studies have found a link and these are detailed within the ONS report. In extreme cases the inability to afford to heat the home results in cold temperatures that create hypothermic conditions; however, for many individuals (particularly older persons) cold homes may result in trips, slips and falls, or injuries/health impacts resulting from cardiovascular, circulatory diseases and respiratory disease.

2.2 Better Care Fund

In 2015 the government introduced the Better Care Fund (BCF) in an attempt to bring health and social care together in an integrated way. The BCF is a combination of government funding from the Department of Health and the Department for Communities and Local Government (DCLG) and includes the grant allocation for Disabled Facilities Grants (DFG). The 2017-19 Integration and BCF policy

framework document lists the conditions that the better care fund must be used to address.

These are:

Condition 1: *Plans to be jointly agreed* – The plan to use the BCF allocation must be jointly agreed and signed off by the Health and Wellbeing Board, and constituent councils and clinical commissioning groups. The local housing authority must also be involved due to the inclusion of the DFG allocation, which forms part of the fund.

Condition 2: *NHS contribution to social care is maintained in line with inflation.* The funding must be used to contribute to the maintenance of adult social care services in each local authority, which also has a health benefit. However, beyond this broad condition, the Department of Health wants to provide flexibility for local areas to determine how this investment in adult social care services is best used.

Condition 3: *Agreement to invest in NHS commissioned out of hospital services, which may include 7 day services and adult social care* - This should be achieved by funding NHS commissioned out-of-hospital services, which may also include 7-day services and adult social care, as part of the agreed BCF plan.

Condition 4: *Managing Transfers of Care* - Plans should set out how local partners will work together to fund and implement transfers of care effectively.

More detail can be found in the 2017-19 Integration and Better Care Fund Policy Framework.

Based on these broad conditions, Devon County Council (DCC) and the District Councils have identified an opportunity to provide additional grant and loan products to meet these conditions and deliver against the Health and Wellbeing Board priorities.

2.3 Delayed transfers of care.

Delayed transfers of care, sometimes referred to as ‘bed blocking’, occur when a patient is ready to depart from care and is still occupying a bed. According to NHS England, a patient is ready to depart when:

- a. A clinical decision has been made that the patient is ready for transfer AND
- b. A multi-disciplinary team decision has been made that the patient is ready for transfer, AND
- c. The patient is safe to discharge/transfer.

In 2016/17 there were 2.3 million total delayed days in England with 1.3 million of these attributable to the NHS, averaging around 6,200 delayed transfers of care per day with around 3,600 of these attributable to the NHS. *Delayed transfers of care in the NHS Briefing paper number 7415, 20 June 2017.*

The longer a patient stays in hospital the more detrimental this can be in terms of patient morale, mobility, and an increase in the risk of hospital acquired infections.

Older patients are particularly susceptible to negative effects around mobility with studies suggesting that a wait of more than two days negates the benefit of intermediate care, and a wait of seven days or more is associated with a 10% decline in muscle strength.

Delayed transfers of care are also costly for hospital trusts as insufficient beds can mean elective procedures need to be cancelled, resulting in the hospital trust losing these as a source of income.

A survey in 2015 by the Guardian found that at least 10% of beds were occupied by patients who were ready to be discharged, and the NHS providers' audited accounts for 2016/17 estimated that delayed transfers of care cost £173 million.

Much of the recent debate around delayed transfers of care attributes rising numbers to pressures in social care.

The number of delayed days attributable to social care had been in decline until August 2013, after which the figure began to rise sharply. When looking at the specific reasons for delayed transfers of care, there are notable increases in non-healthcare reasons as indicated in the table on the next page.

Table 1: Reasons for delayed transfers of care, 2016/17

Reason for delay	Total delayed days	Change from previous year
Awaiting care package in own home	456,447	+45.3%
Awaiting further non-acute NHS care	386,028	+16.8%
Awaiting completion of assessment	380,832	+22.9%
Awaiting nursing home placement or availability	342,982	+39.6%
Patient or family choice	245,033	+5.8%
Awaiting residential home placement or availability	231,994	+22.9%
Awaiting public funding	81,327	+17.5%
Housing – patients not covered by NHS and Community Care Act	52,431	-1.0%
Awaiting community equipment and adaptations	52,121	+12.8%
Disputes	24,641	+18.9%

3.0 PRIORITIES

In Devon, the Better Care Fund priorities aim to achieve the following outcomes:

- Reduced admissions to residential and nursing care homes
- Reduce delayed transfers of care
- Reduce avoidable emergency admissions
- Increase dementia diagnosis rates

To meet these priorities this policy aims to focus on the following areas:

Objective 1 - Assist disabled residents to remain in their own homes through supporting the provision of adaptations (so far as this is necessary, appropriate and reasonably practicable) to prevent admissions to care and to assist with delayed transfers where possible.

Objective 2 – Safeguard the health and wellbeing of vulnerable residents by removing unnecessary hazards to health and safety in the home to reduce avoidable emergency admissions.

Objective 3 – Provide adaptations that are suitable for the future by ensuring the scheme of works is dementia aware.

Objective 4 – Assist vulnerable people to afford to heat their homes through appropriate energy efficiency and heating measures.

4.0 TYPES OF ASSISTANCE

4.1 Mandatory Disabled Facilities Grant (DFG)

The delivery of the DFG programme is mandatory and a statutory function of the local housing authority. The delivery of this function is governed by the Housing Grants, Construction and Regeneration Act 1996.

Eligibility

Any disabled householder seeking financial assistance with the cost of adaptations to their home must be assessed by an occupational therapist (OT) working on behalf of, or approved by Devon County Council.

For the purposes of the DFG a person is considered disabled if they meet any of the following criteria:

- their sight, hearing or speech is substantially impaired,
- they have a mental disorder or impairment of any kind, or
- they are physically substantially disabled by illness, injury, impairment present since birth, or otherwise.

A person aged eighteen or over shall be considered disabled if:

- they are registered under section 29(1) of the National Assistance Act 1948 (disabled persons' welfare), or
- they are a person for whose welfare arrangements have been made under that provision or, in the opinion of the social services authority, might be made under it.

A person under the age of eighteen shall be considered disabled if:

- they are on a register of disabled children maintained under paragraph 2 of Schedule 2 to the Children Act 1989, or
- they are in the opinion of the social services authority a disabled child as defined for the purposes of Part III of the Children Act 1989 (local authority support for children and their families).

All owner-occupiers, tenants, licensees or occupiers who meet the above criteria are eligible to apply for a DFG.

Conditions

1. All grants other than those for children are subject to a test of financial resources, which is prescribed by The Housing Renewal Grants Regulations 1996.
2. The grant maximum is £30,000
3. The disabled person must intend to occupy the property as their only or main residence for a period of five years after the works are complete (or such shorter period as the person's health or other relevant circumstances permit).
4. In order to make an application the client must supply the following:
 - A completed and signed application form
 - Evidence of financial situation
 - Evidence of ownership of the property or the right to reside at the property
 - Permission for the works to be carried out
 - A detailed schedule of works and plans for complex works that must be agreed by the council
 - Any planning or building regulation approvals
 - 2 tenders for the works unless using an agreed framework.
5. Only the works agreed by the council will be covered by the grant.
6. If the grant is approved there are 12 months to complete the works
7. The works must be completed by the contractor stated on the approval document
8. No grant works should proceed until the grant application has been processed and all relevant planning, Building Regulation(s) or landlord approval has been obtained.
9. Owner occupiers may have a local land charge placed on their property on completion of the grant. If the property is sold, assigned or transferred within 10 years of the grant being completed then the grant may have to be repaid by the owner occupier. The council will have regard to *The Housing Grants, Construction and Regeneration Act 1996: Disabled Facilities Grants (Conditions relating to approval or payment of Grant) General Consent 2008* when deciding whether to demand repayment. The charge only applies where the grant is more than £5,000. Where the grant is more than £5000 only the amount over the first £5,000 is added as a charge. There is a charge limit of £10,000.
10. If the applicant has a contribution to pay they must ensure they have the money to cover their share of the costs before the work begins on site.
11. Unforeseen and additional costs will only be paid for where they are necessary to complete the adaptation and must be agreed by the council before they are undertaken.
12. Any increase in the grant may have an impact on the charge placed against the property.

13. Where the cost of the work exceeds the mandatory grant limit of £30,000 the applicant may be eligible to apply for the **Accessible Homes Grant** subject to available funds.
14. Applicants who are successful in their application for assistance will be required to maintain the adaptation.
15. The contract for the works is the responsibility of the applicant.
16. The grant will normally be paid direct to contractors in all but the most exceptional cases.
17. The council will only offer grant for those works that are considered mandatory to meet the needs of the disabled person.
18. No grant will be paid until a satisfactory invoice has been received and the works have been carried out to the satisfaction of the client and Council.

4.2 Accessible Homes Grant

The Accessible Homes Grant enables an enhanced offer in addition to the Mandatory Disabled Facilities Grant (DFG) subject to available funding.

This grant is available in the following circumstances:

- Where a mandatory grant has been approved but the cost of the work exceeds £30,000
- Where there are works that may not be covered by the DFG in relation to adapting the home and making it safe.
- Where the means test identifies that a contribution is required.
- Where moving house more appropriate than adapting the existing property.

Eligibility

To be eligible for this grant the applicant must meet the following:

- The applicant must have applied for and be eligible for the DFG first before the discretionary grant can be considered.
- All applicants are subject to a means test including the parents and/or guardians of a disabled child. Adult clients will have been means tested as part of the formal DFG application. In the case of a child's application the means test will be applied to the parents or guardians of the disabled child **before** an application for a discretionary grant can be made.
- As an alternative to the adaptation of an applicant's home, consideration will be given to the option of re-housing to more appropriate or adapted accommodation.

- An applicant will only be eligible to apply for additional grant to cover any identified contribution where the amount the client has to pay represents at least a third or more of the applicant's savings.

Conditions

1. The grant maximum is £20,000. Anything over £20,000 will not attract any further public grant.
2. Where additional funding is required to cover either a contribution or the cost of works over £50,000 (£30,000 from the Disabled Facilities Grant and £20,000 from the Accessible Homes Grant), then a Home Improvement Loan application can be made.
3. The DFG paperwork will be used to assist the applicant in making an application for this grant.
4. Only the works agreed by the council will be covered by the grant
5. If the grant is approved there are 12 months to complete the works
6. The works must be completed by the contractor stated on the approval document
7. No grant works should proceed until the grant application has been processed and all relevant planning, Building Regulation(s) or landlord approval has been obtained.
8. Owner occupiers will have a local land charge placed on their property on completion of the grant. If the property is sold, assigned or transferred within 10 years of the grant being completed then the grant may have to be repaid by the owner occupier.
9. Unforeseen and additional costs will only be paid for where they are necessary to complete the adaptation and must be agreed by the council before they are undertaken.
10. Any increase in the grant may have an impact on the charge placed against the property.
11. Applicants who are successful in their application for assistance will be required to maintain the adaptation.
12. The contract for the works is the responsibility of the applicant.
13. The grant will normally be paid direct to contractors in all but the most exceptional cases.
14. The council will only offer grant for those works that are considered mandatory to meet the needs of the disabled person.
15. No grant will be paid until a satisfactory invoice has been received and the works have been carried out to the satisfaction of the client and Council.
16. Housing Association properties - where the mandatory DFG does not fully cover the cost of the adaptation then the client and/or Council may approach the housing association for a contribution towards the cost.

Accessible Homes Grant - Moving application

This grant may be available to assist a disabled person to move to more suitable accommodation subject to available funding.

Eligibility

An applicant will be eligible for this grant where:

- The applicant meets the eligibility criteria for a DFG.
- Where the Occupational Therapist (OT) and/or the Council consider re-housing to be more appropriate than adapting the existing accommodation.
- To be eligible for this grant the total cost incurred in the eligible 'moving on' expenses and any estimated eligible adaptation costs at the 'new' property should not be greater than the cost of adapting the applicant's current home.
- The 'new' property shall in the opinion of the Council provide a long term, sustainable home for the person for whose benefit the works are required.
- If the property is within a neighbouring authority covered by this policy then the new authority will need to ensure the new property is suitable. This should also be agreed with the OT. The applicant must ensure that the relevant council's officers and the OT have been consulted.

In determining the 'reasonable expenses' regard shall be had to the following criteria:

- The cost of the eligible works at the applicants existing property are not deemed reasonable, or;
- The eligible works at the applicants existing home are not technically feasible, or;
- The adaptation of the applicants existing property does not provide a sustainable, long term solution for their housing needs.

Eligible Expenses

Owner Occupier

The expenses that can attract grant under this section may include the cost of:

- Any arrangement fee charged by a lender to cover the formation of a mortgage
- Conveyancing fees
- Land Registry Fee
- Local Authority Searches
- Stamp Duty
- Valuation, Homebuyers or Full Structural Survey
- Professional or other removal costs
- Estate Agent Commission

The maximum grant payable for eligible expenses under this heading for an owner occupier is £10,000.

Tenant

For a tenant the expenses that can attract grant under this section may include the cost of:

- Letting agent fees
- Rent deposit
- Professional or other removal fees

The maximum grant payable for eligible expenses under this heading for a tenant is £5000.

Conditions

1. Grant assistance is only payable to an owner occupier upon the successful completion of the purchase of the 'new' property and the disabled person then occupying that property as their only and main residence.
2. When moving to rented accommodation the applicant must obtain permission from the landlord for any adaptations to be carried out before the grant will be paid.
3. To qualify for this grant the applicant must have been resident in the property for at least 2 years prior to making an application to move.
4. The applicant must agree to live in the property as their only or main residence for a period of 5 years (or such shorter period as the person's health or other relevant circumstances permit).
5. For owner occupiers a local land charge will be placed against the property for a period of 5 years to be repaid.

4.3 Healthy Homes grant

The Healthy Homes grant is a flexible grant to provide urgent/essential repairs to the home to ensure the health, safety and welfare of the occupier.

Eligibility

- An applicant must apply for a loan first including a Home Improvement Loan and will only be eligible to apply for this grant if a loan is refused.
- Where the client is not eligible for a loan then they may apply for this grant.
- To qualify for this grant the applicant must be over 60 years of age and in receipt of one of the following benefits:
 - Housing benefit
 - Disability Living Allowance
 - Personal Independent Payment with the daily living component
 - Attendance Allowance

- Guarantee Pension Credit
- Income support
- Council tax benefit (not the single person discount)
- Universal Credit – universal credit replaces the following means tested benefits – Housing Benefit, income related ESA, Income based JSA, Child tax credit, working tax credit and income support.

Conditions

1. The maximum grant available is £5000 over a rolling two year period.
2. The grant is only available for owner occupiers and will be placed as a local land charge for 5 years to be repaid.

4.4 Home Improvement Loans

Wessex Resolutions Community Interest Company (WRCIC) is a not-for-profit company contracted to deliver loans to residents in the Devon area.

WRCIC administer loans within the requirements of this policy and the local policies of each district council within Devon. The Home Improvement Loan is a flexible product that can be used for the following purposes:

- Home repairs and improvements
- Adaptation works where grant is not available
- To cover a client contribution to a grant
- To cover the cost of the work over the DFG or Accessible Homes grant maximum
- To bring empty homes back into use
- For landlords to carry out repairs or improvement to rented accommodation
- For energy efficiency improvements

Eligibility

This will vary and is based on the individual circumstances of each client. Loan advisors will carry out an assessment and provide independent advice on ethical and responsible lending on the most appropriate product to suit their needs.

Conditions

Conditions may vary depending on the loan product selected and the individual circumstances of each applicant.

Typical 4.2% APR. Loans are subject to status. WRCIC may insist on loans being protected at the Land Registry by a Title Restriction. Missing payments could affect the applicant's credit rating and ability to obtain credit in the future.

4.5 Top up to Eco-Flex

This grant is to provide top up funding for energy efficiency measures where EcoFlex funding and ECO top ups (HHCRO – Home Heating Cost Reduction Obligation) have been provided by energy providers, but the available funding does not cover the full cost of the work.

Eligibility

- Applicants must have been identified through each Council's Statement of Intent which can be found on the Council's website.
- To qualify for the top up a survey must be carried out by the energy provider, a local installer, or an agent and qualifying works identified.
- For owner occupiers and private landlords a maximum of up to £1,000 is available.
- If more than £1,000 is needed then the client should apply for a Wessex loan subject to availability and eligibility (see 4.4)

Conditions

1. The applicant must agree to live in the property as their only or main residence for a period of 5 years (or such shorter period as the person's health or other relevant circumstances permit).
2. A local land charge will be placed on their property on completion of the grant. If the property is sold, assigned or transferred or the tenant vacates within 5 years of the grant being completed then the grant will have to be repaid by the owner occupier.
3. Any increase in the grant may have an impact on the charge placed against the property.
4. The contract for the works is the responsibility of the applicant.
5. The grant will normally be paid direct to contractors in all but the most exceptional cases.
6. No grant will be paid until a satisfactory invoice has been received and the works have been carried out to the satisfaction of the client and Council.

5.0 EXCEPTIONS TO THE POLICY

The Council accept that applications may be received for adaptations not covered by the circumstances listed above, and which will need to be formally determined. Any such application will be referred through the appropriate process of the Council managing the application.

6.0 APPEALS AND COMPLAINTS

- Where the applicant has a complaint about the manner in which a Council is applying this policy, then they should follow that Councils formal complaints process.
- Where there is a complaint about the content of this policy this should be made to Devon County Council so that it can be considered on a Devon wide basis.
- Where the complaint is in respect of works, the complaint should be made to the contractor in the first instance, and if this does not resolve the problem then the appropriate Council should be contacted for advice.
- Where an applicant wishes to appeal against a decision of the Council in respect of any of the grants contained in this policy this should be made to the appropriate Council. Where agreement cannot be reached then the appeal should be escalated to the Devon wide group of Councils for a decision. Consensus between all the participating Councils will need to be reached as any decision may result in an amendment to the policy.

APPENDIX ONE – ELIGIBLE WORKS

Disabled Facilities Grant and Accessible Homes Grant

An assessment by an agreed Occupational Therapist (OT) must be carried out that recommends the type of adaptation required.

Minor works are assessed by the OT and may be dealt with outside of the grant process.

Facilitating access

Facilitating access by the disabled occupant

- to and from the dwelling
- to a room used or usable as the principle family room
- to a room used for or usable for sleeping
- to a room in which there is a lavatory
- to a room in which there is a bath or shower
- to a room with a wash hand basin

Such works may include:

- Ramping and/or handrails to the main external door. This could instead be a rear door in the case of a rear access. Only one access point will be allowed for each dwelling. External stair lifts will be considered if reasonably practicable and they are not prone to vandalism.
- Widening the main entrance door and the doorways to the bedroom, bathroom and living room. Automatic door opening to main entrance doors will only be allowed for persons who are otherwise unable to open the door. Door entry systems will be considered where the person has severe mobility problems.
- Alterations to facilitate wheelchair access to the bedroom, bathroom and living room. Access to other rooms may be considered where the disabled person is also a carer.
- Other adaptations that are necessary to facilitate access to any of the relevant rooms by the disabled person, for example, stair lifts or vertical lifts in some cases. Where a stair lift breaks down and it is 5-10 years old, a manufacturers report is needed before it can be replaced. If it is over 10 years, a report may not be required.

- Provision of hard standings (3.6 m x 4.8 m max unless exceptional circumstances) and associated crossover for vehicle access where the disabled person is in a wheelchair or has difficulty walking to the house. This will only be given where existing on-street parking is considered unsatisfactory and a marked disabled parking bay is not possible or where it affords a more economical solution than providing additional paths/ramping from the roadside. Provision of off-street parking on its own is not eligible.

Please note: Being a holder of a blue badge is not an eligibility criterion for this item.

Washing facilities

Facilitating the use of washing facilities by the disabled occupant

- Adaptation of the facilities in the bathroom and toilet, including the provision of flush floor showers, lever taps, specialist WCs, Clos-o-mat or Geberit etc. The adaptation or provision of more than one bathroom to a house e.g. additional ground floor wc, will only be considered if evidenced by functional need.

Kitchen Facilities

Facilitating the preparation and cooking of food

- Where someone other than the disabled person does and will continue to do the cooking and preparation of meals, normally it will not be necessary to carry out full adaptations. However, it may be possible to carry out minor adaptations to allow the disabled person to prepare light meals or hot drinks, typically this may include a low-level worktop with power points for a kettle/microwave.
- Full adaptations can be considered where the disabled person is the only or main user of the kitchen. The following adaptations can be considered:
 - a. Kitchen sink, including alteration to its height or position or the type of taps fitted to it. Powered, adjustable-height sinks will not generally be allowed, as the provision of a second sink is a more economical solution.
 - b. Cooker point and oven-housing unit ensuring its height and position is in a safe location and the provision of worktops on either side.
 - c. Work surfaces located beside the sink and on each side of the cooker having a total length of approximately 1.5m, all at a suitable height for the disabled person.
 - d. Food storage in an accessible position, usually space for a refrigerator with power supply.
 - e. Wheelchair access, if necessary, including wider doors, rearrangement of facilities etc.

- f. Alterations to the kitchen door, light switches and power points, but only if it is necessary.
- g. Extensions or enlargement to kitchens can only be agreed where they are absolutely necessary in order to provide turning space for a wheelchair and if suitable space cannot be achieved by rearrangement of the existing facilities.
- h. The provision of cupboard and storage units on an "essential" basis. (2x1m base units and baskets or equivalent).
- i. Mechanical ventilation where kitchen schemes require Building Regulation(s) approval.

Other works that may be considered for grant assistance

Electrical work

- Alterations to the height and/or position of light switches and power points to make them accessible to the disabled person.
- Upgrading of electrical installation where the current installation is considered unsafe.

Heating

- Heating the rooms that are in everyday use by the disabled person where a medical need can be demonstrated. Changes to the type of heating system will only be allowed if evidenced by medical need (e.g. change from solid fuel to gas where applicant can no longer carry fuel) and the applicant is not eligible for other types of grant such as Eco Flex.
- Upgrading/replacing of boilers/radiators where the property has been extended as part of the adaptation.

Guarding

- Provision of laminate glass or specialist lighting or guards to fires and around radiators where disabled children with violent behavioural problems may harm themselves.
- Restrictors or works to windows for the safety of the disabled person.

Alarms

- Provision of enhanced fire alarm systems for those with hearing difficulties.

Structural alterations

- Carrying out structural alterations where necessary to provide fixings for disabled equipment provided by Social Services e.g. fixing for tracking /overhead hoists.

- Storage or space for essential medical equipment as part of the adaptation works but not as a stand-alone item.
- Where an adaptation is required to a listed building and additional works are required to comply with requirements.
- Where an adaptation cannot be carried out due to disrepair issues those repairs, within reason, may be carried out. Such works may include replacement of rotted flooring or strengthening of the floor as part of a flush floor shower installation, electrical repairs to enable works to be carried out safely, and dealing with low water pressure. More substantial repairs that are not directly affecting the adaptation will need to be referred to a home improvement loan or healthy homes grant.
- Additional bathrooms or bedrooms may be allowed where they are specifically for the disabled person and it can be demonstrated that adaptation of other rooms or space or access to those rooms in the property is unsuitable. **Extensions will only be allowed following a detailed cost/benefit analysis of alternative options.**
- Requests are sometimes received to provide separate bedrooms where disabled children with behavioural difficulties share a room with other siblings and disturb their sleep. This will only be considered where it can be demonstrated the child is prone to violent outbursts and there is risk of physical harm to the child or to the other siblings. Families will first be expected to re-arrange the sleeping arrangements in their home to try to eliminate the need for extra bedrooms. If there is more than one reception room the family will be expected to use the extra room(s) for sleeping purposes.

Garden and external access

- In cases of small terraced properties with narrow passageways or very difficult access, effective adaptation can only proceed where it can be reasonably and practicably carried out without having a detrimental impact on neighbouring properties.
- Access to the garden may be given to improve an existing access to make it safe for the disabled occupant to use. It does not include extending an existing access e.g. creating a side access so a person can also go around the side of a house. Generally, the most modest solution for providing access to both the house and the garden will be considered and this can mean that one access may be sufficient to access both the house and the garden. Where homes have communal gardens, e.g., blocks of flats served by a single access, grants will not

normally be provided for an individual access to the garden unless it can be demonstrated that because of the disabled persons condition the travel distance to the garden would be excessive and unreasonable.

- The grant will only be for providing immediate access to the garden and does not include landscaping gardens to make them more suitable for the disabled person to access. However, to assist a disabled person to live independently, an allowance of 4m² of pathway, (which may include a turning circle for a wheelchair user), will be considered to assist access to any specific areas enjoyed by the disabled person.
- Provision of fencing or guarding for the safety of the disabled person when in the garden.

Healthy Homes grant

An assessment of the property may be necessary to determine the scope of the work and does not cover the full renovation of a property. It is intended that the grant is sufficient to make safe a defect that is considered to pose a risk to the health, safety or welfare of the occupier.

This could include but is not limited to the following:

- Electrical safety- where the condition of the electrical wiring could lead to imminent risk of electrocution or fire or accidents as a result of inadequate lighting.
- Falls – where the condition of the stairs or floors are in such a state as to provide an imminent risk of a fall in the home.
- Cold – where the heating is inadequate or lacking, and the condition of the doors and windows are contributing to the home being cold in the winter and there is a risk of falls or other ill effect from cold temperatures.
- Dampness – damp conditions so significant that a roof is failing and water is visibly entering the property. Rising damp, condensation or minor leaks may not be covered by this grant.
- Structural collapse- where a structural part of the building is in such a state as to constitute an imminent risk.
- Amenities – the lack of a functioning basic amenity such as a toilet, bath, wash hand basin or kitchen sink.

- Hot water – where there is no hot water available for the occupier due to a fault with a boiler or hot water tank.

This list is not exhaustive and each case will be assessed based on its individual circumstances.

Home Improvement Loan

The loan will cover those works covered by this policy and any other works specified by each individual Council involved in the Home Improvement Loan scheme.

ECO Flex Top up

Works will generally include:

- Mains gas boiler replacement
- Loft insulation
- Cavity wall insulation
- Non-gas boiler replacements
- Replacement storage heaters
- Internal or external wall insulation
- Room in roof insulation
- Flat roof insulation

APPENDIX TWO – LOCAL POLICIES

The following councils have their own additional policy that can be viewed on their websites.

East Devon District Council
Exeter City Council
North Devon District Council
South Hams District Council
Teignbridge District Council
Torridge District Council
West Devon Borough Council

APPENDIX THREE – SUMMARY TABLE

Type of assistance	Scope	Grant Max	Eligibility	Main Conditions
Mandatory DFG	Disabled adaptations as described by the Housing Grants Construction and Regeneration Act 1996.	£30,000	Meets disability criteria Assessed by an OT Subject to means test	Must remain in the property as only or main residence for 5 years Local land charge for 10 years for owner occupiers in some circumstances
Accessible Homes Grant	Cover the costs of adaptations over the mandatory DFG limit Cover some contributions identified under mandatory DFG Cover some works not covered by the DFG	£20,000	Meets disability criteria Assessed by an OT Subject to means test Contribution constitutes more than a 1/3 of available savings	Must remain in the property as only or main residence for 5 years Local land charge for 10 years for owner occupiers

Type of assistance	Scope	Grant Max	Eligibility	Main Conditions
Accessible Homes Grant – Moving	Cover some of the costs associated with moving to a More suitable property	Owner occupier £10,000 Tenant £5000	Suitable property has been identified Cost of moving with any adaptation to the new home is less than adapting existing home Been resident in existing property for 2 years prior to making the application	Must remain in the property as only or main residence for 5 years Local land charge for 5 years for owner occupiers
Healthy Homes Grant	Works to make safe a defect that is considered to pose a risk to the health, safety or welfare of the occupier	Up to £5000 over a 2 year rolling period	Loan has been refused In receipt of a qualifying benefit Owner occupier	Must apply for a loan first Local land charge for 5 years
Home Improvement Loan	Cover works identified in the other grants As determined by each Council policy	Based on affordability	Based on local criteria	Based on local criteria

Type of assistance	Scope	Grant Max	Eligibility	Main Conditions
EcoFlex Top up	Energy efficiency works	£1000	<p>Qualify for ECO funding</p> <p>Meet the councils statement of intent criteria</p> <p>Owner occupier or private landlord</p>	<p>Must remain in the property as only or main residence for 5 years</p> <p>Local land charge for 5 years</p>



Statement of Intent

Local Authority Flexible Eligibility Statement of Intent

- 1) Mid Devon District Council
- 2) Date of publication: 1/2/18
- 3) Version 1.0
- 4) <https://www.middevon.gov.uk/ECOFlexibleEligibility>

1) Introduction

According to the Devon Joint Strategic Needs Assessment (2017), fuel poverty in Devon (13%) remains higher than the national average (10.6%). Mid Devon District Council's Public Health Plan 2016-19 identifies fuel poverty as a key priority area.

A number of health conditions arise or are exacerbated by living in a cold and/or damp home. These are included in this Statement of Intent (SOI).

To date, the Council has supported the implementation of the Central Heating Fund (now expired) as a member of the Cosy Devon Partnership. The Council also works in partnership with Wessex Resolutions CIC, a local not-for-profit lender, to provide home improvement loans for repairs and energy efficiency measures. The Cosy Devon Partnership, of which the Council is a member, also works with the Local Energy Advice Programme (LEAP). This year the Council is also looking to partner with one of the UK's largest energy switching providers to help residents get the best deal possible.

Mid Devon District Council welcomes the government's new Flexible Eligibility scheme so that those who don't qualify through existing schemes but are in fuel poverty can obtain financial help to install key energy measures.

It is important to note that the final decision on whether a household receives an ECO measure is made by the energy suppliers or their agents/contractors. For example, inclusion in a Declaration of Eligibility made by the Local Authority to a supplier will not guarantee installation of measures, as the final decision will depend on:

- i) The survey carried out by suppliers' agents/contractors and installation costs calculated.
- ii) The energy savings that can be achieved for a property, and
- iii) Whether suppliers have achieved their targets or require further measures to meet their ECO targets.

In identifying households as eligible under flexible eligibility Mid Devon District Council is seeking to enable residents to benefit from funding and will seek the consent of households to including them in a Declaration. Mid Devon District Council expects any obligated energy supplier, or contractor working on their behalf, to comply with the Data Protection Act, to fully follow Ofgem requirements for the Energy Company Obligation Help to Heat, and to act in accordance with industry best practice in relation to consumer care and quality standards of any works that may take place. These are covered in a separate memorandum of understanding between the Council and the obligated party.

2) How Mid Devon District Council intends to identify eligible households

The Department of Business, Energy and Industry Strategy (BEIS) provides guidance on the targeting of Flexible Eligibility which seeks to identify private households that may benefit from energy saving measures and are:

- i) Fuel poor households, especially those that are not in receipt of Affordable Warmth eligible benefits, and the estimated 20% of fuel poor households that are not in receipt of any benefits; and
- ii) Low income households that are vulnerable to the effects of living in a cold home (LIVC)

In addition, LAs can declare some non-fuel poor homes as eligible to facilitate solid wall insulation projects, as long as a proportion of the households in the project are in fuel poverty or LIVC.

Subject to availability of resources within the Council and the legal use of data the Council will target those most in need having regard to BEIS guidance on targeting, including:

- i) Those living in the private sector and in receipt of the relevant means-tested benefits and/or on a low income
- ii) Those living in energy inefficient Residential Mobile Homes (Park Homes) who are over the age of 55
- iii) We will cross-reference data on income with data that we hold or can access on Energy Performance Certificates, prepayment meters, expenditure on fuel, housing type/age/condition, and heating type
- iv) Low income households living in energy inefficient housing will be identified in the private rented sector.
- v) Households receiving help through the LEAP project
- vi) Private tenants living in properties with D, E, F and G EPC rating

(a) Identifying households in fuel poverty

Private homeowners qualify to apply through ECO flexible eligibility subject to meeting category 1 and category 2 eligibility criteria below. Private tenants and residents of park homes will be eligible regardless of income.

Category 1

For the 'low income' portion of this indicator, the referring agency will look to find evidence that a member of the household is in receipt of an ECO qualifying income-related benefit in the first instance. Should the resident not receive any ECO qualifying income-related benefits, then the referring agency will consider a household in receipt of Council Tax Benefit, Housing Benefit, or with a combined household income of less than £30,000 (gross) for the purposes of this criteria.

Category 2

For the 'high cost' portion of the indicator, the referring agency, will look to identify eligible households as those that have an **Energy Performance Certificate (EPC) rating of 'D' or lower**. These properties will be identified using the Landmark online EPC register. In the event that a property does not meet this criteria or does not have an EPC, the referring agency will identify if the property falls into one of these additional categories which have been selected due to their high energy bills, hard to treat and hard to reach nature:

- Park homes and other permanent caravan residences (regardless of income)
- Privately rented properties including Houses in Multiple Occupation (HMOs) (regardless of income)
- Properties with a reliance on solid fuel heating
- Flats above commercial premises
- System built properties
- Homes which require cavity wall insulation
- Homes which require a loft insulation top up
- Homes which require solid wall insulation
- Homes with a boiler which meets the ECO Qualifying Boiler criteria

Council will use the Energy Savings Trust Home Analytics Data base that has been previously utilised by the Cosy Devon Partnership in targeting households for the Central Heating Fund. It will also use existing networks, such as community energy agencies, the community and voluntary sector and Council officer intelligence to identify eligible households.

(b) Criteria for identifying low income and vulnerability to cold

Mid Devon District Council will target households containing people with the following 'at risk' characteristics, which reflect the National Institute for Health and Care Excellence (NICE) 2015 guidance on excess winter deaths and illness caused by cold homes.

- i. Aged over 60 (55 in the case of mobile homes), and particularly those over 75
- ii. Households with children under 16
- iii. Pregnant mothers

- iv. Private tenants on low income living in properties with D, E, F and G EPC rating
- v. Respiratory disease (chronic obstructive pulmonary disease (COPD), asthma)
- vi. Cardiovascular disease (e.g. ischaemic heart disease, cerebrovascular disease)
- vii. Moderate to severe mental illness (e.g. schizophrenia, bipolar disorder)
- viii. Types of Dementia or Creutzfeld-Jacob disease (CZD)
- ix. Neurobiological and related diseases (e.g. fibromyalgia, myalgic encephalomyelitis (ME) or similar fatigue syndromes)
- x. Cancer
- xi. Limited mobility
- xii. Haemoglobinopathies (sickle cell disease, thalassaemia)
- xiii. Severe learning disabilities
- xiv. Autoimmune and immunodeficiency diseases (e.g. lupus, multiple sclerosis (MS), diabetes, human immunodeficiency virus (HIV))

(c) Any details of scheme requirements for Solid Wall Insulation “in-fill” projects

Where potential works have been identified households will be supported to take advantage of "in-fill" projects where the minimum number of vulnerable households is met.

3) Governance

Responsible officer

The officer below will be responsible for signing Declarations on behalf of the local authority (in his absence the Director of Operations).

Simon Newcombe

Job title: Group Manager, Public Health and Regulatory Services

Telephone: 01884 244 615

Email: snewcombe@middevon.gov.uk

Monitoring and Implementation

The officer below will be responsible for initial enquiries about the Statement of Intent and the process for submitting and receiving declarations (in absence Lead Officer – Private Sector Housing).

Kevin Swift

Job title: Public Health Officer

Telephone: 01884 244 625

Email: kswift@middevon.gov.uk

4) Referrals

Mid Devon District Council will use a number of referral mechanisms and pathways to identify and generate customers for ECO Flex as follows:

1. Use of the Home Analytics database to target households likely to fit the criteria.
2. Through the Local Energy Advice Program (LEAP) which is currently providing energy advice across Devon in partnership with Cosy Devon districts.
3. Previous applicants to the Central Heating Fund scheme that were not eligible or successful in securing assistance.
4. Referrals generated by community agencies, local energy agencies, contractors and installers.
5. Referrals generated as a result of Council staff interaction with householders, landlords e.g. Private sector housing, Benefits, Customer First (front of house)

5) Evidence, monitoring and reporting [this section optional but best practice]

- a. Anonymised data on the characteristics of households reached through Flexible Eligibility will be reviewed
- b. The data above will include details of households assessed, how many were deemed eligible and ineligible, and how many received heating and insulation
- c. Eligibility checks will be conducted internally using data sets held by Council in accordance with Data Protection guidance and legislation.
- d. Dedicated officers within Public Health and Regulatory Services will collect, collate and review data generated from the roll out of the program.

6) Signature

Andrew Pritchard

Director of Operations

Mid Devon District Council

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ECONOMY PDG 11 JANUARY 2018

Tiverton Market Environmental Strategy 2017-2022

Cabinet Member(s): Cllr Richard Chesterton
Responsible Officer: Stephen Walford, Director for Growth

Reason for Report: To seek approval to adopt the Tiverton Market Environmental Strategy so as to maximise opportunities to increase recycling, reduce the amount of waste and reduce our carbon footprint. This is an update to the report considered by the Economy PDG at its November 2017 meeting. This update reflects observations made by the PDG in November and its specific request that clearer information be provided regarding implementation and monitoring.

RECOMMENDATIONS

- 1. To recommend to Cabinet that this Strategy be recommended to Council for approval.**
- 2. To seek a nomination from the Economy PDG to attend a working party to monitor the effectiveness of the strategy.**

Relationship to Corporate Plan: The Tiverton Market Environmental Strategy supports the corporate objectives for the environment, community and the economy.

Financial Implications: Initiatives identified for implementation within the strategy would be funded through existing budgets with the potential to achieve savings on energy costs in future years.

Legal Implications: None

Risk Assessment: There are no significant risks identified with regard to pursuing this strategy; however failure to make progress with energy efficiency would incur a risk of not achieving the aims identified in the Market Strategy.

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

1.0 Introduction

- 1.1** At its meeting of 9 November 2017 the Economy Policy Development Group considered the 'Tiverton Market Environmental Strategy' (APPENDIX 1). The report generated interest amongst members who were keen to find out more about how the strategy was to be implemented. This report provides clarification as to how this strategy will be implemented, enforced and monitored.

2.0 Tiverton Market Environmental Strategy 2017-2022

- 2.1** There is clear evidence to show that climate change is happening. Through the work of the Intergovernmental Panel on Climate Change (IPCC) a scientific consensus on the link between human activities and global warming has emerged. Although a global problem it has been recognised internationally that solutions should be made at a local level. We all

contribute to climate change through our use of electricity, heat and vehicle fuels, and there are actions that we can all take to cut the emissions that contribute to climate change. This responsibility also relates to business activities such as those undertaken at the Tiverton Pannier Market. In addition to this strategy making a contribution to tackling these global environmental issues it can also ensure that the market runs more economically.

- 2.3 'Environment' is one of the priorities in the Corporate Plan. The Corporate Plan aims to increase recycling, reduce the amount of waste, reduce our carbon footprint and protect the natural environment. The 'Strategy for Tiverton' was adopted by Council on 22 February 2017 and similarly makes a commitment to increase the opportunities for reducing waste and increasing recycling at the Market. The Market Environmental Strategy can make a valuable contribution towards achieving these corporate aims and play a part in delivering the 'Strategy for Tiverton'.
- 2.4 The five year Market Environmental Strategy is structured around each of the Corporate Plan's Environmental aims. It describes current activities and also those measures which are planned to be undertaken within the life of the strategy along with a number of longer term initiatives which are also worth investigating. The strategy will need to evolve and as it does greater clarity will emerge as to the precise nature of refined measurable targets.

3.0 Implementation and Enforcement

- 3.1 The implementation of this strategy will be reliant on a combination of activities from the District Council, traders and the wider public. There are very few aspects that will be capable of strict enforcement regimes through contractual arrangements with traders. However appropriate opportunities will be sought when new agreements are negotiated with traders. Crucially much of the strategy's implementation will be dependent on goodwill. This is not unusual with respect to environmental strategies. It is also worth noting that it is understood that we are set to be only the second market in the Country to formally adopt such a strategy. Any strategy that sets out our commitment will form a useful basis for reducing the markets carbon footprint. To ensure that effective progress is made with regard to actions within the strategy it is proposed that a working group is set up to monitor the delivery and effectiveness of the strategy as set out in the section below. A first version of an implementation plan (Appendix 2) is intended to be a live document which will be updated and reviewed by the monitoring working group. Members are to note that specific projects will evolve and change over time as opportunities occur.

4.0 Monitoring

- 4.1 This Strategy will be monitored by a working group formed of Tiverton Market Traders and a representative from the Market Management Team. The working group will actively monitor progress towards the aims and actions within the Strategy. This working group will also actively promote the strategy and identify further opportunities to reduce our impact on the environment with the added benefit of operating more efficiently. It is envisaged that this group

meets quarterly to review progress. Given the interest in specific aspects of the strategy expressed by members it is also recommended that a representative of the Economy PDG attend these meetings.

Contact for more Information: **Adrian Welsh, 01884 234344**
awelsh@middevon.gov.uk

Circulation of the Report: Cllr Richard Chesterton
Stephen Walford, CE & Director for Growth

List of Background Papers: **A Strategy for Tiverton 2017-2027 (February 2017)**
Report to Economy PDG (9 November 2017):
(Tiverton Market Environmental Strategy 2017-2022)

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TIVERTON MARKET

ENVIRONMENTAL STRATEGY

2017-2022



Introduction

Markets, by their nature, support environmentally-friendly initiatives through facilitating local producers and businesses, lowering food miles for local produce in particular meat, fish, dairy, fruit and veg. Furthermore, markets promote sustainability and waste minimisation through offering second-hand/preloved goods and upcycled items as well as supporting ethical and fair trade.

In line with the Council's objectives for 'Environment', Tiverton Market is committed to:

- Increasing recycling and reducing waste (in particular plastic and other non-biodegradable waste)
- Reducing our carbon footprint
- Protecting the natural environment

Outlined below are actions we aim to focus on to achieve these objectives.

Aim 1: Increase Recycling and Reduce the Amount of Waste

What we're already doing:

- ★ **Offer trade recycling** – the Market previously offered no trade waste recycling service to traders. Now we offer two trade recycling bins, regularly filled and have reduced our bi-weekly general waste (landfill) collection to weekly.
- ★ **Support 'love food, hate waste' campaigns** – the Market is working with Community Action Group (CAG) Devon on reducing food waste. This includes providing end-of-life produce to the 'Grubs Up' catering scheme and promoting their campaigns to the public and traders at our Streetfood events.
- ★ **Work with local groups on reducing waste** – the Market supports the work of Tiverton Repair Café (held at the Market Youth Centre) and promotes their local events through the Market's social media channels.
- ★ Work with Devon Recycling to **promote local recycling and composting schemes** to the general public.
- ★ **Reduce plastic waste** by removing disposable plastic cups from the water cooler in the office. Instead Market Staff (and traders) can use refillable containers (such as cups or eco-friendly bottles). In addition, in liaison with 'Refill Devon' we are officially a 'water refill station' and on the water refill map for Devon.
- ★ **Zero carrier bag policy** – the Market has banned carrier bags from being used, instead traders offer alternative carrier/packaging options (such as paper bags).

What else we will introduce:

- Increase recycling** – currently glass, food waste, garden waste or textiles are not able to be recycled under the current Trade Waste scheme. We will work with the Council's Trade Waste service to introduce a food trade waste / composting scheme and look into options for the other recyclable materials. Furthermore, we aim to increase public recycling through the provision of public recycling and charity bins on site.
- Educate traders and public on **reduce, reuse, recycle initiatives** by taking part in National Recycling Week, promotion on social media (with links where relevant to Market products), related activities with local school children and hosting 'shopping' events.
- Use recycled materials and art** in any building or renovation work (where possible) at the Market.
- Provide branded reusable bags** and associated strategy to encourage reuse.

Other options that we can investigate:

- **Awareness Raising Events** – in liaison with relevant parties we will look to host awareness raising events at the market.

Target: Reduce need for general waste collection from the market to once every three weeks by 2020.

Priority 2: Reduce our Carbon Footprint

What we're already doing:

- ★ **Promote alternative modes of transportation** – the Market has bike racks for the public to use plus we have links with local public transport provider Tiverton and District Community Transport Association (TDCTA) for a drop-off point next to the Market.
- ★ **Minimising food miles** – by supporting local producers, the Market offers products with reduced food miles from farm-to-fork. We also encourage traders to source local suppliers.

What else we will introduce:

- Switch to energy efficient lighting** – we aim to replace existing bulbs with energy-efficient LED bulbs.
- During any renovation or construction work to the Market, **eco-paint and low-emitting and recycled building materials** will be used where possible (subject to receipt of appropriate listed building consent)
- Improve bicycle storage** for traders and their staff to encourage alternative modes of transportation.
- Further **promote the bike racks** and bus drop off point at the Market with the public and through liaison with bus and coach companies.
- Liaise with hot food traders over the potential of offering **green menus** and promote the quality of meat offered at the Market, educating customers on how to cook it carefully and use every bit of the animal along with promotion of vegetarian products.
- A **strategy to reduce electricity** use by better understanding current usage and look for opportunities to operate more efficiently.

Other options that we can investigate:

- Installing solar (PV) panels (or other options for **generating energy**) at the Market.
- Providing an **electric-car charging point** in the Market Car Park.
- When required, replacing the trader toilet with a **low-flowing toilet**.
- Provide **trader and staff changing room facilities**.

Target: Reduce electricity usage by 10% by 2020 proportionate to trade.

Priority 3: Protect the Natural Environment

What we're already doing:

- ★ Offer **organic food** / produce made using eco-friendly farming methods.
- ★ **Support bee-friendly** products – plant sellers at the Market are encouraged to offer bee-friendly products and to highlight this in their labels. In addition, the Market displays seasonal hanging baskets containing bee-friendly plants.
- ★ **Limited use of plastic packaging** – most produce at the Market is free from packaging, with limited plastic used where necessary for health/hygiene purposes. Meat producers are encouraged to use butcher paper instead of Styrofoam to wrap produce and our egg sellers use paper cartons instead of polystyrene. At our food events, the Market requests all participating traders to use food containers, packaging, plates and cutlery made from biodegradable materials where possible.

What else we will introduce:

- Add greenery to the Market with a **wild flower garden** featuring bee-friendly plants (such as Lavender).
- Ensure **eco-friendly cleaning products** are used.
- Promote environmentally friendly options** on social media (with links to Market products).

Other options that we can investigate:

- While the Market is not a suitable location to site a **bee hive**, we would support any suitable business wishing to look after one in the town centre by offering their honey at the Market.
- When needing to repave the Market outside space, we will look into green options such as **grass paving** or other suitable permeable alternatives.







Target: Achieve all three proposed initiatives by 2020.



Further Actions

- i. The market's Communication Strategy will reinforce and promote the environmental aims of this strategy. The Market also aims to showcase more ethical and fair-trade products and welcomes traders offering such goods (in line with the Markets Balance of Goods Policy).
- ii. Traders will be encouraged to know and promote the eco-credentials of the products they stock. For example whether they are local? Do they use minimal or recycled packaging? Are fish @Marine Stewardship Council' (MSC)-certified etc.?
- iii. This Strategy will be monitored by a working group formed of Tiverton Market Traders and a representative from the Market Management Team. The working group will:
 - Actively monitor progress towards the aims and actions within this Strategy along with the wider aims within the Market Strategy;
 - Actively promote the aims and actions within this Strategy;
 - Identify further opportunities to improve our impact on the environment; and
 - Review and amend the strategy following relevant changes in best practice or legislation.
- iv. The Strategy will be formally reviewed every five years (next review due 2022) in consultation with relevant Mid Devon District Council services and with Tiverton Market Traders.



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Implementation Plan

Action Point	Implementation Mechanism	Expected Timeframe
Offer trade recycling – the Market previously offered no trade waste recycling service to traders. Now we offer two trade recycling bins, regularly filled and have reduced our bi-weekly general waste (landfill) collection to weekly.	Continuation of Existing Arrangements.	Currently being implemented. 
Support 'love food, hate waste' campaigns – the Market is working with Community Action Group (CAG) Devon on reducing food waste. This includes providing end-of-life produce to the 'Grubs Up' catering scheme and promoting their campaigns to the public and traders at our Streetfood events.	Continuation of Existing Arrangements.	Currently being implemented. 
Work with local groups on reducing waste – the Market supports the work of Tiverton Repair Café (held at the Market Youth Centre) and promotes their local events through the Market's social media channels.	Continuation of Existing Arrangements. Working group to explore other opportunities.	Currently being implemented. 
Work with Devon Recycling to promote local recycling and composting schemes to the general public.	Continuation of Existing Arrangements such as making space to accommodate Devon recycling when required. Working group to explore other opportunities.	Currently being implemented. 
Reduce plastic waste by removing disposable plastic cups from the water cooler in the office. Instead Market Staff (and traders) can use refillable containers (such as cups or eco-friendly bottles). In addition, in liaison with 'Refill Devon' we are officially a 'water refill station' and on the water refill map for Devon.	Continuation of Existing Arrangements. No more plastic disposable cups to be supplied after use of existing stock.	Currently being implemented. 
Zero carrier bag policy – the Market has banned carrier bags from being used, instead traders offer alternative carrier/packaging options (such as paper bags).	Continuation of Existing Arrangements. To be monitored and reviewed by working group. Connection with branded reusable bag initiative below.	Currently being implemented. 
Increase recycling – currently glass, food waste, garden waste or textiles are not able to be recycled under the current Trade Waste scheme. We will work with the Council's Trade Waste service to introduce a food trade waste / composting scheme and look into	Work currently underway with MDDC trade waste to be included in Food Waste Pilot. Currently MDDC in discussions with Salvation Army to	Ongoing. Additional schemes expected to be implemented by April 2018.

options for the other recyclable materials. Furthermore, we aim to increase public recycling through the provision of public recycling and charity bins on site.	consider provision of a Clothes Bank. In addition to reductions in pressure on landfill, this would also enable a modest income stream to MDDC. Other opportunities for making the most from waste & recycling will be considered by the working party.	
Educate traders and public on reduce, reuse, recycle initiatives by taking part in National Recycling Week, promotion on social media (with links where relevant to Market products), related activities with local school children and hosting 'shopping' events.	Event at market to encourage Recycling Art and Products. Details to be agreed by working party.	September 2018
Use recycled materials and art in any building or renovation work (where possible) at the Market.	Opportunities to be discussed with property services and conservation team.	As and when building projects and renovation works occur and subject to budget.
Provide branded reusable bags and associated strategy to encourage reuse.	Initial enquiries have been made as to the range of available products. Discussions currently underway with traders.	May 2018 to support 'Love Your Local Market' Campaign.
Awareness Raising Events – in liaison with relevant parties we will look to host awareness raising events at the market.	Investigate opportunities with partners.	September 2018
Promote alternative modes of transportation – the Market has bike racks for the public to use plus we have links with local public transport provider Tiverton and District Community Transport Association (TDCTA) for a drop-off point next to the Market.	Continuation of Existing Arrangements. Inclusion of details on Market Website. Working Group to investigate other opportunities as they occur.	Currently being implemented. Working Group to keep under review. 
Minimising food miles – by supporting local producers, the Market offers products with reduced food miles from farm-to-fork. We also encourage traders to source local suppliers.	Continuation of existing practices and investigate opportunities for new initiatives.	Currently being implemented. Working Group to keep under review. 
Switch to energy efficient lighting – we aim to replace existing bulbs with energy-efficient LED bulbs.	Currently liaising with Property Services to review electrical systems in general including	2018

	lighting.	
During any renovation or construction work to the Market, eco-paint and low-emitting and recycled building materials will be used where possible (subject to receipt of appropriate listed building consent).	Continued Liaison with Property Services.	As and when building projects and renovation works occur.
Improve bicycle storage for traders and their staff to encourage alternative modes of transportation.	Review by working Group.	2018 Subject to budget and review and monitoring of current public provision.
Further promote the bike racks and bus drop off point at the Market with the public and through liaison with bus and coach companies.	Details added to website. Contacts with coach companies currently underway.	Currently underway and ongoing.
Liaise with hot food traders over the potential of offering green menus and promote the quality of meat offered at the Market, educating customers on how to cook it carefully and use every bit of the animal along with promotion of vegetarian products.	Liaise with traders to promote through social media.	2018
A strategy to reduce electricity use by better understanding current usage and look for opportunities to operate more efficiently.	Working with Property Services to implement use of dedicated electric meters.	2018
Installing solar (PV) panels (or other options for generating energy) at the Market.	Opportunities to be sought through working group.	2018
Providing an electric-car charging point in the Market Car Park.	Investigate opportunities through liaison with partners and any emerging wider strategy.	2018/19 Subject to budget
When required, replacing the trader toilet with a low-flowing toilet .	Investigate opportunities with property services.	2018 Subject to budget.
Provide trader and staff changing room facilities .	Dependent on reconfiguration of market space.	2019/20 Subject to budget
Offer organic food / produce made using eco-friendly farming methods.	Organic food already provided at market, opportunities to increase	Ongoing.

	offer, through discussions between Market Manager and Traders.	
Support bee-friendly products – plant sellers at the Market are encouraged to offer bee-friendly products and to highlight this in their labels. In addition, the Market displays seasonal hanging baskets containing bee-friendly plants.	Market Manager to promote with traders. To be reviewed by working group.	Ongoing. Hanging Baskets 2018.
Limited use of plastic packaging – most produce at the Market is free from packaging, with limited plastic used where necessary for health/hygiene purposes. Meat producers are encouraged to use butcher paper instead of Styrofoam to wrap produce and our egg sellers use paper cartons instead of polystyrene. At our food events, the Market requests all participating traders to use food containers, packaging, plates and cutlery made from biodegradable materials where possible.	Continuation of Existing Arrangements. Monitored by working group.	Currently underway and ongoing. 
Add greenery to the Market with a wild flower garden featuring bee-friendly plants (such as Lavender).	Dependent on Town Centre Masterplan. In the meantime use of movable containers.	2020 Movable containers 2018.
Ensure eco-friendly cleaning products are used.	To be included in new contracts.	2018
Promote environmentally friendly options on social media (with links to Market products).	Continued use of social media to promote environmental initiatives.	Currently underway. Ongoing. 
While the Market is not a suitable location to site a bee hive , we would support any suitable business wishing to look after one in the town centre by offering their honey at the Market.	Market Manager to facilitate and explore.	Opportunities to be sought throughout strategy period.
When needing to repave the Market outside space, we will look into green options such as grass paving or other suitable permeable alternatives.	Dependent on Tiverton Masterplan Work and liaison with property services.	2020

CABINET
01 February 2018

AGENDA ITEM

FINANCIAL UPDATE FOR THE NINE MONTHS TO 31 DECEMBER 2017

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

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

RECOMMENDATION(S): 1. The Cabinet note the financial monitoring information for the income and expenditure for the nine months to 31 December 2017.

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

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

Legal Implications: None.

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

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

1.0 Introduction

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

2.0 Executive Summary of 2017/18

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

Usable Reserves	31/03/2017	Forecast in year movement	31/03/2018
	£k	£k	£k
Revenue			
General Fund (see paragraph 3.2)	(2,241)	182	(2,059)
Housing Revenue Account (see paragraph 4.2)	(2,000)	0	(2,000)
Capital			
Major Repairs Reserve	0	0	0
Capital Receipts Reserve	(2,438)	(412)	(2,850)
Capital Contingency Reserve	(471)	224	(247)

3.0 The General Fund Reserve

3.1 This is the major revenue reserve of the Council. It is increased or decreased by the surplus or deficit generated on the General Fund in the year. This reserve held a balance of £2,241k as at 31/03/17.

3.2 The forecast General fund deficit for the current year is £182k (an increase of £1k since the annual variance of £181k was reported for September) as shown at Appendix A. The most significant movements this month comprise:

	£k
Increase in Waste expenditure	39
Revenues & Benefits	(26)
Private Sector Housing – recharge to DFG capital budget	(44)
Property Services	(27)
Planning – creation of EMR for GESP post for 18/19	48
Legal staffing and publications variances	27
Business Rates Benefit	(50)
Market Walk Sinking Fund	(40)

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

4.0 Housing Revenue Account (HRA)

- 4.1 This is a ring-fenced account in respect of the Council's social housing function. Major variances and proposed corrective action are highlighted at Appendix F.
- 4.2 Appendix E shows that the reserve opening balance is £2m. It is anticipated that the forecast variance of £301k surplus will increase the budgeted transfer to the Housing Maintenance Fund and so the HRA reserve balance should remain at £2m.
- 4.3 Overall, the HRA is forecast to underspend by £301k in 2017/18, made up of several deficits and surpluses, the most significant of which comprise the following:
- £40k rent shortfall is due to dwelling rents being 0.3% behind target
 - £24k relates to major works since £2,251k is planned to be spent against the £2,275k budget
 - £146k of savings across Repairs & Maintenance, made up of the following
 - Planned Works Revenue to underspend by £130k, based on contractors fulfilling predicted work programmes. However, failure of contractors to fully deliver could result in the underspend being far larger
 - £16k of various staffing savings including apprentice vacancies
 - £95k underspend across Housing and Tenancy Services, made up of the following
 - £69k savings from staffing and admin costs in Housing Services Management
 - Several minor savings forecast across budget areas including rent accounting, environmental and tree works give rise to £26k savings
- 4.4 There is a budgeted revenue contribution to capital purchases as follows for 2017/18.

Description	Budget £'000	Forecast Outturn £'000	Variance £'000
1 x Tipper Vehicle	32	21	(11)

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

Description	Budget £'000	Forecast Outturn £'000	Variance £'000
Birchen Lane re-development	147	147	0
Palmerston Park	1,205		(1205)
Queensway development	209	0	(209)
Burlescombe development	214	0	(214)
Stoodleigh development	223	0	(223)
Land Acquisition for Affordable Housing	1,851	0	(1,851)
	3,849	147	(3,702)

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

5.0 Major Repairs Reserve

- 5.1 The Major Repairs Reserve had a nil balance at 31 March 2017. After this year's capital expenditure and funding of the Major Repairs Reserve the closing balance is forecast to be £0k.

6.0 Capital Programme

- 6.1 Capital projects by their very nature often overlap financial years. In some cases it is known from the outset that the construction of buildings may fall into 3 separate accounting years. The status of this year's capital programme is shown at Appendix G.
- 6.2 Committed and Actual expenditure is currently £9,045k against a budgeted Capital Programme of £24,315k. Note this has been adjusted from £22,620 reported in September which in the main reflects additional acquisitions including Coggans Well, 30, 36 & 38 Fore Street which will be funded by Useable Capital Receipts. As projects often overlap financial years officers have given their best estimate of what is 'deliverable' in 17/18; this amounts to £10,692k (both budgeted & deliverable programmes have been adjusted by £162k in relation to the EVLC fitness extension project following approval of £117k at 02/03/17 Cabinet & £45k at 26/10/17 Cabinet). Committed and Actual expenditure will therefore be monitored against this & currently shows an uncommitted amount of £1,647k (£10,692k - £9,045k).
- 6.3 The reduction in the approved Capital Programme to the 'deliverable' programme includes £5,114k in relation to the development project at the

rear of the Town Hall which will now be delivered by the Special Purpose Vehicle Company (SPV).

- 6.4 Now we are 9 months into the financial year, forecast (Underspends) and Overspends amount to a net forecast underspend of (£9,263k), this mainly relates to the project at the rear of the Town Hall referred to in para 6.3 above and various Council Housing delivery projects that will now also be delivered by the SPV. Please refer to appendix G for a full breakdown.
- 6.5 Forecast slippage into 18/19 financial year has also been reviewed; this amounts to £4,258k. Of this £1,500k relates to the council house build project at Palmerston Park that will cross the financial year & £2,100k that in relation to Affordable Housing Land acquisition. Again please refer to appendix G for a full breakdown.

7.0 Capital Contingency Reserve

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

	£k
Capital Earmarked Reserve at 1 April 2017	(471)
Funding required to support 2017/18 Capital Programme	224
Forecast Balance at 31 March 2018	(247)

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

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

	£k
Unapplied Useable Capital Receipts at 1 April 2017	(2,438)
Net Receipts to Q3 (includes 16 "Right to Buy" Council House sales & sale of land at Station Yard, MSCP & Lords Meadow Depot)	(2,518)
Current Balance	(4,956)
Forecast further capital receipts in year	(400)
Forecast capital receipts to be applied in year	2,506
Forecast Unapplied Capital Receipts c/fwd. 31 March 2018	(2,850)

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

9.0 Treasury Management

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

Interest Receivable:

	Budget £k	Forecast outturn £k	Forecast variance £k
Investment Income Received	(254)	(254)	0
Interest from HRA funding	(54)	(54)	0
Total Interest Receivable	(308)	(308)	0

10.0 Conclusion

- 10.1 Members are asked to note the revenue and capital forecasts for the financial year. Managers are working hard to offset overspends, many unavoidable or unforeseen, with budget savings to deliver an outturn close to the budget.
- 10.2 The work undertaken to produce this monitoring information to 31st December 2017 has been used to inform the 2018/19 Budget setting process and Medium Term Financial Plan.

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Circulation of the Report:

Cllr Peter Hare-Scott, Management Team

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2017

			2017/18 Annual Budget	Full Year Forecast (0 = On budget)	Variance
Com	General Fund Summary	Note	£	£	%
	Cllr C J Eginton				
CM	Corporate Management	A	1,587,680	(11,000)	-0.7%
LD	Legal & Democratic Services: Member/Election Services	B	576,570	0	0.0%
PR	Land charges	N	(32,830)	(12,000)	36.6%
GM	Grounds Maintenance	E	541,150	58,000	10.7%
ES	Cemeteries & Bereavement Services	D	(34,850)	(5,000)	14.3%
WS	Waste Services	H	1,598,920	94,520	5.9%
	Cllr C R Slade				
CD	Community Development	I	82,700	2,300	2.8%
ES	Environmental Services incl. Licensing	D	599,780	(38,350)	-6.4%
ES	Open Spaces	F	85,410	17,300	20.3%
IT	IT Services	Q	859,450	24,600	2.9%
RS	Recreation And Sport	J	46,640	224,000	480.3%
	Cllr P H D Hare-Scott				
FP	Finance And Performance	K	592,620	(13,600)	-2.3%
RB	Revenues And Benefits	L	256,180	(3,100)	-1.2%
CP	Car Parks	C	(592,390)	6,140	1.0%
	Cllr R L Stanley				
ES	ES: Private Sector Housing Grants	D	163,900	(43,600)	-26.6%
HG	General Fund Housing	M	251,340	0	0.0%
PS	Property Services	G	218,850	138,700	63.4%
	Cllr R J Chesterton				
CD	Community Development: Markets	I	34,420	15,550	-45.2%
PR	Planning And Regeneration	N	1,223,710	(208,430)	-17.0%
	Cllr M Squires				
CS	Customer Services	O	794,300	(12,000)	-1.5%
ES	Environment Services - Public Health	D	94,860	0	0.0%
HR	Human Resources	P	416,110	0	0.0%
LD	Legal & Democratic Services: Legal Services	B	255,200	23,000	9.0%
	All General Fund Services		9,619,720	257,030	2.7%
	Net recharge to HRA		(1,245,730)	0	
IE260	Interest Payable		143,680	0	
IE290	Interest Receivable on Investments		(254,000)	0	
IE290	Interest from Funding provided for HRA		(54,000)	(677)	
IE435	New Homes Bonus Grant		(1,721,980)	0	
	Sundry Grants			0	
IE800	Statutory Adjustments (Capital charges)		398,370	0	
TREMR	Net Transfer to/(from) Earmarked Reserves	APP B	1,645,010	(24,588)	
	TOTAL BUDGETED EXPENDITURE		8,531,070	231,765	2.7%
30/IE440	Formula Grant (RSG & NNDR)		(2,762,760)	0	
IE431	Rural Services Delivery Grant		(374,510)	0	
	Business Rates Benefit from Devon Pool		0	(50,000)	
IE432	Transitional Grant		(31,510)	0	
IE410	Council Tax		(5,356,390)	0	
IE439	CTS Funding Parishes		46,960	0	
IE420	Collection Fund Surplus		(52,860)	0	
	TOTAL BUDGETED FUNDING		(8,531,070)	(50,000)	1%
	Forecast in year (Surplus) / Deficit		0	181,765	
EQ700	General Fund Reserve 01/04/17			(2,241,085)	
	Forecast General Fund Balance 31/03/18			(2,059,320)	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2017

Note	Description of Major Movements				Full year variance (net of transfer to EMR)
A	Corporate Management				
	Several minor variances, including external audit fees				(11,000)
					(11,000)
B	Legal & Democratic Services				
	Staffing and publications variances in Legal Services				23,000
					23,000
C	Car Parks				
	P&D income forecast for yearend down against budget by £34.5k, £6k of this relates to the installation of the new P&D machines.				34,500
	Income from Sale of Hemyock amenity car park				(2,000)
	Income from off-street fines is forecasted to be above budget				(23,000)
	Day Permit income expected to be down against budget at yearend				4,000
	Salary o/spend due to MSCP patrols				2,500
	Maintenance overspend across Parking Services forecast				4,500
	Car Park machine maintenance budget underspend due to the implementation of the new P&D machines				(14,360)
					6,140
D	Environmental Services combined				
	Cemetery income above profile for the 1st Qtr., will review month by month.				(5,000)
	Anticipated Licensing income over and above budget				(5,000)
	Licensing Officer post now full time				13,000
	Environmental Enforcement salary savings due to vacant District Officers post.				(31,350)
	Environmental Health salary savings due to vacant Environmental Officers post				(15,000)
	Private Sector Housing underspend on salary due to recharging staff costs to the DFG capital monies				(35,700)
	Income for Direct Heating Scheme not budgeted for in Private Sector Housing				(7,900)
					(86,950)
E	Grounds Maintenance				
	Salary underspends due to vacant posts				(37,500)
	Agency overspends				54,000

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2017

					Full year variance (net of transfer to EMR)
Note	Description of Major Movements				
	Overspend on Plant/Vehicle running costs				19,000
	Insurance Excess from break in at Park Nursery Depot				10,000
	Equipment & Materials costs overspend				7,500
	Grass cutting contribution from Parishes & Towns not as high as budgeted				5,000
					58,000
F	Open Spaces				
	Amory Park Income contribution no longer received				4,800
	Sponsorship income down against budget				3,000
	Play Area maintenance budget overspend				9,500
					17,300
G	Property Services				
	3 Rivers Development set-up costs re Legal & Tax advice				20,000
	No rental income for Station Yard due to sale of the asset				16,000
	Sale of Lords Meadow Depot has resulted in a shortfall against rental income				4,000
	Shortfall in contributions received from Town/Parish Council for Public Convenience running costs				20,000
	Overspend on improvement & consultancy works for the Marketing of Crediton Office				15,000
	Full income budget not achieved for Coggan's Well				9,500
	Salary underspend in Property Services due to vacant posts				(45,000)
	Agency overspend in Property Services				24,000
	Reduced income and increased costs from Market Walk vacant shop units				75,200
					138,700
H	Waste Services				
	Depot costs - fire suppression works and movement of weighbridge (partly covered by EMR)				39,500
	Vehicle hire in Street Cleansing (fully funded from EMR)				9,600
	Purchase of ex-demo refuse vehicles (fully funded from EMR)				12,420
	Trade waste income down due to loss of one big customer in 2017 but part offset by less disposal charge				5,000
	Recycling income - tonnage and prices better than budgeted				(30,000)
	Forecasting income from Garden Waste permits to be below budget, but income up on 2016-17				10,000
	Depot costs - repairs, maintenance and increased electricity costs				40,000
	Salaries - vacant post and timing of starters and leavers				(60,000)
	Transport - vehicle hire and recycling vehicle repairs costs				68,000
					94,520

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2017

Note	Description of Major Movements	Full year variance (net of transfer to EMR)
I	Community Development	
	Market Income - Market Manager actively seeking new traders, however footfall in Tiverton is down	5,000
	Market - Please refer to Capital App G - Project no longer to be undertaken	10,550
	Grant spend (covered by Seed Fund ear marked reserve)	2,300
		17,850
J	Recreation And Sport	
	All sites Income: revised growth based upon 16/17 Outturn	138,000
	All sites Rates: charges exceeded annual budget	9,000
	All sites Water: charges higher than anticipated	20,000
	All sites Maintenance: Responsive works greater than anticipated	35,000
	All sites Energy costs: Electricity & Gas increases from prior year 16-17	12,000
	One off marketing and advertising expenditure	10,000
		224,000
K	Finance And Performance	
	Procurement Salary underspend due to vacant hours	(5,100)
	Procurement Manager's recharge to Torridge District Council	(8,500)
		(13,600)
L	Revenues And Benefits	
	Housing Benefit Subsidy	(60,000)
	Benefits Local Welfare Assistance Scheme (covered by EMR)	42,900
	Single occupancy discount penalties exercise will now be completed in 17/18	14,000
		(3,100)
M	General Fund Housing	
		0
		0
N	Planning And Regeneration	
	Building Control Partnership Income - Manager forecast	0
	Enforcement: Salary saving from staff vacancy (now filled) partially offset by costs recently awarded against the authority	(2,500)
	Development Control: Saving on staff vacancies. Additional resources originally expected to be required in Q3 & 4 now included in 2018/19 budget. £50k to be placed in an EMR	(65,000)
	Development Control: Fee income (partly used to fund additional resources required in Forward Planning, see below)	(22,000)
	Tiverton EUE: Ongoing expenditure (fully funded from EMR)	31,500
	Garden Village: Ongoing expenditure (fully funded from EMR)	95,000
	Business Development - Temporary Grants and Funding Officer post (not required from EMR)	(21,730)
	Business Development - Town Centre Manager post filled for part of year (not required from EMR)	(31,700)
	Forward Planning: Additional resources required due to workload - funded from Development Control pay savings	4,000
	Local land Charges income ahead of budget and small underspends	(12,000)
	Planning Policy: Ongoing expenditure (fully funded from EMR)	0
	Statutory Development Plan: most of the expenditure now expected to fall into 2018/19; the transfer from reserves will therefore be reduced from the budgeted figure	(205,000)
	Grant spend (full funded by the High Street Innovation Fund EMR)	9,000
		(220,430)
O	Customer Services	
	Comms Manager post reintroduced to the establishment (est)	11,000
	Digital transformation post will not be filled in financial year	(23,000)
		(12,000)

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2017

Note	Description of Major Movements				Full year variance (net of transfer to EMR)
P	Human Resources				
	Increased software costs for HR, Payroll & L&D				12,000
	Increase in Employee services costs (counselling, DVLA checks)				6,000
	Salary underspend across L&D, Payroll & H&S Officer due to a reduction in hours				(18,000)
					0
Q	I.T. Services				
	Purchase of replacement printers (fully funded from EMR)				8,600
	Salary overspend due to JE regrade and employees joining the pension scheme				16,000
					24,600
	FORECAST (SURPLUS)/DEFICIT AS AT 31/03/18				257,030

Cabinet		13,300
Community		470
Homes		138,700
Environment		82,870
Economy		21,690
		257,030

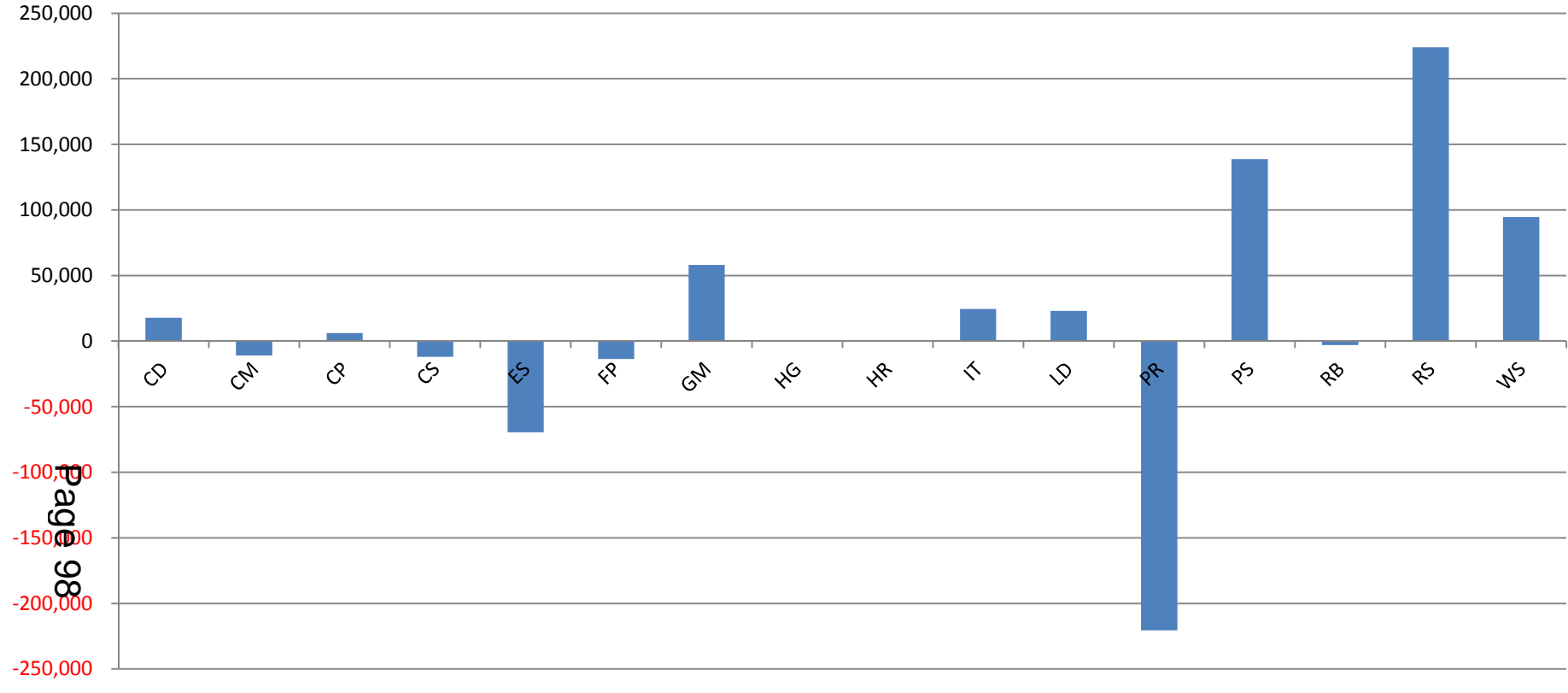
**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01
APRIL TO 31 DECEMBER 2017**

Committee	Net Transfers to / from Earmarked Reserves	Net Budgeted Trfr to EMR	Forecast Variance to Budget
CM	Corporate Management		0
LD	Legal & Democratic Services: Member/Election Services		
	LD201 Election costs - District	20,000	0
	LD300 Democratic Rep & Management	5,000	0
	LD600 Legal Services	(16,180)	0
CP	Car Parks		0
ES	Environmental Services combined		0
	ES100 Cemeteries	25,000	0
	ES450 Parks and Open Spaces	25,000	0
	ES450 Parks and Open Spaces	1,200	0
	ES580 Pool Car Running costs	4,320	0
	ES660 Control of Pollution	4,000	0
	ES730 Environmental Enforcement	2,950	0
	ES361 Public Health	(19,700)	12,422
GM	Grounds Maintenance		
	GM960 Grounds Maintenance	38,050	0
	GM960 Grounds Maintenance	14,360	0
OS	Open Spaces		
	EQ643 W70 Developers Contribution	(6,650)	0
	EQ640 W52 Popham Close Comm Fund	(1,950)	0
	EQ641 W67 Moorhayes Com Dev Fund	(1,630)	0
	EQ642 W69 Fayrecroft Willand Ex West	(4,620)	0
	EQ638 Dev Cont Linear park	(4,170)	0
	EQ644 Dev Cont Winswood Crediton	(3,080)	0
PS	Property Services		
	PS350 Public Conveniences	1,120	0
	PS980 Property Services Staff Unit	7,400	0
	Market Walk/Fore Street Surplus	50,000	(50,000)
	Market Walk Sinking Fund		(40,000)
WS	Waste Services		
	EQ737 Street Cleaning - Vehicle Sinking Fund	56,470	(9,600)
	WS650 Street Cleaning - Litter Buster Team	(44,600)	0
	WS700 Refuse Collection - Litter Buster Team	(9,900)	0
	EQ738 Refuse Collection - Vehicle Sinking Fund	217,510	(12,420)
	EQ739 Trade Waste - Vehicle Sinking Fund	21,720	0
	EQ740 Kerbside Recycling - Vehicle Sinking Fund	158,810	0
	EQ761 Kerbside Recycling - Equipment Sinking Fund	20,000	0
	EQ763 Unit 3 Carlu Close - Maint Sinking Fund	2,700	0
	WS770 - Unit 3 Carlu Close fire suppression		(18,600)
	WS770 - Movement of Weighbridge		(15,000)

**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01
APRIL TO 31 DECEMBER 2017**

Committee	Net Transfers to / from Earmarked Reserves	Net Budgeted Trfr to EMR	Forecast Variance to Budget
CD	Community Development		
	CD200 Community Development - GWC grant	(45,000)	0
	CD200 Grant spend from Seed Fund - EMR released		(2,300)
RS	Recreation And Sport		0
FP	Finance And Performance		0
RB	Revenues And Benefits		
	RB600 Revenues Misc Income Team Salaries	(20,000)	0
	RB340 Benefits Local Welfare Assistance Scheme		(42,900)
HG	General Fund Housing		0
PR	Planning and Regeneration		
	PR200 Development Control	0	50,000
	PR220 Tiverton EUE	0	(95,000)
	PR225 Garden Village Project	0	(73,200)
	PR400 Business Development - Grants & Funding Officer	(21,730)	21,730
	PR400 Business Development - Town Centre Manager	(40,700)	31,700
	PR400 Business Development	(100,000)	0
	PR810 Statutory Development Plan	(30,000)	0
	PR810 Statutory Development Plan	(294,000)	204,000
CS	Customer Services		
	CS500 Messenger Services	1,440	0
	CS900 Central Photocopying	5,000	0
	CS902 Central Postage	2,500	0
	CS910 Customer Services Admin	250	0
	CS932 Customer First	5,000	0
	CS938 Digital Strategy Staffing	(23,180)	23,180
HR	Human Resources		0
IT	IT Services		0
	EQ754 Phoenix House Printer Sinking Fund	9,700	0
	IT400 Printer Replacements		(8,600)
IE	New Homes Bonus monies earmarked for capital and economic regeneration projects	1,721,980	0
		(89,380)	0
		0	
	Net Transfer to / (from) Earmarked Reserves	1,645,010	(24,588)

2017/18 General Fund Projected Outturn Variance £



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

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2017

	2017/18	2017/18	2017/18	2017/18	Full Year Forecast	
	Annual Budget	Profiled Budget	Actual	Variance	Variation	Variance
	£	£	£	£	£	%
Building Control Fees	(280,800)	(210,600)	(173,470)	37,130	25,000	-9%
Planning Fees	(903,000)	(677,250)	(685,190)	(7,940)	(22,000)	2%
Land Search Fees	(120,000)	(90,000)	(94,193)	(4,193)	(5,000)	4%
Car Parking Fees - See Below	(799,450)	(615,685)	(577,669)	38,016	36,500	-5%
Leisure Fees & Charges	(2,793,060)	(2,041,603)	(1,901,301)	140,302	138,000	-5%
Trade Waste Income	(677,500)	(667,336)	(643,393)	23,943	37,000	-5%
Garden Waste	(450,000)	(387,000)	(379,278)	7,722	10,000	-2%
Licensing	(129,410)	(106,753)	(110,025)	(3,272)	(5,000)	4%
Market Income	(85,400)	(64,050)	(62,240)	2,165	5,000	-6%
	(6,238,620)	(4,860,277)	(4,626,759)	233,873	219,500	-3.5%
<u>Pay and Display</u>					Spaces	Bud Income pa per space
Beck Square, Tiverton	(83,780)	(65,110)	(63,052)	2,058	40	(2,095)
William Street, Tiverton	(31,780)	(24,160)	(20,235)	3,925	45	(706)
Westexe South, Tiverton	(47,800)	(36,970)	(37,374)	(404)	51	(937)
Wellbrook Street, Tiverton	(15,540)	(11,430)	(10,198)	1,232	27	(576)
Market Street, Crediton	(40,420)	(30,900)	(30,186)	714	39	(1,036)
High Street, Crediton	(75,330)	(56,850)	(56,489)	361	190	(396)
Station Road, Cullompton	(41,900)	(32,120)	(26,443)	5,677	112	(374)
Multistorey, Tiverton	(127,980)	(97,000)	(88,799)	8,201	631	(203)
Market Car Park, Tiverton	(220,120)	(168,460)	(160,037)	8,423	122	(1,804)
Phoenix House, Tiverton	(3,680)	(2,670)	(4,006)	(1,336)	15	(245)
P&D Shorts & Overs	0	0	384	384	0	0
	(688,330)	(525,670)	(496,435)	29,235	1,272	(8,373)
Day Permits	(31,000)	(18,950)	(11,283)	7,667	4,000	-13%
Allocated Space Permits	(39,420)	(39,140)	(30,525)	8,615		
Overnight Permits	(1,000)	(750)	(150)	600		
Day & Night Permits	0	0	(8,253)	(8,253)		
Other Income	(39,700)	(31,175)	(31,023)	152		
	(799,450)	(615,685)	(577,669)	38,016		
Standard Charge Notices (Off Street)	(28,000)	(21,280)	(39,931)	(18,651)	(20,000)	71%

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2017

	2017/18 Annual Budget	2017/18 Profiled Budget	2017/18 Actual	2017/18 Variance
	£	£	£	£
Total Employee Costs				
General Fund				
Community Development	62,120	46,590	41,319	(5,271)
Corporate Management	1,299,200	974,400	989,116	14,716
Customer Services	711,710	533,783	525,995	(7,788)
Environmental Services	981,140	735,855	679,006	(56,849)
Finance And Performance	535,450	401,588	340,692	(60,896)
General Fund Housing	206,040	154,530	152,326	(2,204)
Grounds Maintenance	442,560	331,920	296,605	(35,315)
Human Resources	341,290	255,968	243,118	(12,850)
I.T. Services	488,880	366,660	377,495	10,835
Legal & Democratic Services	462,960	347,220	336,014	(11,206)
Planning And Regeneration	1,755,840	1,316,880	1,166,131	(150,749)
Property Services	423,430	317,573	298,354	(19,219)
Recreation And Sport	1,828,350	1,371,263	1,359,636	(11,627)
Revenues And Benefits	701,690	526,268	498,605	(27,663)
Waste Services	1,986,040	1,489,530	1,346,055	(143,475)
	12,226,700	9,170,028	8,650,466	(519,562)
Housing Revenue Account				
BHO09 Repairs And Maintenance	1,138,329	853,747	773,491	(80,256)
BHO10 Supervision & Management	1,369,080	1,026,810	1,044,142	17,332
BHO11 Special Services	37,180	27,885	20,038	(7,847)
	2,544,589	1,908,442	1,837,672	(70,770)
Total	14,771,289	11,078,470	10,488,137	(590,333)

	2017/18 Annual Budget	2017/18 Profiled Budget	2017/18 Actual	2017/18 Variance
	£	£	£	£
Agency Staff				
General Fund				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	0	0	3,284	3,284
Environmental Services	0	0	5,899	5,899
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	5,000	3,750	55,635	51,885
Human Resources	0	0	0	0
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	14,823	14,823
Planning And Regeneration	0	0	0	0
Property Services	0	0	16,106	16,106
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	45,672	45,672
Waste Services	179,250	134,438	163,897	29,459
	184,250	138,188	305,316	167,128
Housing Revenue Account				
BHO09 Repairs And Maintenance	0	0	1,817	1,817
BHO10 Supervision & Management	0	0	175	175
BHO11 Special Services	0	0	0	0
	0	0	1,992	1,992
Total	184,250	138,188	307,308	169,120

**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR
THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2017**

Planned Works extract				
Planned Works - Capital		2,275,000	(24,000)	-1.1%
Planned Works - Revenue		1,171,450	(130,000)	-11.1%

		2017/18 Annual Budget	Forecast	Variance
Housing Revenue Account (HRA)	Notes	£	£	%
Income				
SHO01 Dwelling Rents Income	A	(12,368,590)	40,000	-0.3%
SHO04 Non Dwelling Rents Income	B	(571,420)	(19,000)	3.3%
SHO07 Leaseholders' Service Charges	D	(21,640)	(6,000)	27.7%
SHO08 Contributions Towards Expenditure	E	(36,470)	(10,000)	27.4%
SHO09 Alarm Income - Non Tenants	F	(209,520)	(4,000)	1.9%
SHO10 H.R.A. Investment Income	G	(40,000)	(10,000)	25.0%
SHO11 Miscellaneous Income	H	(19,350)	8,000	-41.3%
Services				
SHO13A Repairs & Maintenance	I	3,098,380	(146,000)	0.0%
SHO17A Housing & Tenancy Services	J	1,315,290	(95,000)	-7.2%
SHO22 Alarms & L.D. Wardens expenditure	K	121,700	(23,000)	-18.9%
Accounting entries 'below the line'				
SHO29 Bad Debt Provision Movement	L	25,000	0	0.0%
SHO30 Share Of Corporate And Democratic	M	165,320	(1,000)	-0.6%
SHO32 H.R.A. Interest Payable	N	1,214,500	0	0.0%
SHO34 H.R.A. Transfers between earmarked reserves	O	2,952,820	30,000	1.0%
SHO36 H.R.A. Revenue Contribution to Capital	P	32,000	(11,000)	-34.4%
SHO37 Capital Receipts Reserve Adjustment	Q	(26,000)	0	0.0%
SHO38 Major Repairs Allowance	R	2,275,000	(24,000)	-1.1%
SHO45 Renewable Energy Transactions	S	(130,000)	(30,000)	23.1%
		(2,222,980)	(301,000)	-13.5%

Net recharge to HRA	1,245,730
Capital Charges	977,250
Net Housing Revenue Account Budget	0

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

Housing Maintenance Fund	£k
Opening balance	10,970
Reserve utilised for capital works (see appendix G)	(147)
Budgeted transfer to reserves	2,182
Forecast variance for the year (see above)	301
Forecast closing balance	13,306

Renewable Energy Fund	£k
Opening balance	455
Expenditure forecast for this year (see appendix G)	(98)
Net income forecast for this year	160
Forecast closing balance	517

HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2017

Note	Description of Major Movements	Corrective Action	Forecast
			Variance £
A	Dwelling rent is 0.3% behind target	N/A	40,000
B	Garage voids are lower than budgeted	N/A	(19,000)
D	Minor variance	N/A	(6,000)
E	Rechargeable works have been higher than budgeted	N/A	(10,000)
F	Minor variance	N/A	(4,000)
G	Cash balances have been high again in 2017/18	N/A	(10,000)
H	Minor variance	N/A	8,000
I	Planned Works Revenue to underspend by £130k, based on contractors fulfilling predicted work programmes. However, failure of contractors to fully deliver could result in the underspend being far larger	Surveyors to work with contractors to monitor delivery against plan	(130,000)
	Significantly more time than expected will be spent on non-HRA work, leading to a transfer of costs	N/A	(16,000)
J	Savings in Housing Services Management, including staffing and admin costs	N/A	(69,000)
	Several minor savings forecast across budget areas including rent accounting, environmental and tree works give rise to this total	N/A	(26,000)
K	Savings due to reduced spending on replacement alarm equipment	N/A	(23,000)
M	Minor variance	N/A	(1,000)
P	Tipper vehicle expected to cost less than budgeted	N/A	(11,000)
R	MRA is forecast to spend £2,251k	N/A	(24,000)
		TOTAL	(301,000)

MID DEVON DISTRICT COUNCIL
MONITORING OF 2017/18 CAPITAL PROGRAMME

Appendix G

Code	Scheme	Budgeted Capital Programme 2017/18	Deliverable Capital Programme 2017/18	Actual Expenditure 2017/18	Committed Expenditure 2017/18	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 18/19	Notes
		£	£	£	£	£	£	£	£	
	<u>General Fund Projects</u>									
	<u>Lords Meadow Leisure Centre</u>									
CA624	Main car park resurfacing	50,000	50,000	35,210	10,950	46,160	(3,840)	(4,000)		Total Project cost circa £46k
	<u>Exe Valley Leisure Centre</u>									
CA630	Exe Valley Leisure Centre - Replenish sand filters	25,000	25,000	22,840	2,900	25,740	740			Project Complete
CA627	EVLC - Pressure set replacement Hot/Cold	50,000	50,000	0	0	0	(50,000)	(5,000)		Forecast total Project cost circa £45k. Planned completion Mar'18
CA626	EVLC - Fitness extension	819,000	819,000	589,639	231,446	821,085	2,085	8,000		Project Complete open 02/01/18
	<u>Culm Valley Leisure Centre</u>									
CA631	CVSC replace end of life AC for fitness Gym	30,000	30,000	0	0	0	(30,000)	(5,000)		Forecast total Project cost circa £25k & planned completion Mar'18
	<u>Pannier Market</u>									
CA509	Pannier Market - Improvement Project back log maintenance	60,000	60,000	43,842	0	43,842	(16,158)	(16,000)		Project complete - see Pannier Market Clock Tower CA508 - Scaffolding shared between projects
CA507	Tiverton Pannier Market Pipers	70,000	0	0	0	0	0	(70,000)		This Project will no longer be undertaken
CA508	Pannier Market Clock Tower	12,000	12,000	28,256	0	28,256	16,256	16,000		Project complete - see Pannier Market back log maint CA509 - Scaffolding shared between projects
	<u>MSCP Improvements</u>									
CA709	MSCP improvements (refer to Matrix condition report)	139,000	70,000	0	0	0	(70,000)		139,000	Spend on this project will be undertaken with consideration to proposed Premier Inn project
	<u>MDDC Shops/Industrial Units</u>									
CA510	Energy Assessment works - new legislation - Indust Units/Shops/Mkt Walk	50,000	25,000	0	0	0	(25,000)		50,000	This Project will slip into 2018/19, note some of these works are likely to be under £20k diminimis & therefore coded to revenue
	<u>Play Areas</u>									
CA632	Play area refurbishment District wide - Amory Park Tiverton	50,000	0	0	0	0	0		50,000	This project is likely to be delivered in Q2 18/19
CA628	Play area refurbishment - West Exe Recreation Ground Tiverton	50,000	0	0	2,300	2,300	2,300		50,000	This project is likely to be delivered in Q2 18/19
	<u>Other Projects</u>									
CA460	Crediton Office - Structural improvement work	30,000	20,000	0	0	0	(20,000)	(10,000)		This project is likely to be delivered in Q4 17/18
CA461	A361 junction to facilitate Eastern Urban Extension (funded by s106)	1,750,000	1,000,000	0	0	0	(1,000,000)			MDDC contribution to DCC to help fund this junction now agreed at £1m
CA455	St Lawrence Green Project	30,000	30,000	0	0	0	(30,000)		30,000	This project is likely to straddle year end due to potential alternative use
CA570	Coggans Well building acquisition	268,000		268,176	0	268,176	268,176			This acquisition will be funded by Useable Capital Receipts
CA468	Replacement Car park Machines	69,000		63,912	4,932	68,844	68,844			This project will be funding by a combinations of EMR's (£20k) & the balance from Useable Capital Receipts
CA571	30 Fore Street Tiverton	386,000		386,133	0	386,133	386,133			This acquisition will be funded by Useable Capital Receipts
CA572	36 & 38 Fore Street Tiverton	739,000		75,000	0	75,000	75,000			This acquisition will be funded by Useable Capital Receipts
CA573	Unit 10 Mkt walk	71,000		70,933	0	70,933	70,933			This acquisition will be funded by Capital Contingency Reserve
	<u>General Fund Development Schemes</u>									
CA462	Rear of Town Hall development site (6 Houses, 24 Apartments)	5,114,000	0	7,226	1,000	8,226	8,226	(5,114,000)		This project will now be delivered by the SPV & any associated costs will be novated to the new company
	<u>ICT Projects</u>									
CA433	Unified Comms/telephony	107,000	107,000	0	0	0	(107,000)		67,000	Circa £40k spend in 17/18
CA456	Digital Transformation replacement of CRM	100,000	0	0	0	0	0	(100,000)		This Project will no longer be undertaken in 17/18 - future funds will be bid for in accordance with Leadership Team/ICT strategy
CA463	Secure Wifi replacement	50,000	50,000	0	0	0	(50,000)	(50,000)		Project to be delivered on Revenue circa £10k
CA464	Parking System Replacement (enforcement)	40,000	40,000	370	0	370	(39,630)			
CA465	Replacement Queue System	30,000	0	0	0	0	0	(30,000)		This Project will no longer be undertaken in 17/18 - future funds will be bid for in accordance with Leadership Team/ICT strategy
CA466	Core System Refreshes - Revs/Bens	20,000	20,000	0	0	0	(20,000)			
CA467	Replacement Estates/Property Systems	50,000	0	0	0	0	0	(50,000)		This Project will no longer be undertaken in 17/18 - future funds will be bid for in accordance with Leadership Team/ICT strategy
CA421	Replacement of PC estate 330s	31,000	31,000	19,010	10,000	29,010	(1,990)			
CA423	Continued replacement of WAN/LAN	60,000	60,000	0	0	0	(60,000)			
CA425	Server farm expansion/upgrades	96,000	96,000	12,233	0	12,233	(83,767)			
CA437	Digital Transformation	61,000	61,000	2,516	(149)	2,366	(58,634)			
CA439	Mobile Working NDL MX	7,000	7,000	7,000	0	7,000	0			
CA444	SQL/Oracles refreshes	21,000	21,000	2,500	7,975	10,475	(10,525)			

Code	Scheme	Budgeted Capital Programme 2017/18	Deliverable Capital Programme 2017/18	Actual Expenditure 2017/18	Committed Expenditure 2017/18	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 18/19	Notes
	Replacement Vehicles									
CA714	Medium Sweeper (Street Cleansing)	70,000	70,000	0	0	0	(70,000)			
CA715	Van Tipper (Grounds Maintenance)	26,000	26,000	0	0	0	(26,000)			
CA716	Ransomes Mower (Grounds Maintenance)	35,000	35,000	0	0	0	(35,000)			
CA712	Iveco Tipper (or equivalent)	24,000	24,000	0	0	0	(24,000)			
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)	160,000	160,000	169,300	705	170,005	10,005	10,000		Trade Waste vehicle
CA821	5 Refuse Vehicles with Food waste capability	900,000	900,000	547,754	277,359	825,113	(74,887)	(69,000)		Garden Waste (3 large & 3 small refuse vehicles)
CA822	7.5T Tipper	100,000	100,000	0	0	0	(100,000)			
CA825	3.5T Tipper	25,000	25,000	0	0	0	(25,000)			
CA827	3.5T Tipper	25,000	25,000	0	0	0	(25,000)			
		11,900,000	4,049,000	2,351,849	549,418	2,901,267	(1,147,733)	(5,489,000)	386,000	
	Private Sector Housing Grants									
CG217	Empty homes and enforcement	104,000	30,000	0	0	0	(30,000)		64,000	
CG201	Disabled Facilities Grants--P/Sector	664,000	555,000	320,770	124,000	444,770	(110,230)		109,000	
	Please note where possible commitments are raised on the Finance Ledger. Currently the total commitment for Private Sector Housing Grants held outside the ledger is £124k. This underspend includes underspent budget on Private Tenant DFG's amounting to 110k; these are effectively ring fenced, therefore leaving £30k uncommitted. (£140k - £110k) Commitments include all approved grants. The timing of when these are drawn down is dependent on the client (up to 1 year), therefore at year end although sums may be committed, some may be carried forward to 2018/19 as slippage.									
		768,000	585,000	320,770	124,000	444,770	(140,230)	0	173,000	
	Affordable Housing Projects									
CA200	Grants to Housing Associations to provide units (funded by commuted sums)	115,000	115,000	11,896	0	11,896	(103,104)		99,000	
		115,000	115,000	11,896	0	11,896	(103,104)	0	99,000	
	Total General Fund Projects	12,783,000	4,749,000	2,684,515	673,418	3,357,933	(1,391,067)	(5,489,000)	658,000	
	HRA Projects									
CA100	Major repairs to Housing Stock	2,365,000	2,365,000	1,557,657	547,934	2,105,590	(259,410)	(114,000)		Additional works required on fire risk Assessments £40k. However this will be offset by underspends of structural works (£50k), works on double glazed windows (£20k) and other contract works amounting to (£84k)
CA111	Renewable Energy Fund Spend	100,000	100,000	60,486	0	60,486	(39,514)			
CG200	Disabled Facilities Grants - Council Houses	299,000	299,000	208,074	0	208,074	(90,927)			
CA135	Land acquisition for Affordable Housing	2,100,000	500,000	0	0	0	(500,000)		2,100,000	This project will slip into 18/19
CA112	Birchen Lane	238,000	238,000	35,286	221,391	256,677	18,677			Forecast project completion Q2 2018/19.
CA119	Palmerston Park Tiverton - affordable dwellings (26 units)	2,694,000	2,062,000	859,515	2,138,557	2,998,072	936,072		1,500,000	Forecast project completion Q4 2018/19. Additional £261k to be funded by S106 Affordable Housing Contribs per Cabinet report 02/03/17
CA124	Queensway (Beech Road) Tiverton (3 units)	298,000	150,000	7,719	0	7,719	(142,281)	(298,000)		This project will now be delivered by the SPV & any associated costs will be novated to the new company
CA120	Burlescombe (6 units)	776,000	100,000	3,340	3,840	7,180	(92,820)	(776,000)		This project will now be delivered by the SPV & any associated costs will be novated to the new company
CA125	Waddeton Park - (70 units)	1,991,000	0	71	0	71	71	(1,991,000)		This project will now be delivered by the SPV & any associated costs will be novated to the new company
CA126	Sewerage Treatment Works - Washfield	25,000	25,000	0	0	0	(25,000)			Forecast project completion Q4 2017/18
CA127	Stoodleigh - Pending feasibility (4 units)	520,000	50,000	0	0	0	(50,000)	(520,000)		This project will now be delivered by the SPV & any associated costs will be novated to the new company
	HRA ICT Projects									
CA132	Repairs - mobile replacement	30,000	30,000	20,137	1,217	21,354	(8,646)			
CA133	Tenancy Mobile	40,000	0	0	0	0	0	(40,000)		This Project will no longer be undertaken in 17/18 - future funds will be bid for in accordance with Leadership Team/ICT strategy
	HRA Replacement Vehicles									
CA134	Van Tipper 4.5T (Responsive Repairs)	32,000	0	0	0	0	0	(32,000)		Vehicle not required in 17/18
CA122	Iveco Tipper 3.5t (or equivalent)	24,000	24,000	21,455	0	21,455	(2,545)	(3,000)		
	Total HRA Projects	11,532,000	5,943,000	2,773,739	2,912,938	5,686,677	(256,323)	(3,774,000)	3,600,000	
	CAPITAL PROGRAMME GRAND TOTAL	24,315,000	10,692,000	5,458,254	3,586,356	9,044,610	(1,647,390)	(9,263,000)	4,258,000	
		0	0				0			

CABINET

1st February 2018

NNDR 1 for 2018/19

Cabinet Member: Cllr Peter Hare-Scott
Responsible Officer: Revenues Manager, John Chumbley

Reason for Report: To provide Members with an update of the income generation and financial implications of the number of business Rate properties in Mid Devon and to approve the NNDR1 (estimated income to be generated in 2018/19 from business rates).

RECOMMENDATIONS:

1. That the calculation of the NNDR1 net yield of £ 15.510m from 3002 Business Rated properties is noted and approved for 2018/19;
2. That the proportions distributed to the respective authorities and central government be allocated as per the statutory regulations; and
3. That Members note and approve that central government will reimburse the Council through a Section 31 grant to compensate it for the reduction in collectable business rates as a result of introducing reliefs.

Relationship to Corporate Plan:

1. This report sets out the estimated net business rates 2018/19; the estimate will then be used in the calculation of future Council budgets.
2. This report is in line with the Council's Corporate Plan objectives and is essential to delivering the necessary funding to balance the 2018/19 General Fund Revenue budget.

Financial Implications: Mid Devon District Council is a Statutory Billing Authority and now has a duty to carry out this task each year as part of the budgetary process.

Legal Implications: This is a statutory function and is a legal requirement. The Council must set its budget annually based on the tax base and the NNDR1 projected budgets.

Risk Assessment: If the Council fails to carry out this duty, then it will not be able to calculate its future budgets from 2018/19 onwards.

1.0 Introduction

- 1.1 Prior to 1 April 2013, all billing authorities collected the business rates in their area and passed this money onto a central government pool. The pool was then redistributed to local authorities throughout the country based on their needs, resources and services they provide to their community. For example, one billing authority may collect £15m and only require £10m to run its services,

whereas another billing authority may collect £10m and require £15m to run its services. The shortfall and excess is then redistributed by central government through a fixed sum as part of the Formula Grant Settlement.

2.0 Business rates retention scheme

- 2.1 From 1 April 2013, central government changed the way this financing is distributed. Each billing authority now has to forecast the amount of revenue it will generate from business rates and then redistribute that income between central government, the county council, the fire authority and itself, based on a centrally prescribed formula (see below). The Business Rates Retention Scheme as it is now known, also allows the billing authority to keep a share of the increase in revenue it generates, therefore encouraging billing authorities to encourage business growth in its area. However, the converse of this applies and if a billing authority's business rates decline, the District Council (i.e. MDDC) will see a proportionate drop in revenue.
- 2.2 This is the key difference between the old and new schemes. As under the old business rates scheme, the level of funding is determined at the beginning of the year and was fixed thereafter.
- 2.3 In order to assist local authorities in retaining revenue within the counties, central government allowed county councils and district councils to join together to pool their growth and offset the growth of one area against a decline in another area. Effectively, this creates a larger critical mass across the county to alleviate exposure to individual authority losses, thus enabling counties and districts to retain more of the rates collected instead of contributing this money to the central pool. Mid Devon District Council joined the Devon County-wide pool in 2014 and will remain in the pool for 2018/19.
- 2.4 This report details the calculations necessary to determine the estimated debit the Council is expected to collect in business rates for the 2018/19 year. The net collectable debit is then split proportionally in accordance with the provisions of the Local Government Finance Settlement issued at the end of 2017 which now enables the whole of Devon to keep 100% rates retention, subject to tariffs or levies. The tier split for Devon is as follows:
- 59% is distributed to Devon County Council
 - 40% is kept by Mid Devon District Council
 - 1% is distributed to the Devon & Somerset Fire & Rescue Authority
- 2.5 The New 2017 Valuation list took effect from 1st April 2017 and the overall effect of these changes is settling down now.

3.0 S31 grant and reduced business rates income

- 3.1 The Chancellor of the Exchequer announced changes to the Business Rates system in his Autumn Statement for 2017, and councils once again will be compensated for the loss by means of a "S31" government grant in recognition of the lower amount of business rates that would otherwise become due.

3.2 The main changes are as follows;

- Central Government is to legislate to enable revaluations every three years following the next revaluation, currently due in 2022. To enable this, ratepayers will be required to provide regular information to the VOA on who is responsible for business rates and property characteristics including use and rent.
- From 1 April 2018 the multiplier calculation will be based on CPI not RPI
- The Government will legislate to reverse the “Staircase tax” which was introduced as a result of recent case law. Many small businesses that lost Small Business Rate Relief as a result of the Court judgement will once again be entitled to SBRR.
- The Business Rate relief scheme for Pubs (up to £1,000 discount for public houses with a rateable value of up to £100,000) subject to state aid limits for businesses with multiple properties, for one year from 1 April 2018 will continue.
- The Discretionary Rate Relief scheme introduced from 1st April 2017 will continue for a further three years.

Note: Local government will be fully compensated for the loss of income as a result of these measures.

3.2.1 Continue to double the Rural Rate relief for 1st April 2018

3.2.3 The Small Business Rate Relief scheme has been doubled to 100% and is to be made permanent. All ratepayers whose Rateable value is between £ 12000 and £15000 will receive tapered relief and all those ratepayers between RV £15,000 and RV 51,000 will pay their rates based on the lower multiplier.

3.2.4 Appendix 1 shows the estimated net yield from business rates for 2018/19 set out in the NNDR1 return. The Council is notionally able to keep 40% of the total business rates it collects and this will generate an estimated £6.2m (i.e. £15.51 - 40%). In addition to this, we receive £108k from the DCLG as a grant towards collecting the years’ business rates and in addition retain income from renewable energy schemes of £123k.

3.2.5 As part of the Ministry of Housing, communities and Local Government’s financial settlement central government has determined that Mid Devon’s business rates baseline (i.e. its financial need) as £2.7m for 2018/19, this includes revenue support grant and rural services delivery grant of £0.5m therefore, in reality the Council will be able to keep is £2.2m circa 14.18% of the business rates it collects which overall is 0.41 more than last year.

4.0 100% Business Rate Pilot

4.1 As members have been previously advised, the Government announced on the 19/12/17, that the Devon wide Business Rate Pool had been successful in its application to become a 100% Business Rate Pilot. Current modelling indicates that the Council will be able to keep an additional £230k of business rates within the District during this 12 month trial.

5.0 Conclusion

- 5.1 Due to the associated volatility and significant sums of revenue involved, Members will receive regular updates on the level of business rates being collected during 2018/19.

Contact for more information: John F Chumbley 01884 234301
(jchumbley@middevon.gov.uk)

Background Papers: CTB1 and supporting documentation

File Reference: JFC/G/CTB1

Circulation of Report: Cllr Peter Hare-Scott, Management Team

NATIONAL NON-DOMESTIC RATES RETURN - NNDR1

2018-19

Please e-mail to: nndr.statistics@communities.gsi.gov.uk by no later than **31 January 2018**.
In addition, a certified copy of the form should be returned by no later than **31 January 2018** to the same email address

All figures must be entered in whole £

Please check the validation tabs and supply answers to the validation queries that require a comment

Select your local authority's name from this list:

Mansfield	-
Medway UA	-
Melton	-
Mendip	-
Merton	-
Mid Devon	-
Mid Devon	
E1133	
John Chumbley	
01884 234301	
jchumbley@middevon.gov.uk	

Authority Name
E-code
Local authority contact name
Local authority contact number
Local authority e-mail address

Ver 1

PART 1A: NON-DOMESTIC RATING INCOME
COLLECTIBLE RATES

1. Net amount receivable from rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs and accounting adjustments **£**
15,509,719

TRANSITIONAL PROTECTION PAYMENTS

2. Sums due to the authority **11,650**

3. Sums due from the authority **0**

COST OF COLLECTION (See Note A)

4. Cost of collection formula **108,153**

5. Legal costs **0**

6. Allowance for cost of collection **108,153**

SPECIAL AUTHORITY DEDUCTIONS

7. City of London Offset : Not applicable for your authority **0**

DISREGARDED AMOUNTS

8. Amounts retained in respect of Designated Areas **0**

9. Amounts retained in respect of Renewable Energy Schemes (See Note B)
of which: **143,080**

10. sums retained by billing authority **122,920**

11. sums retained by major precepting authority **20,160**

NON-DOMESTIC RATING INCOME

12. Line 1 plus line 2, minus lines 3 and 6 - 9 **15,270,136**

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Local Authority : Mid Devon

Ver 1.00

PART 1B: PAYMENTS

This page is for information only; please do not amend any of the figures

The payments to be made, during the course of **2018-19** to:

- i) the Secretary of State in accordance with Regulation 4 of the Non-Domestic Rating (Rates Retention) Regulations 2013;
 - ii) major precepting authorities in accordance with Regulations 5, 6 and 7; and to be
 - iii) transferred by the billing authority from its Collection Fund to its General Fund,
- are set out below

	Column 1 Central Government	Column 2 Mid Devon	Column 3 Devon County Council	Column 4 Devon and Somerset Fire Authority	Column 5 Total
Retained NNDR shares	£	£	£	£	£
13. % of non-domestic rating income to be allocated to each authority in 2018-19	0%	40%	59%	1%	100%
Non-Domestic Rating Income for 2018-19					
14. Non-domestic rating income from rates retention scheme	0	6,108,054	9,009,380	152,701	15,270,136
15. (less) deductions from central share	0	0	0	0	0
16 TOTAL:	0	6,108,054	9,009,380	152,701	15,270,136
Other Income for 2018-19					
17. add: cost of collection allowance		108,153			108,153
18. add: amounts retained in respect of Designated Areas		0			0
19. add: amounts retained in respect of renewable energy schemes		122,920	20,160		143,080
20. add: qualifying relief in Designated Areas		0	0	0	0
21. add: City of London Offset		0			0
22. add: additional retained Growth in Pilot Areas		0	0	0	0
23. add: in respect of Port of Bristol hereditament		0			0
Estimated Surplus/Deficit on Collection Fund	£	£	£	£	£
24. % of 2017-18 surplus/deficit to be allocated to each authority using 2016-17 shares (for row 25)	50%	40%	9%	1%	100%
25. Estimated Surplus/Deficit at end of 2017-18	-31,579	-25,264	-5,684	-632	-63,159
TOTAL FOR THE YEAR	£	£	£	£	£
26. Total amount due to authorities	-31,579	6,313,863	9,023,856	152,069	15,458,210

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2018-19

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Local Authority : Mid Devon

Ver 1.00

PART 1C: SECTION 31 GRANT (See Note C)

This page is for information only; please do not amend any of the figures

Estimated sums due from Government via Section 31 grant, to compensate authorities for the cost of changes to the business rates system announced in the 2013 to 2016 Autumn Statements and 2017 (November) Budget

	Column 2 Mid Devon	Column 3 Devon County Council	Column 4 Devon and Somerset Fire Authority	Column 5 Total
	£	£	£	£
Multiplier Cap				
27. Cost of cap on 2014-15, 2015-16 and 2018-19 small business rates multiplier	129,812	188,115	3,181	321,108
Small Business Rate Relief				
28. Cost of doubling SBRR & threshold changes for 2018-19	889,231	1,311,616	22,231	2,223,078
29. Cost to authorities of maintaining relief on "first" property	0	0	0	0
Rural Rate Relief				
30. Cost to authorities of providing 100% rural rate relief	0	0	0	0
Local Newspaper Temporary Relief				
31. Cost to authorities of providing relief	0	0	0	0
Supporting Small Businesses Relief				
32. Cost to authorities of providing relief	10,119	14,926	253	25,298
Discretionary Scheme				
33. Cost to authorities of providing relief	24,092	35,535	602	60,229
Pub Relief (<£100k RV)				
34. Cost to authorities of providing relief	26,909	39,691	673	67,273
Designated Areas qualifying relief in 100% pilot areas				
35. Cost to authorities of providing relief	0	0	0	0
TOTAL FOR THE YEAR				
36. Amount of Section 31 grant due to authorities to compensate for reliefs	1,080,163	1,589,883	26,940	2,696,986

NB To determine the amount of S31 grant due to it, the authority will have to add / deduct from the amount shown in line 36, a sum to reflect the adjustment to tariffs / top-ups in respect of the multiplier cap (See notes for Line 36)

Certificate of Chief Financial Officer / Section 151 Officer

There are a number of validation questions that require an answer. Please complete the main validation sheet

I confirm that the entries in this form are the best I can make on the information available to me and amounts are calculated in accordance with regulations made under Schedule 7B to the Local Government Act 1988. I also confirm that the authority has acted diligently in relation to the collection of non-domestic rates.

Name of Chief Financial Officer
or Section 151 Officer :

Signature :

Date :

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1

2018-19

All figures must be entered in whole £

Please check the Validation tab and answer the validation queries that need to be answered

Ver 1

Local Authority : Mid Devon

PART 2: NET RATES PAYABLE

You should complete column 1 only

GROSS RATES PAYABLE

(All data should be entered as +ve unless specified otherwise)

	Column 1 BA Area (exc. Designated areas) Complete this column	Column 2 Designated areas Do not complete this column	Column 3 TOTAL (All BA Area) Do not complete this column
	£	£	£
1. Rateable Value at 17th January 2018	42,741,161	0	42,741,161
2. Small business rating multiplier for 2018-19 (pence) 48.0			
3. Gross rates 2018-19 (RV x multiplier)	20,515,757	0	
4. Estimated growth/decline in gross rates (+ = increase, - = decrease)	234,554	0	
5. Forecast gross rates payable in 2018-19	20,750,311	0	20,750,311

TRANSITIONAL ARRANGEMENTS (See Note E)

6. Revenue foregone because increases in rates have been deferred (Show as -ve)	-802,391	0	-802,391
7. Additional income received because reductions in rates have been deferred (Show as +ve)	790,741	0	790,741
8. Net cost of transitional arrangements	-11,650	0	
9. Changes as a result of estimated growth / decline in cost of transitional arrangements (+ = decline, - = increase)	0	0	
10. Forecast net cost of transitional arrangements	-11,650	0	-11,650

TRANSITIONAL PROTECTION PAYMENTS (See Note F)

11. Sum due to/(from) authority	11,650	0	11,650
---------------------------------	--------	---	--------

MANDATORY RELIEFS (See Note G) (All data should be entered as -ve unless specified otherwise)

Small Business Rate Relief

12. Forecast of relief to be provided in 2018-19	-3,245,468	0	-3,245,468
13. of which: relief on existing properties where a 2nd property is occupied	0	0	0
14. Additional yield from the small business supplement (Show as +ve)	278,433	0	278,433
15. Net cost of small business rate relief (line 12 + line 14)	-2,967,035	0	-2,967,035

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2018-19

All figures must be entered in whole £

Please check the Validation tab and answer the validation queries that need to be answered

Ver 1

Local Authority : Mid Devon

PART 2: NET RATES PAYABLE

You should complete column 1 only

	Column 1 BA Area (exc. Designated areas)	Column 2 Designated areas	Column 3 TOTAL (All BA Area)
Charitable occupation			
16. Forecast of relief to be provided in 2018-19	-1,449,823	0	-1,449,823
Community Amateur Sports Clubs (CASCs)			
17. Forecast of relief to be provided in 2018-19	-34,301	0	-34,301
Rural rate relief			
18. Forecast of relief to be provided in 2018-19	-33,891	0	-33,891

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1

2018-19

All figures must be entered in whole £

Please check the Validation tab and answer the validation queries that need to be answered

Ver 1

Local Authority : Mid Devon

PART 2: NET RATES PAYABLE

You should complete column 1 only

Column 1
**BA Area (exc.
Designated areas)**

Column 2
**Designated
areas**

Column 3
**TOTAL
(All BA Area)**

19. Forecast of mandatory reliefs to be provided in 2018-19 (Sum of lines 15 to 18)

-4,485,050

0

20. Changes as a result of estimated growth/decline in mandatory relief (+ = decline, - = increase)

0

0

21. Total forecast mandatory reliefs to be provided in 2018-19

-4,485,050

0

-4,485,050

UNOCCUPIED PROPERTY (See Note H) (All data should be entered as -ve unless specified otherwise)

Partially occupied hereditaments

22. Forecast of 'relief' to be provided in 2018-19

-3,711

0

-3,711

Empty premises

23. Forecast of 'relief' to be provided in 2018-19

-326,059

0

-326,059

24. Forecast of unoccupied property 'relief' to be provided in 2018-19 (Line 22 + line 23)

-329,770

0

25. Changes as a result of estimated growth/decline in unoccupied property 'relief' (+ = decline, - = increase)

0

0

26. Total forecast unoccupied property 'relief' to be provided in 2018-19

-329,770

0

-329,770

DISCRETIONARY RELIEFS (See Note J) (All data should be entered as -ve unless specified otherwise)

Charitable occupation

27. Forecast of relief to be provided in 2018-19

-65,185

0

-65,185

Non-profit making bodies

28. Forecast of relief to be provided in 2018-19

-2,851

0

-2,851

Community Amateur Sports Clubs (CASCs)

29. Forecast of relief to be provided in 2018-19

0

0

0

Rural shops etc

30. Forecast of relief to be provided in 2018-19

0

0

0

Small rural businesses

31. Forecast of relief to be provided in 2018-19

-6,404

0

-6,404

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1

2018-19

All figures must be entered in whole £

Please check the Validation tab and answer the validation queries that need to be answered

Ver 1

Local Authority : Mid Devon

PART 2: NET RATES PAYABLE

You should complete column 1 only

Other ratepayers

32. Forecast of relief to be provided in 2018-19

Column 1
**BA Area (exc.
Designated areas)**

of which:

33. Relief given to Case A hereditaments

34. Relief given to Case B hereditaments

Column 2
**Designated
areas**

of which:

Column 3
**TOTAL
(All BA Area)**

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2018-19

All figures must be entered in whole £

Please check the Validation tab and answer the validation queries that need to be answered

Ver 1

Local Authority : Mid Devon

PART 2: NET RATES PAYABLE

You should complete column 1 only

Column 1
BA Area (exc.
Designated areas)

Column 2
Designated
areas

Column 3
TOTAL
(All BA Area)

35. Forecast of discretionary relief to be provided in 2018-19 (Sum of lines 27 to 32)

-74,440

0

36. Changes as a result of estimated growth/decline in discretionary relief (+ = decline, - = increase)

0

0

37. Total forecast discretionary relief to be provided in 2018-19

-74,440

0

-74,440

DISCRETIONARY RELIEFS FUNDED THROUGH SECTION 31 GRANT
(See Note K) (All data should be entered as -ve unless specified otherwise)

Rural Rate Relief

38. Forecast of relief to be provided in 2018-19

0

0

0

Local Newspaper Relief

39. Forecast of relief to be provided in 2018-19

0

0

0

Supporting Small Businesses Relief

40. Forecast of relief to be provided in 2018-19

-24,782

0

-24,782

Discretionary Scheme

41. Forecast of relief to be provided in 2018-19

-59,000

0

-59,000

Pub Relief (<£100k RV)

42. Forecast of relief to be provided in 2018-19

-65,900

0

-65,900

43. Forecast of discretionary reliefs funded through S31 grant to be provided in 2018-19 (Sum of lines 38 to 42)

-149,682

0

44. Changes as a result of estimated growth/decline in Section 31 discretionary relief (+ = decline, - = increase)

0

0

45. Total forecast of discretionary reliefs funded through S31 grant to be provided in 2018-19

-149,682

0

-149,682

NET RATES PAYABLE

46. Forecast of net rates payable by rate payers after

£

£

£

15,699,719

0

15,699,719

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1

2018-19

All figures must be entered in whole £

Please check the Validation tab and answer the validation queries that need to be answered

Ver 1

Local Authority : Mid Devon

PART 2: NET RATES PAYABLE

You should complete column 1 only

Column 1
**BA Area (exc.
Designated areas)**

Column 2
**Designated
areas**

Column 3
**TOTAL
(All BA Area)**

taking account of transitional adjustments, unoccupied
property relief, mandatory and discretionary reliefs

Checked by Chief Financial / Section 151 Officer :

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2018-19

All figures must be entered in whole £

Please check the Validation tab and answer the validation queries that need to be answered

Ver 1

Local Authority : Mid Devon

PART 3: COLLECTABLE RATES AND DISREGARDED AMOUNTS

You should complete column 1 only

	Column 1	Column 2	Column 3
	BA Area (exc. Designated areas) Complete this column	Designated Areas	TOTAL (All BA Area) Do not complete this column
	£	£	£
NET RATES PAYABLE			
1. Sum payable by rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs	15,699,719	0	15,699,719
(LESS) LOSSES			
2. Estimated bad debts in respect of 2018-19 rates payable	-40,000	0	-40,000
3. Estimated repayments in respect of 2018-19 rates payable	-150,000	0	-150,000
COLLECTABLE RATES			
4. Net Rates payable less losses	15,509,719	0	15,509,719
DISREGARDED AMOUNTS			
5. Renewable Energy	143,080	0	143,080
6. Transitional Protection Payment		0	
7. Baseline		0	
DISREGARDED AMOUNTS			
8. Total Disregarded Amounts		0	0
DESIGNATED AREAS IN 100% PILOT AREAS			
9. Designated Areas Qualifying Relief	0	0	0
DEDUCTIONS FROM CENTRAL SHARE			
10. Designated Areas Qualifying Relief: Not applicable	0	0	0
Growth Pilot Areas			
11. Net Rates payable for Growth Baseline comparison	0		0
12. Growth Baseline	0		0
13. Additional Growth in 'Growth Pilot' Areas	0		0
Port of Bristol			
14. In respect of Port of Bristol: Not applicable	0		0
DEDUCTIONS FROM CENTRAL SHARE			
15. Total Deductions	0	0	0

Checked by Chief Financial / Section 151 Officer :

PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2018-19

All figures must be entered in whole £

Please check the Validation tab and answer the validation queries that need to be answered

Ver 1

Local Authority : Mid Devon

PART 4: ESTIMATED COLLECTION FUND BALANCE

OPENING BALANCE

1. Opening Balance (From Collection Fund Statement)

£

£

-356,391

BUSINESS RATES CREDITS AND CHARGES

2. Business rates credited and charged to the Collection Fund in 2017-18

15,012,290

3. Sums written off in excess of the allowance for non-collection

-75,000

4. Changes to the allowance for non-collection

-30,000

5. Amounts charged against the provision for appeals following RV list changes

776,000

6. Changes to the provision for appeals

-617,000

7. Total business rates credits and charges (Total lines 2 to 6)

15,066,290

OTHER RATES RETENTION SCHEME CREDITS

8. Transitional protection payments received, or to be received in 2017-18

767,678

9. Transfers/payments to the Collection Fund for end-year reconciliations

0

10. Transfers/payments into the Collection Fund in 2017-18 in respect of a previous year's deficit

295,660

11. Total Other Credits (Total lines 8 to 10)

1,063,338

OTHER RATES RETENTION SCHEME CHARGES

12. Transitional protection payments made, or to be made, in 2017-18

-778,988

13. Payments made, or to be made, to the Secretary of State in respect of the central share in 2017-18

-7,409,489

14. Payments made, or to be made to, major precepting authorities in respect of business rates income in 2017-18

-1,481,898

15. Transfers made, or to be made, to the billing authority's General Fund in respect of business rates income in 2017-18

-5,927,591

16. Transfers made, or to be made, to the billing authority's General Fund; and payments made, or to be made, to a precepting authority in respect of disregarded amounts in 2017-18

-232,434

17. Transfers/payments from the Collection Fund for end-year reconciliations

-5,996

18. Transfers/payments made from the Collection Fund in 2017-18 in respect of a previous year's surplus

0

19. Total Other Charges (Total lines 12 to 18)

-15,836,396

ESTIMATED SURPLUS/(DEFICIT) ON COLLECTION FUND IN RESPECT OF FINANCIAL YEAR 2017-18 - Surplus (positive), Deficit (Negative)

£

20. Opening balance plus total credits, less total charges (Total lines 1, 7, 11 & 19)

-63,159

Checked by Chief Financial / Section 151 Officer :

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Cabinet 1 February 2018

Agenda Item

Budget for 2018/19

Cabinet Member: Cllr Peter Hare-Scott

Responsible Officer: Andrew Jarrett, Director of Finance, Assets and Resources

Reason for Report: This report provides the proposals for the General Fund and the Housing Revenue Account for the year 2018/19.

RECOMMENDATIONS:

That the Cabinet recommend to full Council that:

1. **Council Tax is increased by 2.998% (£5.76) to £197.91.**
2. **General Fund budget for 2018/19 is approved.**
3. **The 2018/19 budget requires no transfer from the General Fund Balance.**
4. **The General Fund Budget requires a transfer of £222k from New Homes Bonus.**
5. **HRA budget for 2018/19 be approved – Appendix 5.**
6. **HRA fees/charges are approved based on the attached schedule shown as Appendix 5a.**
7. **Work on strategic planning for delivering balanced budgets in the future is commenced in the spring based on the funding levels contained in the fixed 4 year Government grant settlement & the major changes announced to Business Rates & New Homes Bonus.**
8. **Continue to maintain a 25% General Fund Balance of our net operational expenditure as referred to in para 5.1**

Relationship to Corporate Plan: This report is driven by the key priorities contained within the current Corporate Plan, which seeks to deliver a wide range of cost effective services. All budget decisions have taken account of these priorities and pledges.

Financial Implications: Sound financial management underpins the entire report.

Legal Implications: It is a legal requirement to set a balanced budget under the Local Government Act 2003.

Risk Assessment: The production of the budget has taken full account of the following:

1. The outturn for 2016/17.
2. The 2017/18 monitoring and forecasted outturns.
3. Inflation levels.
4. Changes in legislation.
5. Major income flows have been prudently estimated.
6. Risk assessments of all significant budgets have been incorporated into the budget setting process.
7. Reserves will be maintained above minimum recommended levels.
8. The Medium Term Financial Plan.

Equality Impact Assessment: The impact of this report on equality related issues has been considered in section 3.0 Budget Consultation.

1.0 Introduction

- 1.1 Preparing the 2018/19 budget after 8 years of austerity measures was always going to be a difficult challenge. The Council's overall Formula Grant (which includes a Business Rate retention amount) has now been reduced from £6.2m in 2010/11 down to circa £2.7m for 2018/19 an overall reduction of **£3.5m or 56.5%**. However this calculation is further complicated by additional Business Rate revenues secured from: an increase in district based businesses, benefit from the Devon wide Pool and now the 1 year only 100% Business Rate Pilot status.
- 1.2 At this juncture it is worth remembering that the Council has already secured significant savings during the past 8 years in order to "balance the books" and maintain service delivery. Therefore, to secure further savings from 2019/20 onwards will not be possible without making some difficult decisions that will alter the shape/quality/quantity/frequency of services in the future.
- 1.3 Senior Management, Service Managers and the Finance Team have been involved in discussions to secure significant savings, without reducing service delivery. However it is now becoming a more difficult challenge year on year and therefore looking to the future a new more strategic process will be required to match service provision to available funding.
- 1.4 The draft budget considered at PDG and Cabinet meetings in October and November showed a budget deficit of £617k, based upon a number of key assumptions (e.g. Government funding, inflation rates, pay award, Council Tax level, use of balances/reserves, etc.), and embraced a number of savings/income increases totalling circa £497k offset by cost pressure together with funding reductions in excess of £1m.

2.0 January PDGs and Cabinet – Budget Update

- 2.1 The subsequent PDG and Cabinet meetings in January received an update report on the draft budget position which highlighted a reduced budget gap of £195k. This accounted for a number of additional changes to service costs/incomes and provided an update on the Formula Grant, the 100% Business Rate Pilot, the increased referendum limit and confirmed the changes to NHB.
- 2.2 After this update report the Finance Team has been revisiting provisional budgets to secure further savings and managed to model the overall salary impact of the recently announced National Employers pay offer of 2% and higher increases to specific grades. Unfortunately this has resulted in an overall budget gap of £222k which will be funded by a temporary transfer from NHB.

3.0 Budget Consultation

- 3.1 All budget decisions are clearly linked to our Corporate Plan priorities and are set against the context of annual budget consultation exercises, which have included residents, Town & Parish Councils and Local Organisations.
- 3.2 The law also requires consultation with Business Ratepayers. This meeting was held on the 18 January 2018, where the current financial issues facing the Council were outlined to a group of our commercial ratepayers. This looked at the proposed budget for 2018/19 and talked through a number of assumptions which had been made in order to deliver a “balanced” budget.

4.0 The Corporate Plan

- 4.1 The most recent update of the Corporate Plan still maintains the Councils commitment to four key aims: economy, homes, empowering our community, the environment. All decisions made whilst compiling the draft 2018/19 budget had regard to the main aims and priorities of the Corporate Plan.

5.0 Key Assumptions for the 2018/19 Budget

- 5.1 The Council has carefully scrutinised all existing budgets and the service risks associated with delivering them. It has also examined all material income sources, especially the ones which are most at risk, due to the continuing fluctuations in demand and price movements e.g. recycling products, planning and leisure services income. In addition to the above, regard has been made to our existing and future level of balances which are required. We have a number of ongoing commitments made against this balance (e.g. future capital contributions, economic development and building projects, “spend to save” projects, business transformation, town centre regeneration, future grant settlements). It is strongly recommended that our General Fund Balance should be maintained at 25% of operational expenditure (circa £2.217m (£8,867,780 *25%)) which was last agreed by Full Council on the 22 February 2017.
- 5.2 With regard to all items of expenditure and income, Service Managers in conjunction with the Finance Team, review all areas for known increases/decreases based on both prevailing and predicted changes in demand, price inflation, contractual obligations, etc., when proposing the 2018/19 budget. More volatile budgets are subject to sensitivity analysis and a reasonably prudent assessment is made.

6.0 Local Government Finance Settlement

- 6.1 The 2018/19 final Formula Grant Settlement was received on the 19 December 2017.
- 6.2 The settlement awarded Mid Devon an overall funding level of £2.7m which notionally includes RSG £179k, RSDG £375k with the remainder attributed to the Districts share of Local Business Rates.

7.0 Requirements for Council Tax Setting

- 7.1 In recent years the Government (via the DCLG) has become far more prescriptive with regard to acceptable levels of Council Tax increase. The implementation of the Localism Act has effectively replaced Government set “capping limits” and replaced them with principles that allow the local electorate to call for a referendum if the Council is planning to increase its Council Tax above an acceptable level. The level for District Councils announced as part of the settlement was set at a maximum of the greater of 3% or £5 for the 2018/19 budget year.
- 7.2 The Council Tax income included in the proposed budget includes a £5.76 (2.998%) increase. This equates to a band D charge of £197.91. (A further 1% variation to our Council Tax changes the income generated by approximately £56k).

8.0 General Fund Budget 2018/19

- 8.1 The proposals contained in this report result in a balanced budget for the General Fund (see Appendix 1). After the updated budget report was considered by the PDGs and Cabinet in January there was still an outstanding budget gap of £195k. Since that time we have considered a number of budget savings, produced an additional month’s budget monitoring information and have also reviewed our existing level of earmarked reserves and fully quantified the budget implications of the current pay offer. Following this additional work to balance the budget for 2018/19 we will have a requirement to take an additional £222k from New Homes Bonus.

9.0 Future Funding Concerns/Cost Pressures

- 9.1 As the existing range/quality of service provision will be financially undeliverable from 2019/20 onwards the Council will need to reassess its overall corporate priorities and therefore where it allocates future budgets, it will also need to consider:
- Statutory vs Discretionary service provision
 - Reaffirm resident priorities
 - How it can work more closely with Towns/Parishes
 - Take on more commercial opportunities (but be aware of risks)
 - Continue to consider any partnership possibilities
 - Review Treasury options
 - Maximise all income possibilities
 - Impact of changes to New Homes Bonus
- 9.2 Recent announcements on NHB will see our annual receipt fall from £1.7m in 2017/18 to £1.1m in 18/19 and then to circa £0.95m from 2019/20 onwards. Clearly this will have a major funding impact on the size of future capital programmes and the amounts we can use to fund one off Revenue projects. Recent Central Government advice has stated that calculations could also be revisited from 19/20 onwards; any changes will need to be factored into our future MTFP.

- 9.3 It's important to highlight how much New Homes Bonus is being used to help fund our General Fund and Capital Budgets in 2018/19, appendix 4 shows a total transfer of £891k to contribute towards various General Fund projects, this includes £335k towards additional work required in 18/19 to finalise our Local Plan and also the £222k transfer referred to in recommendation 4 of this report. The NHB used to fund the Capital Programme amounts to £828k, (please see individual report also on this agenda) which gives a total of £1,719k (£891k + £828k) to be utilised in 2018/19. As referred to in 9.2 above our allocation for 2018/19 is £1.121k and with this reducing from 2019/20 onwards the Council will need to be mindful of the future funding available and agree service level changes accordingly.

10.0 Overall General Fund (GF) position at 31 March 2018

- 10.1 The monthly monitoring report to the end of December tabled to this Cabinet meeting shows an estimated GF overspend of £182k by the end of 2017/18. This will result in the Council ending this financial year near its minimum level of circa £2.142m (25% of 2017/18 operational expenditure) agreed by Full Council in February 2017.

11.0 Transfers to and from earmarked reserves

- 11.1 Appendix 3 shows in detail which amounts are being contributed to various earmarked reserves in 2018/19, including significant amounts to fund the future purchase of vehicles for refuse and recycling and ICT equipment replacement. Appendix 4 shows which amounts are expected to be taken from earmarked reserves in 2018/19, the largest of which is £335k to be used to finalise the Local Plan process and £190k to provide for the sinking fund to replace ICT equipment.

12.0 General Fund Budget Summary

- 12.1 The final budget summary for the 2018/19 General Fund is as follows:
- To provide a balanced budget without any transfer from the General Fund Balance
 - To increase Council Tax by £5.76 or 2.998%
 - To utilise New Homes Bonus receipts to balance the budget
 - To continue to provide the current level of service provision

13.0 Housing Revenue Account Budget 2018/19

- 13.1 The Housing Revenue Account (HRA) is ring fenced and accounts for the income and expenditure associated with the Council's statutory housing obligations to its tenants.
- 13.2 The recent budget proposals that went before the Homes PDG have resulted in a balanced draft budget for the Housing Revenue Account for 2018/19 as shown at Appendix 5.

- 13.3 The main proposals for the 2018/19 budget can be summarised as follows:
- Legislation requires a 1% decrease in social housing rents for four years (2018/19 will be the third of those four years)
 - Freeze alarm charges at current rates
 - Freeze garage rents
 - Freeze garage plot ground rents at current rates
- 13.4 A more detailed analysis of the proposed rent **decrease** can be found in Appendix 5a & 5b that shows that the average housing rent will decrease to £78.26 on a 52 week basis.
- 13.5 The overall HRA budget has been constructed on a detailed line by line examination of expenditure and income, having regard to last year's outturn, this year's forecast position and the on-going improvement of the housing service.
- 13.6 Some items of expenditure can be defined quite accurately whilst others require managers to exercise business judgement based upon their experience, particularly in the case of new commitments. Where such judgement has been applied the proposals before Members are based upon realistic assumptions.
- 13.7 The main factors influencing this year's budget are broken down between the key national and local issues that are pertinent to next year's housing business plan as detailed below.

14.0 Key National Issues affecting the Housing Revenue Account

- 14.1 The key issues affecting the budget for the HRA are detailed below:
- Formula Rent (FR) reducing by 1% each year for four years
 - Right to buy (RTB) enhanced discounts, resulting in higher sales volumes
 - Universal Credit
- 14.2 In the Government budget announcement made in July 2015, we learnt that FR will reduce by 1% each year for the next four years. Until that point, we had expected it to increase by CPI + 1% each year for the next nine years. Since dwelling rent is the largest number in the HRA, the impact this has is obviously significant.
- 14.3 The single biggest issue facing social housing is welfare reform. There was a recent announcement concerning the roll-out of Universal Credit in Mid Devon. Some tenants in the District are already receiving Universal Credit but as the roll out gathers pace we can anticipate that it will have significant implications for the income stream into the HRA.
- 14.4 Current legislation on Right to Buy means that we're likely to sell many properties in future years. This will have an impact on our rent income, which in turn affects our ability to fund property maintenance and development as well as servicing any existing or new debt.

15.0 Key Local Issues affecting Mid Devon's HRA

15.1 The key local issues facing the HRA are as follows:

- Building more stock
- Review our investment levels based on our 30 year Business Plan – in line with projected future demand
- Demand for increased housing stock and funding to deliver it

15.2 The prospect of building new social housing raises the issue of significant financing requirements. It means that reserves may need to be built up or additional debt taken on (subject to the cap on debt) in the near future, increasing the need to manage the impact on the revenue budget each year.

16.0 Capital Works and Planned Maintenance

16.1 The major repairs allowance is determined by the level of depreciation charged on our properties. The latest stock condition survey (2010) identified a need to spend £3.5m per annum over the next 30 years, meaning any operating surpluses or savings generated by the new Self Financing system should be directed here.

17.0 Housing Benchmarking

17.1 The Council continues to undertake valuable benchmarking work in conjunction with Housemark. These findings are then used to inform the budget setting process. In doing so, MDDC are able to better identify their position in relation to other authorities in the sector and identify areas for improved efficiency.

18.0 Overall Financial Position of the Housing Revenue Account

18.1 It has been deemed as prudent to maintain the HRA reserve balance at £2.0m and it is expected to remain so throughout 2018/19. Other HRA reserves are expected to total £12.9m by the end of 2017/18.

18.2 This is made up of £12.4m in the Housing Maintenance Fund (HMF) and £0.5m in the Renewable Energy Fund (REF). It is intended that any expenditure funded from this money be used on renewable energy schemes.

19.0 Housing Revenue Account Budget Summary

19.1 The final budget summary for the 2018/19 HRA is shown in Appendix 5. It will continue to provide for an enhanced housing service which will allow for more capital investment and additions to our existing stock.

20.0 Capital Programme 2018/19

- 20.1 This is discussed in a separate agenda item which shows that the 2018/19 programme totals £10,004k – the most significant funding source required to support this programme is the £4,000k of borrowing from the Public Works Loan Board in relation to fund various asset transactions as part of the District Wide Redevelopment Project, this will be subject to a rigorous business case assessment and their cost will determine the amount of prudential borrowing required.

21.0 Conclusion

HRA

- 21.1 The HRA has an obligation to provide a high quality, value for money service for its tenants coupled with affordable rent levels. The government's legal requirement to cut housing rents by 1% for next year and the year after will reduce the available income to fund both revenue and capital expenditure. In addition, there is a concern that the roll out of the full service of Universal Credit will have a significant impact upon revenue into the HRA due to the expected rise in the level of rent arrears.

General Fund

- 21.2 The General Fund budget has been set against a back drop of 8 consecutive years of cuts to Public Sector funding. Uncertainty is still the prevailing factor in Local Government funding. We have: the abolition of RSG in 2019/20, a 100% Business Rate Pilot (for 1 Year only) for the Devon Wide Pool, no confirmation of when or how much Business rates will be kept locally from 2019/20, the probable loss of circa £0.8m in NHB per annum (with the "threat" that the Government may still revisit the calculations behind this funding source) and no formal implementation date or mechanics of the Fairer Funding Review.
- 21.3 Nevertheless we need to prepare for the future in a timely manner and this is why we will continue to discuss how we can continue to provide a wide range of services in a much reduced funding envelope. The process will need to involve all staff, Members and our local residents/businesses.

Capital Programme

- 21.4 With few disposable assets and a greater reliance on government grants our future capital programmes will come under greater pressure. If we continue to use a proportion of New Homes Bonus to help balance the General Fund there will be less available to help fund our annual capital programmes in the district. Indeed with the loss of circa £0.8m per annum of New Homes Bonus we will need to start planning the affordability of revenue contributions for capital, to maintain the level of our capital programme.

Contact for more information: Andrew Jarrett, Director of Finance, Assets and Resources
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Circulation of the Report: Management Team, Cllr Hare-Scott, Cllr Stanley

Background Papers: Oct, Nov & January Cabinet & PDG's (Budget Draft, MTFP and Budget Update reports)

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GENERAL FUND REVENUE ACCOUNT DRAFT BUDGET SUMMARY 2018/19

	Notes	Net Direct Costs Budget 2017/18 £	Budget Changes £	Draft Net Direct Costs Budget 2018/19 £
Cabinet	2,4	4,287,630	274,540	4,562,170
Community	2,4	2,648,810	233,510	2,882,320
Economy	2,4,7	(700,830)	35,740	(665,090)
Environment	2,4	2,252,740	132,720	2,385,460
Homes	2,4	1,131,370	(169,510)	961,860
TOTAL NET DIRECT COST OF SERVICES		9,619,720	507,000	10,126,720
Net recharge to HRA	6	(1,245,730)	(201,430)	(1,447,160)
Provision for the financing of capital spending		398,370	(2,800)	395,570
NET COST OF SERVICES		8,772,360	302,770	9,075,130
PWLB Bank loan interest payable		106,920	(4,920)	102,000
Finance Lease interest payable		36,760	4,610	41,370
Interest payments for new loans		0	45,000	45,000
Interest from Funding provided for HRA		(54,000)	3,460	(50,540)
Interest receivable/payable on other activities		0	(50,000)	(50,000)
Interest Received on Investments	5	(254,000)	0	(254,000)
New Homes Bonus	8	(1,721,980)	600,730	(1,121,250)
Transfers into earmarked reserves	3	2,366,980	(178,960)	2,188,020
Transfers from earmarked reserves	3	(632,590)	(253,510)	(886,100)
Proposed contribution from New Homes Bonus Rese	3	(89,380)	(132,470)	(221,850)
TOTAL BUDGETED EXPENDITURE		8,531,070	336,710	8,867,780
Funded by:-				
Revenue Support Grant		(497,550)	318,290	(179,260)
Rural Services Delivery Grant		(374,510)	0	(374,510)
Transition Grant		(31,510)	31,510	0
NNDR revenue		(2,265,210)	(414,790)	(2,680,000)
CTS Funding Parishes		46,960	(30,040)	16,920
Collection Fund Surplus		(52,860)	2,340	(50,520)
Council Tax (28,297.74 x £197.91)	1	(5,356,390)	(244,020)	(5,600,410)
TOTAL FUNDING		(8,531,070)	(336,710)	(8,867,780)
REQUIREMENT TO BALANCE THE BUDGET		0	0	0

Current Assumptions :

1. Council Tax has been increased by 2.998% from £192.15 to £197.91 with an increased property growth of 420
2. 2018/19 salary budgets include an increase of 2% for SCP 20 and above and additional increases to those spinal points below SCP 20 per National Employers pay award offer
3. All earmarked reserves have been reviewed and adjustment made based upon existing need.
4. All income flows have been reviewed and adjusted for changes in demand and unit price.
5. Investment income has been based upon the existing lending criteria now in force.
6. Support services have been calculated in accordance with the annual process.
7. Car parking fees are based upon 2017/18 fees and vends.
8. New Homes Bonus receipts based on new legislation changes.

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PDG SERVICE UNIT MOVEMENTS
Appendix 2

GENERAL FUND SUMMARY		Budget Net Direct Cost	Current Budgeted Net Direct Cost	Movement	+/- %
		2017/18	2018/19	2018/19	2018/19
<u>Cabinet</u>					
SCM01	Leadership Team	459,240	466,370	7,130	1.6%
SCM02	Corporate Functions	0	82,050	82,050	N/A
SCM03	Corporate Fees/Charges	226,930	207,340	(19,590)	-8.6%
SCM06	Pension Backfunding	901,510	890,060	(11,450)	-1.3%
SFP01	Accountancy Services	321,260	358,300	37,040	11.5%
SFP02	Internal Audit	103,460	89,100	(14,360)	-13.9%
SFP03	Procurement	77,840	72,580	(5,260)	-6.8%
SFP04	Purchase Ledger	45,480	46,210	730	1.6%
SFP05	Sales Ledger	44,580	44,550	(30)	-0.1%
SHR01	Human Resources	266,470	281,050	14,580	5.5%
SHR02	Mddc Staff Training	41,530	139,100	97,570	234.9%
SHR03	Payroll	57,520	58,390	870	1.5%
SHR04	Learning And Development	50,590	62,260	11,670	23.1%
SIT01	It Gazetteer Management	65,080	70,310	5,230	8.0%
SIT03	It Information Technology	794,370	819,590	25,220	3.2%
SLD01	Electoral Registration	135,590	144,260	8,670	6.4%
SLD02	Democratic Rep And Management	440,980	465,470	24,490	5.6%
SLD04	Legal Services	255,200	265,180	9,980	3.9%
		4,287,630	4,562,170	274,540	6.4%
<u>Community PDG</u>					
SCD01	Community Development	82,700	87,530	4,830	5.8%
SCS20	Customer Services Admin	108,030	107,230	(800)	-0.7%
SCS22	Customer First	686,270	647,510	(38,760)	-5.6%
SES01	Emergency Planning	0	7,880	7,880	N/A
SES04	Public Health	44,370	4,090	(40,280)	-90.8%
SES11	Pool Cars	0	(590)	(590)	N/A
SES16	Es Staff Units/Recharges	607,020	692,730	85,710	14.1%
SES17	Community Safety	59,960	520	(59,440)	-99.1%
SES18	Food Safety	(12,530)	(17,870)	(5,340)	42.6%
SES21	Licensing	(15,480)	(7,340)	8,140	-52.6%
SES22	Pest Control	4,000	4,000	0	0.0%
SES23	Pollution Reduction	4,240	550	(3,690)	-87.0%
SPR01	Building Regulations	500	(13,490)	(13,990)	-2798.0%
SPR02	Enforcement	100,380	101,650	1,270	1.3%
SPR03	Development Control	156,910	31,730	(125,180)	-79.8%
SPR04	Local Land Charges	(32,830)	(30,880)	1,950	-5.9%
SPR09	Forward Planning	204,290	249,340	45,050	22.1%
SPR11	Regional Planning	348,160	348,940	780	0.2%
SRB01	Collection Of Council Tax	201,600	236,190	34,590	17.2%
SRB02	Collection Of Business Rates	(76,180)	(100,870)	(24,690)	32.4%
SRB03	Housing Benefit Admin & Fraud	111,380	171,920	60,540	54.4%
SRB04	Housing Benefit Subsidy	(75,000)	(45,000)	30,000	-40.0%
SRB06	Debt Recovery	94,380	98,380	4,000	4.2%
SRS01	Recreation And Sport	46,640	308,170	261,530	560.7%
		2,648,810	2,882,320	233,510	8.8%

PDG SERVICE UNIT MOVEMENTS
Appendix 2

GENERAL FUND SUMMARY		Budget Net Direct Cost	Current Budgeted Net Direct Cost	Movement	+/- %
		2017/18	2018/19	2018/19	2018/19
<u>Economy PDG</u>					
SCD02	Economic Development - Markets	34,420	52,000	17,580	51.1%
SCP01	Parking Services	(592,390)	(587,120)	5,270	-0.9%
SES03	Community Safety - C.C.T.V.	3,060	(1,950)	(5,010)	-163.7%
SPR06	Economic Development	413,470	421,930	8,460	2.0%
SPS12	GF Properties Shops / Flats	(559,390)	(549,950)	9,440	-1.7%
		(700,830)	(665,090)	35,740	-5.1%
<u>Environment PDG</u>					
SES02	Cemeteries	(34,850)	(74,060)	(39,210)	119.3%
SES05	Open Spaces	85,410	79,290	(6,120)	-15.1%
SGM01	Grounds Maintenance	541,150	622,090	80,940	8.0%
SPS03	Flood Defence And Land Drain	26,430	26,430	0	0.0%
SPS04	Street Naming & Numbering	7,560	7,420	(140)	-2.6%
SPS07	Public Transport	(15,110)	(13,220)	1,890	-13.2%
SPS11	Public Conveniences	43,230	51,630	8,400	25.2%
SWS01	Street Cleansing	374,320	385,160	10,840	0.5%
SWS02	Waste Collection	445,110	396,390	(48,720)	-15.6%
SWS03	Recycling	608,700	632,390	23,690	-0.5%
SWS04	Waste Management	170,790	271,940	101,150	57.5%
		2,252,740	2,385,460	132,720	5.9%
<u>Homes PDG</u>					
SES15	Private Sector Housing Grants	163,900	(22,610)	(186,510)	-113.8%
SHG03	Homelessness Accommodation	251,340	195,400	(55,940)	-22.3%
SPS05	Administration Buildings	257,310	229,360	(27,950)	-10.9%
SPS06	Mddc Depots	28,120	58,120	30,000	106.7%
SPS08	Office Building Cleaning	53,490	57,600	4,110	7.7%
SPS09	Property Services Staff Unit	377,210	443,990	66,780	17.7%
		1,131,370	961,860	(169,510)	-15.0%
GRAND TOTAL		9,619,720	10,126,720	507,000	-0.6

2018/19 BUDGETS

Appendix 3

Transfers into Earmarked Reserves

SERVICE		MAINT 18/19 BUDGET	PLANT 18/19 BUDGET	EQUIPMENT 18/19 BUDGET	VEHICLES 18/19 BUDGET	OTHER 18/19	NEW HOMES BONUS	Market Walk /Fore Street Surplus	
CP540	PAYING CAR PARKS (MACHINE REPLACEMENT SINKING FUND)			3,000.00					
CS500	MESSENGER SERVICES				1,200				
CS900	CENTRAL PHOTOCOPYING								
CS902	CENTRAL POSTAGE								
CS910	CUSTOMER SERVICES ADMIN								
CS932	CUSTOMER FIRST								
ES100	CEMETERIES	25,000							
ES450	PARKS & OPEN SPACES	25,000							
ES580	POOL CAR RUNNING COSTS				3,600				
ES660	CONTROL OF POLLUTION								
ES730	ENVIRONMENTAL ENFORCEMENT				3,600				
GM960	GROUNDS MAINTENANCE		14,360		52,960				
EQ754	PHOENIX PRINTERS EQUIP SFUND			2,200					
LD201	ELECTION COSTS - DISTRICT					20,000			
LD300	DEMOCRATIC REP & MANAGEMENT					5,000			
PR810	STATUTORY DEVELOPMENT PLAN					100,000			
PS350	PUBLIC CONVENIENCES				1,200				
PS880	BUS STATION	5,000							
PS980	PROPERTY SERVICES STAFF UNIT				8,100				
PS990	FORE STREET MAINT S.FUND	5,000							
PS992	MARKET WALK MAINT S.FUND	20,000							
RB100	COUNCIL TAX				1,200				
RS140	LEISURE SINKING FUND			75,000					
EQ737	STREET CLEAN VEHICLE SFUND				63,110				
EQ738	REFUSE VEHICLE SFUND				223,680				
EQ739	TRADE WASTE VEHICLE SFUND				23,070				
EQ740	RECYCLING VEHICLE SFUND				173,290				
EQ761	RECYCLING PLANT SFUND		20,000						
EQ763	RECYCLING MAINT SINKING FUND	2,700							
EQ755	ICT EQUIPMENT SINKING FUND			189,500					
IE435	New Homes Bonus Grant						1,121,250		
NHB									
TOTAL		82,700	34,360	269,700	555,010	125,000	1,121,250	0	2,188,020
2017/18		52,700	14,360	51,450	510,990	20,000	1,721,980	50,000	2,421,480
Movement		30,000	20,000	218,250	44,020	105,000	(600,730)	(50,000)	(233,460)

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2018/19 BUDGETS

Appendix 4

Transfers from Earmarked Reserves

SERVICE		UTILISE NHB	OTHER	
CS938	DIGITAL STRATEGY STAFFING			
ES733	PUBLIC HEALTH		(35,900)	
LD600	LEGAL SERVICES			
PR220	TIVERTON EUE		(52,030)	
PR225	GARDEN VILLAGE PROJECT		(51,830)	
PR400	BUSINESS DEVELOPMENT	(45,000)		
PR400	BUSINESS DEVELOPMENT	(100,000)		
PR200	DEVELOPMENT CONTROL		(35,000)	
PR810	STATUTORY DEVELOPMENT PLAN	(334,740)		
RB600	REVENUES MISC INCOME TEAM			
ES361	PUBLIC HEALTH			
EQ638	DEV CONT LINEAR PARK		(4,170)	
EQ640	W52 POPHAM CLOSE COMM FUND		(1,950)	
EQ641	W67 MOORHAYES COM DEV FUND		(1,630)	
EQ642	W69 FAYRECROFT WILLAND EX WEST		(4,620)	
EQ643	W70 DEVELOPERS CONTRIBUTION		(6,650)	
EQ644	DEV CONT WINSWOOD CREDITON		(3,080)	
EQ660	ES354 PRIVATE SECTOR HOUSING EMR		(20,000)	
EQ755	ICT EQUIPMENT SINKING FUND	(189,500)		
	Proposed contribution from NHB for 18/19 GF Budget	(221,850)		
TOTAL		(891,090)	(216,860)	(1,107,950)

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Analysis by service

Code	Service unit	Previous Year Outturn	Current Year Budget	Movement	Proposed Budget 2018/19
	Income				
SHO01	Dwelling Rents	(12,604,467)	(12,368,590)	250,100	(12,118,490)
SHO04	Non Dwelling Rents	(573,241)	(571,420)	(12,710)	(584,130)
SHO07	Leaseholders' Ch For Serv	(20,887)	(21,640)	0	(21,640)
SHO08	Contributions Towards Exp	(62,729)	(36,470)	(5,000)	(41,470)
SHO09	Alarm Income - Non Tenants	(206,090)	(209,520)	209,520	0
SHO10	H.R.A. Investment Income	(59,430)	(40,000)	(19,000)	(59,000)
SHO11	Misc. Income	(636,997)	(19,000)	(350)	(19,350)
	Services				
SHO13A	Repairs & Maintenance	3,181,377	3,098,380	22,070	3,120,450
SHO17A	Housing & Tenancy Services	1,180,802	1,315,290	100,250	1,415,540
SHO22	Alarms	100,270	121,700	(121,700)	0
	Accounting entries 'below the line'				
SHO29	Movement in Bad Debt Provision	(3,309)	25,000	0	25,000
SHO30	Share Of Corp And Dem	187,545	165,320	29,270	194,590
SHO32	H.R.A. Interest Payable	1,257,909	1,214,500	(48,890)	1,165,610
SHO34	Transfers To or From Earmarked Reserves	2,716,699	2,952,820	(504,350)	2,448,470
SHO36	Revenue Contribution to Capital Operations	109,352	32,000	98,000	130,000
SHO37	Capital Receipts Reserve Adjustment	(36,400)	(26,000)	0	(26,000)
SHO38	Major Repairs Allowance	2,797,005	2,275,000	(174,000)	2,101,000
SHO45	Renewable Energy Transactions	(180,224)	(130,000)	(39,000)	(169,000)
	NET DIRECT TOTAL	(2,250,717)	(2,222,630)	(215,790)	(2,438,420)

Subjective analysis

Code	Service unit	Current Year Budget	Movement	Proposed Budget 2018/19
1000	Employees	2,250,580	158,720	2,409,300
2000	Premises	165,030	22,940	187,970
3000	Transport	407,960	(183,120)	224,840
4000	Cost Of Goods And Services	8,489,060	(597,890)	7,891,170
7000	Income	(13,535,610)	383,910	(13,151,700)
	NET DIRECT TOTAL	(2,222,980)	(215,440)	(2,438,420)
5000	RECHARGES	1,245,730	201,430	1,447,160
6000	CAPITAL CHARGES	977,250	14,010	991,260
	TOTAL	0	0	0

Assumptions

All rents to decrease by 1%, moving the actual average rent to £78.26 per week (over 52 weeks)
 Thirty properties sold during 2017/18
 Twenty properties sold during 2018/19
 Average of twenty properties void at any one time
 Six properties are excluded from rent setting as they are not available for re-let
 Affordable Rents to decrease by 1%, moving the actual average rent to £110.16 per week (over 52 weeks)
 Garage rents to remain at £11.10 per week
 Occupancy in HRA retail units to remain at current levels

Employee costs have risen due to expected 2% increase and increases in FTE in Repairs and Tenancy
 Significant reduction in vehicle purchase budget for 2018/19
 Cost of Goods And Services lower due to transfer to Housing Maintenance Fund being substantially less than 2017/18 as well as a lower demand for major works in 2018/19
 Community alarm service is no longer a landlord function and so will be accounted for in the General Fund
 HRA cash balances to remain high in the short term and so generate investment income of circa £59k
 Debt repayments of £2,645k to PWLB
 - including debt interest payments of £1,115k to PWLB and £51k to GF
 £1,605k contribution to the Housing Maintenance Fund to be made
 Recharges to increase by £201k

6000	CAPITAL CHARGES	£
	MRP for capital financing (Wells Park)	74,950
	Depreciation	2,000,000
	Depreciation reversal	(2,000,000)
	PWLB loan MRP	916,310
		991,260
SHO34	H.R.A. Transfer to/from EMR	£
	Surplus amount	1,604,507
	Renewable energy surplus	169,000
	Affordable Rent surplus	72,330
	Loan premium deficit	602,633 (see below)
	Total	2,448,470
	PWLB loan	£
	Principal actually repaid	1,518,945
	Principal accounted for	916,313
	Loan premium deficit	602,633

HRA: Proposed Fees and Charges 2018/19

	<u>2017/18</u>	<u>Increase</u>	<u>Increase %</u>	<u>2018/19</u>
<u>Community Alarm Charges per week per property</u> (48 week basis)				
Accessible Accommodation Support	£3.30	£0.46	13.9%	£3.76
Lifeline Base Unit	£3.76	£0.00	0.0%	£3.76
Garage rents per week (48 week basis) <i>It should be noted that council tenants receive a discount of £2.00 per week on any garage rent.</i>				
	£11.10	£0.10	0.9%	£11.20
Garage ground rents (Annual charge)	£225	£0	0.0%	£225
<u>N.B.</u>				
MDDC Formula Rent on average (52 weeks)	2017/18: £79.10		2018/19: £78.31	

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HRA Rent Budget 2018/19

Description	Average rent (52 week basis) £	Average properties 2018/19	Annual rent total £	Void level	Annual rent total (less voids)	Budget (rounded)
Social rent (in use)	78.26	2,941	11,968,458	0.51%	11,907,416	11,907,420
Social rent (not in use)	78.26	6	24,417	100.00%	0	0
Affordable rent properties	110.16	43	246,318	0.51%	245,061	245,070
Rent written off					(35,000)	(35,000)
Written offs recovered					1,000	1,000
HOV budget					12,118,477	12,118,490
Affordable rent surplus					72,327	72,330
TOTAL		2,990				

Formula Rent	78.31
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CABINET
01 FEBRUARY 2018

AGENDA ITEM

CAPITAL PROGRAMME 2018/19 – 2021/22

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

Reason for Report: To seek approval of the 2018/19 Capital Programme and note the draft 2019/20, 2020/21 & 2021/22 programmes.

RECOMMENDATIONS: That the Cabinet recommend to Full Council:

- 1. The detailed Capital Programme for 2018/19 be approved and the estimated amounts for 2019/20, 2020/21 & 2021/22 be noted.**
- 2. To agree to earmark New Homes Bonus (NHB) monies of £828k to support the 2018/19 Capital Programme (see para 2.3).**

Relationship to the Corporate Plan: The Capital Programme identifies the capital investment proposed across all strands of the Corporate Plan over the next four years.

Financial Implications: The Capital Programme submitted for 2018/19 is fully funded; however this includes £4,000k anticipated PWLB borrowing to fund various asset acquisitions as part of the district wide redevelopment project. Future capital receipts are now estimated at such a low level that the Council needs to evaluate ways of making additional provision to fund its long term capital programme or reduce its property portfolio. This is especially relevant after recent announcements on the future of New Homes Bonus.

Legal Implications: See comments below in relation to spending of grants and receipts.

Risk Assessment: There is a risk of claw back of external funds if sums received are not spent in accordance with the terms on which they were given, or not within agreed timescales. Useable Capital Receipts for 2018/19 have been projected at a prudent level of £350k but there is a risk that if these do not materialise, the authority may need to delay scheme start dates to the following financial year or to make a revenue contribution to Capital to ensure full programme delivery.

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

1.0 Introduction

- 1.1** The proposed Capital Programme has been produced following detailed consultation with spending officers and is now mainly focused on essential asset maintenance, funding a range of private sector housing projects,

modernisation of our refuse and recycling vehicles, ICT replacement and investment and ensuring that our existing housing stock is maintained to the decent homes standard. The programme also includes Council House building projects and spend to save projects that will only be undertaken if a robust business case demonstrates an acceptable payback period. This year additional projects include: various asset acquisitions as part of the district wide redevelopment project, various proposed Economic Development schemes that are dependant on successful funding bids together with acceptable business cases.

- 1.2 A significant amount of work was undertaken when producing the Council's Medium Term Financial Plan (MTFP) during the late summer which helped to scope the size and funding of the 2018/19 capital programme. A number of subsequent meetings were held with service managers which focused on the essential projects (in terms of end of life asset replacement or health and safety) and involved reprioritising or rescheduling expenditure to future years.

2.0 The 2018/19 Capital Programme

- 2.1 Through reprioritisation of capital projects the Council has been able to set a balanced capital programme for 2018/19. Appendix 1 shows the proposed Capital Programme for 2018/19 which totals £10,004k.

- 2.2 The 2018/19 Capital Programme is fully funded by a combination of:

General Fund Project Funding Sources	Amount of Funding
S106 & Affordable Housing Contributions	116
Capital Reserve	65
DCLG (Disabled Facilities Grant)	552
New Homes Bonus (NHB)	807
Contrib from Private Sector Housing EMR	106
Contrib from Vehicle sinking fund EMR's	52
Contribution from existing Useable Capital Receipts	68
PWLB Borrowing	4,000
Other Funding	87
Total Funding General fund Projects	£5,853k
HRA Project Funding Sources	Amount of Funding
Contribution from existing Useable Capital Receipts	117
Use of forecast Useable Capital Receipts to be generated in 2018/19	350
Major Repairs Allowance	2,101
New Homes Bonus (NHB)	21
Use of forecast Replacement Homes Capital Receipts	590

Contrib from Renewable Energy fund EMR	100
Contrib from Housing Maintenance Fund	800
*Contrib from Affordable Rents Surplus EMR	72
Total Funding HRA Projects	£4,151k
Total Funding (GF & HRA)	£10,004k

* Note Affordable Rents Surplus is the additional amount generated from new Council Houses let at affordable rents as opposed to social rent historically charged for our Council Homes.

- 2.3 The 2018/19 Capital Programme requires £828k (£807k General Fund + £21k HRA) of New Homes Bonus (NHB) funding to ensure it is balanced. Further contributions from NHB are required over the life of the MTFP, with the forecast contribution amounting to £2,859k for 2019/20, 2020/21 and 2021/22.
- 2.4 Recent announcements on NHB will see our annual receipt fall from £1.7m in 2017/18 to £1.1m in 18/19 to circa £0.95m from 2019/20 onwards. Clearly this will have a major funding impact on the size of future capital programmes. Recent Central Government advice has stated that calculations could also be revisited from 19/20 onwards; any changes will need to be factored into our future MTFP.
- 2.5 A contribution is expected from the Housing Maintenance Fund (30 year maintenance plan) of £800k in order to deliver the HRA related projects identified in the 18/19 Capital Programme. Further contributions from this reserve will be required to deliver council house building aspirations identified in our MTFP amounting to £10,577k for 2019/20, 2020/21 and 2021/22. The remainder of these schemes will be mainly funded by a combination of useable capital receipts (general and replacement homes receipts) and to take advantage of current favourable PWLB borrowing rates. (See Para 4.2)
- 2.6 A deliverable programme of £2,101k has been identified to maintain our existing council house stock, the balance of available monies will remain in the Housing Maintenance Fund in order to deal with future additional spend that has been identified by the stock condition survey.
- 2.7 Appendix 2 shows the MTFP, which was presented at the October 2017 Cabinet. Appendix 1 shows, the 18/19 Capital Programme that has evolved from the MTFP and has been refreshed with up to date information on expenditure and funding as referred to in paragraphs 2.1 to 2.6 above. A summary of the subsequent 3 years is shown in the table below.

MTFP summary 2019/20, 2020/21 & 2021/22

	2019/20 (£k)	2020/21 (£k)	2021/22 (£k)
Total General Fund Capital Projects	12,540	11,560	11,867
Total HRA Capital Projects	12,516	7,418	7,384
Total GF & HRA Capital Projects	25,056	18,978	19,251

For a detailed breakdown please refer to Appendix 2

- 2.8 The further into the future we try to predict the more difficult it is to do with the same level of certainty, therefore although 2020/21 and 2021/22 give an indication of the likely resource required during these years, we will know with a greater level of certainty nearer the time, therefore the predicted level of expenditure may well change.

3.0 Funding the Capital Programme

- 3.1 NHB funding forms a substantial amount of the funding of this programme (as referred to in para 2.3 above) (£3,687k over the four years which includes £828k in 18/19). The significant change in NHB funding (referred to in para 2.4), will impact on our future capital programmes and they may need to be curtailed to match the funding we have available.
- 3.2 Due to the very low level of estimated new capital receipts for 2018/19, only a small number of new Council funded schemes have been incorporated in the Capital Programme. Council house sales have been predicted at 20 sales per annum for the life of this programme. The Government Pooling arrangements mean a proportion of the sale is pooled to the government, a proportion is retained in a ring fenced reserve for replacement house building (linked to the HRA self-financing arrangements that have been in place since 01/04/12) and the balance is retained by the authority as a useable capital receipt, which can be used to support our Capital Programme.
- 3.3 The projected level of usable capital receipts available for 2018/19 is £535k (this is made up of £350k, net of pooling, estimated to be generated from sales in 2018/19 and a contribution of £185k (£68k + £117k) from existing Useable Capital Receipts). All other previously generated capital receipts have been used to balance the subsequent years of the MTFP.
- 3.4 The figures assumed for receipts from the sale of assets have been calculated prudently and therefore if any additional receipts are generated we can return to some of the projects which could not be funded in the first instance and consider their inclusion. Any such decision (subject to constraints within the financial rules) would require Full Council approval and be linked to the Corporate Plan priorities.

- 3.5 Additional sinking funds have been created for future replacement of Leisure plant and equipment totalling £75k and £190k for future replacement of ICT systems and equipment; this ensures the revenue base budget is more realistic in that we are making provision to replace assets in much the same way as we have for our vehicle fleet.

4.0 Council Borrowing

- 4.1 Prudent borrowing has been estimated for 2018/19, this will be used to fund the proposed project for asset acquisitions as part of the district wide redevelopment project (subject to a rigorous business case assessment) their cost will determine the amount of prudential borrowing required which is currently budgeted at £4,000k.
- 4.2 Borrowing is also envisaged in 2019/20, 2020/21 and 2021/22 to deliver the proposed Waddeton Park Council House Building Scheme. Borrowing is only considered in exceptional circumstances, whether in relation to the projects detailed above or for spend to save projects following a robust cost/benefit analysis exercise that would be able to demonstrate both an acceptable 'payback period' and that savings would be generated in excess of the annual revenue cost of servicing the debt.

5.0 Conclusion

- 5.1 As previously mentioned, the Capital Programme for the next four years is limited due to the scarce availability of funding (with the exception of borrowing). It is, therefore, imperative that capital funds are only spent on those projects which enable the Council to deliver its Corporate Plan objectives or reduce operational cost or generate a financial return.
- 5.2 Due to the continuing austerity programme being implemented by Central Government the Council is beginning to explore more commercial options in order to balance budgets. Examples include: regeneration projects and land or building acquisition; any such projects will need to be justified through robust business cases. Projects of this type will need significant capital funding either from existing receipts or from longer term borrowing. All members will be kept informed of any developments in these areas.

Contact for more information:	Andrew Jarrett, Robert Fish 01884 234242, 01884 234313 ajarrettmiddevon.gov.uk
Background Papers:	Capital Bid Submissions and workings for MTFP
File Reference	None
Circulation of the Report:	Management Team

Provisional 2018-19 Budgeted Capital ProgrammeFinal Draft
18/19 Budget

	£k
<u>Lords Meadow Leisure centre</u>	
Lords Meadow - Replace main pool filters	80
Lords Meadow - Tennis Courts surface and lining	25
<u>Exe Valley Leisure Centre</u>	
EVLC pool tiling and balance tank repairs	25
EVLC - Pool Cover	25
Total	155
<u>Phoenix House</u>	
Phoenix House - Electric water heater replacement	25
Phoenix House- Toilet refurbishment flooring and units	30
<u>MDDC Depot Sites</u>	
Old Road Depot - Actions following condition report	50
Grounds Maintenance relocation (subject to feasibility)	0
<u>Play Areas</u>	
Open Space Infrastructure (incl Play Areas)	50
<u>Other Projects</u>	
Land drainage flood defence schemes - St Marys Hemyock	25
Land drainage flood defence schemes - Ashleigh Park Bampton	87
Fore Street Flats refurbishment	60
<u>General Fund Development Schemes</u>	
* District Wide Redevelopment project - Asset acquisition	4,000
Total	4,327
* Note - unknown timing of Capital Expenditure, therefore Capital Financing excluded in Revenue Budget but be factored into Business Case as potential schemes come forward.	
<u>Economic Development Schemes</u>	
** Tiverton Town Centre improvements	40
** Mills Electricity Project	100
** Broadband Project	60
Total	200
** All Economic Development schemes are subject to acceptable Business Case	
<u>ICT Projects</u>	
Desktop states replacement/refresh	50
CRM replacement	75
Data centre hardware refresh servers/storage	120
Replacement Grounds Maintenance system	100
Total	345

Affordable Housing Projects

Grants to housing associations to provide houses (covered by Commuted Sums) 116

Total	116
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Private Sector Housing Grants

Empty homes and enforcement 106

Disabled Facilities Grants–P/Sector 552

Total	658
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Replacement Vehicles

Grounds Maintenance

Van Tipper 52

Total	52
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TOTAL GF PROJECTS 5,853

HRA Projects

Existing Housing Stock

Major repairs to Housing Stock 2,101

Renewable Energy Fund 100

Disabled Facilities Grants - Council Houses 300

Housing Development Schemes

Palmerston Park - Additional budget required 1,074

Birchen Lane - Additional budget required 446

Total	4,021
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HRA ICT Projects

Housing mobile working and additional modules 130

Total	130
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HRA Replacement Vehicles

Van Tipper 7T (Voids) 0

Total	0
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TOTAL HRA PROJECTS 4,151

GRAND TOTAL GF + HRA 10,004

MDDC Funding Summary

	2018-19
EXISTING FUNDS	£k
Capital Grants Unapplied Reserve	688
Capital Receipts Reserve	1,125
Earmarked Reserves	1025
New Homes Bonus Funding	828
Miscellaneous Funding	2,338
Subtotal	6,004
NEW FUNDS	
Borrowing	4,000
Revenue Contributions	0
Subtotal	4,000
TOTAL FUNDING	10,004

Medium Term Financial Plan 2018/19 - 2021/22 - Capital

Appendix 2

	Provisional Capital Programme	Estimated Capital Programme	Estimated Capital Programme	Estimated Capital Programme	Total
	2018/19 £k	2019/20 £k	2020/21 £k	2021/22 £k	£k
<u>Estates Management</u>					
<u>Leisure - Site Specific</u>					
<u>Lords Meadow Leisure Centre</u>					
Lords Meadow - Replace main pool filters	80				80
Lords Meadow - Tennis Courts surface and lining	25				25
LMLC pool tiling and balance tank repairs		25			25
Lords Meadow - Squash Court Climate Control		50			50
LMLC - Pool Cover			25		25
<u>Exe Valley Leisure Centre</u>					
EVLC pool tiling and balance tank repairs	25				25
Evlc - Replace isolated CHP for Bio Mass Boiler (spend to save)		150			150
EVLC - Pool Cover	25				25
EVLC - Water cooled Chiller -Major Maintenance		30			30
<u>Culm Valley sports centre</u>					
Culm Valley- Fitness Gym Extension			500		500
Total					
	155	255	525	0	935
0					
<u>Other MDDC Buildings</u>					
<u>Pannier Market</u>					
Pannier Market -Paving replacement (linked to Tiverton masterplan)		150			150

Provisional Capital Programme	Estimated Capital Programme	Estimated Capital Programme	Estimated Capital Programme	Total
2018/19	2019/20	2020/21	2021/22	

Phoenix House

Phoenix House - Replacement BMS software			20	20
Phoenix House - AHU changes to allow cooling		100		100
Phoenix House - Electric water heater replacement	25			25
Phoenix House- Toilet refurbishment flooring and units	30	30		60
Phoenix House - Boiler replacement		100		100

General Car parks

P&D resurfacing and lining - Becks Square Tiverton		50		50
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MSCP Improvements

MSCP refer to Matrix condition report		50		50
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Note - MSCP and Phoenix Lane access road resurfacing to be negotiated with Premier Inn project

MDDC Depot sites

Old Road yard resurfacing		35		35
Old Road Depot - Actions following condition report	50	50		100
Carlu Close - Potential Air Conditioning units		20		20
Grounds Maintenance relocation (subject to feasibility)	80			80
Land Purchase for combined depot			1,000	1,000

MDDC Shops/industrial Units

0

Play Areas

Play area refurbishment District wide - 18/19 Detailed scheme??				0
Play area refurbishment District wide	50	50	50	200

Cemeteries

Tiverton and Crediton Cemetery Chapel maintenance		50		50
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	Provisional Capital Programme 2018/19	Estimated Capital Programme 2019/20	Estimated Capital Programme 2020/21	Estimated Capital Programme 2021/22	Total
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Other Projects

Land drainage flood defence schemes - 18/19 Detailed scheme??

Land drainage flood defence schemes	25	25	50	50	150
Land drainage flood defence schemes - Ashleigh Park Bampton	87				87

Note - Town Centre Master Planning initial consultant costs will be revenue but affordable schemes identified will be highlighted in future Capital MTFP

General Fund Development Schemes

Tiverton redevelopment project		6,000	7,000	7,000	20,000
Tiverton Redevelopment project - Asset acquisition	4,000				4,000
Commercial property/Land Acquisition		2,500	2,500	2,500	7,500

Total	4,347	9,210	9,620	10,600	33,777
					0

Economic Development Schemes

*Cullompton Townscape Heritage Initiative (Subject to £1.152m HLF bid)		253	251	251	755
Tiverton Town Centre improvement	40				40
Pannier Market Projects		25	25		50
Mills Electricity Project	100	100	100		300
Broadband Project	100	100			200

Total	240	478	376	251	1,345
					0

* Project to be delivered over 5 years therefore likely to be complete in 2023/24. Depending on successful HLF bid. At this stage equal cost £1,257k assumed over 5 year period & therefore will straddle this MTFP until 2023/24. Submission for 2nd HLF bid due 08/12/17, bid value may change in new submission.

All Economic Development schemes are subject to acceptable Business Case

Harlequin Valley site options being considered as to whether could be a potential site for SPV delivery

	Provisional Capital Programme 2018/19	Estimated Capital Programme 2019/20	Estimated Capital Programme 2020/21	Estimated Capital Programme 2021/22	Total
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ICT Projects

Desktop states replacement/refresh	50		50		100
Remote Sites connections refresh - Aug '19		40			40
Server virtualisation/storage replacement				90	90
Continuous replacement of WAN/LAN		100			100
CRM replacement	75	75			150
Additional payment kiosk - subject to Business case		25			25
HR System Refresh				35	35
Efin System Refresh				45	45
Idox System Refresh				45	45
Revenues & Benefits System Refresh				45	45
Housing System Refresh			75		75
AIM/ACR System Refresh		30			30
SQL/Oracles refreshes		100			100
Data centre hardware refresh servers/storage	120				120
Application Virtualisation /deployment		50			50
Website development		20			20
Mobile/agile business transformation - estimate only for change of kit, servers and comms links		300			300
Project Liberty (SQL database and Information Services - Tech Refresh)		50			50
Leisure Technical Refresh - Portal Solution		35			35
Replacement Grounds Maintenance system	100				100

Total	345	825	125	260	1,555
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Affordable Housing Projects

Grants to housing associations to provide houses (covered by Commuted Sums)	116	116	116	116	464
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Total	116	116	116	116	464
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Private Sector Housing Grants

Empty homes and enforcement	106	108	110	115	439
Disabled Facilities Grants–P/Sector	500	510	520	525	2,055

Total	606	618	630	640	2,494
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	Provisional Capital Programme 2018/19	Estimated Capital Programme 2019/20	Estimated Capital Programme 2020/21	Estimated Capital Programme 2021/22	Total
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Replacement Vehicles

Recycling Collection

Telehandler		134			134
Recycling Tipper			22		22

Waste Collection

Refuse Collection Vehicles		680			680
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Street Cleansing

Large Sweeper		120	120		240
Van Tipper		26			26
					0

Grounds Maintenance

Van Tipper	52	78	26	0	156
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Total	52	1,038	168	0	1,258
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0

TOTAL GF PROJECTS	5,861	12,540	11,560	11,867	41,828
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HRA Projects

Existing Housing Stock

Major repairs to Housing Stock	2,101	2,092	1,993	1,984	8,170
Renewable Energy Fund	100	100	100	100	400
Disabled Facilities Grants - Council Houses	300	300	300	300	1,200

Housing Development Schemes

Palmerston Park - Soil Nailing -RC Wall -Tree Clearance-Re sequencing charges	1,056				1,056
Birchen Lane - PHL correction work	143				143
* Watery Lane Tiverton - Garage conversion (15 Units - Subject to design)		1,000			1,000
Waddeton Park Tiverton (70 Units)		3,000	3,000	3000	9,000
* Round Hill Tiverton (21 Units - Subject to design)		3,000			3,000
* Replace end of life units (8 units)		2,000			2,000
Council Housing building schemes to be identified			2,000	2000	4,000

Note - Decision to be made whether HRA will buying or leasing newly built properties from the SPV

Provisional Capital Programme 2018/19	Estimated Capital Programme 2019/20	Estimated Capital Programme 2020/21	Estimated Capital Programme 2021/22	Total
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Commercial Development Schemes

* Shapland Place Tiverton garage conversion (2-3 Units - Subject to design)

1,000

1,000

Note - consideration of land banking/demand for commercial developments

HRA ICT Projects

Total	3,700	12,492	7,393	7,384	30,969
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0

* Proposed Council House Building / industrial units schemes subject to full appraisal

HRA Replacement Vehicles

Van Tipper 3.5T (Voids)

25

25

Van Tipper 7T (Voids)

40

40

Van Tipper 4.5T (Responsive Repairs)

24

24

Total	40	24	25	0	89
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0

TOTAL HRA PROJECTS

3,740	12,516	7,418	7,384	31,058
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0

0

0

0

0

GRAND TOTAL GF + HRA

9,601	25,056	18,978	19,251	72,886
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	Provisional Capital Programme 2018/19	Estimated Capital Programme 2019/20	Estimated Capital Programme 2020/21	Estimated Capital Programme 2021/22	Total
<u>MDDC Funding Summary</u>					
EXISTING FUNDS	2018/19 £k	2019/20 £k	2020/21 £k	2021/22 £k	Total £k
Capital Grants Unapplied Reserve	636	626	636	641	2,539
Capital Receipts Reserve	1,125	1,298	874	874	4,171
Earmarked Reserves	1462	8526	3063	3365	16,416
Miscellaneous Funding	2,338	2,582	2,480	2,471	9,871
Subtotal	5,561	13,032	7,053	7,351	32,997
NEW FUNDS					
Borrowing	4,000	12,000	11,900	11,900	39,800
Revenue Contributions	40	24	25	0	89
Subtotal	4,040	12,024	11,925	11,900	39,889
TOTAL FUNDING	9,601	25,056	18,978	19,251	72,886
Control	0	0	0	0	0

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CABINET 1 FEBRUARY 2018

CONTRACT AWARD FOR DEVELOPMENT OF AFFORDABLE HOUSING AT SITE NEAR OAKFIELDS, BURLESCOMBE

Cabinet Member(s): Councillor Ray Stanley, Cabinet Member for Housing & Property
Responsible Officer: Andrew Jarrett, Director of Finance, Assets and Resources

Reason for Report: To agree the award of a contract to provide for development of 6 affordable housing units at a site near Oakfields, Burlescome.

RECOMMENDATION: that the Cabinet agree to award the contract to 3 Rivers Developments based on the current budget provided.

Relationship to Corporate Plan: One of the Council's key Corporate Plan priorities is the delivery of affordable housing numbers.

Financial Implications: A sum of £800k is included in the 2017/18 capital programme for the delivery of 6 affordable housing units at Oakfields, Burlescome and £210k of funding has been committed by the Homes and Communities Agency (HCA) if work is started by the 31 March 2018. As previously advised, Section 5.1 of the Council's Financial Regulations makes allowance for a contract waiver process to be agreed if the formal process/timeline would result in additional cost to a project.

Legal Implications: The Council must comply with procurement laws and its own financial regulations. Compliance with EU procurement law is a requirement of the funding agreement with the HCA. The report outlines the process which will be followed. Additional advice on legal implications can be given if necessary and will also form part of the future report on contract award.

Risk Assessment: See Legal Implications. If the Council is unable to start on site by a given date in March 2018, it risks losing the HCA funding.

Equality Impact Assessment: None arising from this report, which is to be noted. The impacts will be reassessed for the contract award report.

1.0 Introduction

- 1.1 To remind members the Cabinet considered a report on this scheme at its meeting on the 4/1/18. The Council has an award of funding from the Homes and Communities Agency (HCA) to put towards the development of 6 affordable dwellings on a site at Burlescome. The amount of the funding is £210,000. The HCA has stated that work needs to start on site before 31 March 2018 – and this needs to be a meaningful and material start. The risk of not making a start by that date is that the funding will no longer be made available. Therefore, time has always been of the essence with this project.

- 1.2 In the way of an update, planning permission has now been granted, the option agreement is being finalised and a contract waiver form has been agreed.
- 1.3 The main issue now is the award of the contract in order to enable 3 Rivers Developments to undertake all the prerequisite due diligence, including the discharge of planning conditions to enable a start on site in order not to lose the HCA funding.

2.0 Award of Contract

- 2.1 The Council's Housing Revenue Account has been looking to deliver 6 affordable housing 2 and 3 bed units at a site in Burlescombe for some time.
- 2.2 3 Rivers Developments are now concluding a design and build tender to see the site developed and will be receiving tenders up to the 29 January 2018. The outcome of this process will be reported to Cabinet at its meeting and as long as a tender price is no more than the £800k budget provided, subject to agreed tolerances in the Financial Regulations, a contract will be awarded to 3 Rivers Developments.

Contact for more Information: Andrew Jarrett – Director of Finance, Assets and Resources, 01884 234242, ajarrett@middevon.gov.uk

Circulation of the Report: Leadership Team, Cabinet Member for Housing & Property and all Cabinet Members

List of Background Papers:

Committee report and Minute 21(d) Planning Committee 14 June 2017

Committee Report and Minute 46, Planning Committee 9 August 2017

Cabinet Report 4 January 2018

CABINET **1 February 2018**

The Establishment

Cabinet Member: Cllr. Margaret Squires

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

Reason for Report: To inform Members of the overall structure of the Council showing the management and deployment of officers. This report should be read in conjunction with the functions of individual officers highlighted in the Constitution.

RECOMMENDATION: The Cabinet is asked to recommend to Council the Establishment.

Relationship to Corporate Plan: This report highlights the Establishment figures and, as such, supports our aim to reduce costs without affecting service quality and continuity.

Financial Implications: Financial risk will only occur where the structure of a service changes without adherence to allocated budgets.

Legal Implications: In accordance with Article 14 of the Constitution.

Risk Assessment: If changes to the method of providing service delivery are not implemented the Council will find it more difficult to achieve the required budget cuts and quality and continuity may be affected.

Equalities impact assessment: No equality issues identified for this report.

1.0 Introduction

- 1.1 Under Article 14 of the Mid Devon District Council Constitution, the Chief Executive is required to report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required and the organisation of officers. [Structure Charts](#)

2.0 Structure of the Council

- 2.1 A significant amount of change has once again been undertaken during the past 12 months with the appointment of the Group Manager cohort in September. The process of selection of senior managers was undertaken in a way that minimises redundancies and provides additional challenge to allow them to grow in these more demanding roles. As a result of their appointments each Group Manager has been tasked with undertaking a comprehensive review of their service area to provide a more efficient and cost effective outcome.

3.0 Resources

- 3.1 The total number of Full Time Equivalents (FTE) varies throughout the year. It is the responsibility of the Council's management to ensure that we do not overspend on the allocated budget unless that revenue expenditure has been authorised. Some services have much more movement of staff than others.
- 3.2 The FTE as at 1 January 2018 was 408.02 (including 11 Apprentices) compared to 408.81(including 10 Apprentices) as at 1 January 2017. This reduction demonstrates that the Council has sought, wherever possible, to ensure that services are being maintained in the context of significant changes to our financial operating context.

Directorate	FTE 2018	FTE 2017
Chief Executive	6	5
Corporate Affairs	58.08	64.27
Finance & Assets	46.54	48.53
Operations	252.19	250.48
Planning	45.21	40.53
Total	408.02	408.81

- 3.3 Whilst the pressures of work are rising, the Council has implemented support for staff suffering from stress by offering stress awareness sessions for both managers and individuals. Free confidential counselling is also offered. Any member of staff who shows signs of stress is given support via Occupational Health, review of workload and if necessary a different working pattern.
- 3.4 Sickness absence continues to be managed and support is provided to assist employees on long term sickness back to work. The current data indicates an increase 0.6 days lost per employee during the monitoring period compared to last year.

Monitoring Period	Days Lost	Long Term Absence (15+ days)	Short Term Absence (less than 15 days)
1 Jan 2017 – 1 Jan 2018	3706 (average 8.1 per employee)	2240 (average 4.9 per employee)	1466 (Average 3.2 per employee)
1 Jan 2016- 1 Jan 2017	3501 (average 7.5 per employee)	1939 (average 4.2 per employee)	1562 (average 3.4 per employee)

4.0 Turnover

- 4.1 The annual turnover rate to January 2018 is 11.31%. During the 12 month monitoring period 57 employees left the council; 40 were resignations, 7 dismissals, 2 redundancies, 2 end of fixed term contract, 4 were non-starters and 2 were transferred under TUPE to Devon Audit Partnership.

5.0 Looking Forward

- 5.1 The Chief Executive will scrutinise all vacancies that arise and attempt to meet the work requirements by alternatives to normal recruitment, such as flexible working, joint appointments with other councils, or use of part time or fixed term posts. Once this process has been exhausted consideration will be given to external recruitment.
- 5.2 The Chief Executive, in conjunction with the Leadership Team, will continue to reorganise the workforce to best reflect the needs and priorities of the Council as and when the opportunity arises.
- 5.3 Support will be provided to staff as we continue to train and develop staff and encourage a more flexible approach to working, enabling employees to develop and take on more challenging roles in the future.
- 5.4 The Council's workforce will continue to become more complex in terms of full time/part time/job sharing/flexible working etc. as well as in terms of increased use of working from home and use of more flexible job descriptions.

6.0 Training

- 6.1 In order to encourage staff to work more flexibly and take on different roles and responsibilities we need to provide or enable them with the necessary skills to achieve this. It is important that everyone is aware that change, innovation or adaptation is needed to deliver the Council's objectives.

7.0 Use of Consultants

- 7.1 Consultants are only used where there is a need to deliver a specific project or piece of work for which expertise is required which is not available within the Council's existing resource. These areas include pure professional advice, for example barristers' advice, engineering calculations and landscaping advice.

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 1 FEBRUARY 2018

POLICY FRAMEWORK

Cabinet Member Cllr C J Eginton - Leader
Responsible Officer Stephen Walford - Chief Executive

Reason for Report: To endorse the Policy Framework for the year.

RECOMMENDATION(S): To recommend to Council that the Policy Framework be adopted.

Relationship to Corporate Plan: An efficient and effective policy framework helps provide the infrastructure to deliver the corporate plan

Financial Implications: None arising from this report

Legal Implications: The Local Government Act 2000 gives the full Council responsibility for approving the policy framework; this is set out in Article 4 of the Constitution

Risk Assessment: Not updating the strategic policies of the Council would result in policies not being aligned to corporate objectives and an inefficient use of resources.

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

1.0 Introduction

- 1.1 The Policy Framework consists of both statutory documents that have to be adopted or approved by the Council as well as locally determined policies and strategies that form an integral part of the decision making process and their subsequent implementation.
- 1.2 A list of Strategies and Policies covered by the Framework is attached at Annex 1.
- 1.3 It is recommended that these Strategies and Policies be formally approved as the Council's Policy Framework in accordance with the Constitution so far as they still apply and are relevant.
- 1.4 As new policies are approved by Council they will automatically be added to the Policy Framework.

2.0 Way Forward

- 2.1 Under the Budget and Policy Framework Procedure Rules, the Cabinet will be responsible for the implementation of the Budget and Policy Framework.

- 2.2 The purpose of this report therefore is to inform the Cabinet of their role in the implementation of the budget and policy framework highlighting to the Scrutiny Committee, Audit Committee and Policy Development Groups its work for the coming year.
- 2.3 The table therefore covers all strategic rather than operational policies and highlights those which are for Cabinet only approval and those which require full Council approval.

Contact for more Information:

Stephen Walford – Chief Executive

Sally Gabriel - Member Services Manager sgabriel@middevon.gov.uk (01884 234229)

Circulation of the Report: Councillor C J Eginton and Management Team

Community Policy Development Group						
Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Air Quality Action Plan	Director of Operations	Nov-17	Community PDG	Nov-21	Cabinet	4 yearly
Community Engagement <u>Action Plan</u>	Director of Corporate Affairs & Business Transformation	Mar-17	Community PDG	Oct-18	Cabinet	Annually
Community Engagement <u>Strategy</u>	Director of Corporate Affairs & Business Transformation	Mar-15	Community PDG	Oct-18	Cabinet	2 yearly
Community Safety Partnership Plan	Director of Operations	Jun-15	Community PDG	Mar-18	Council	2 yearly
Corporate Anti Social Behaviour Policy	Director of Operations	Jan-18	Community PDG	Jan-21	Cabinet	3 yearly
Corporate Health & Safety Policy	Director of Corporate Affairs and Business Transformation	Jan-17	Community PDG	Mar-18	Cabinet	Annually
Customer Care Policy	Director of Corporate Affairs & Business Transformation	Sep-14	Community PDG	Oct-18	Cabinet	3 yearly
Grant payments to external organisations (the strategic grants review process)	Group Manager for Growth, Economy & Delivery	Oct-16	Community PDG	Mar-20	Cabinet	4 yearly
Public Health Enforcement Policy	Director of Operations	Aug-16	CWB and DAH (joint meeting)	Aug-18	Cabinet	2 yearly
Regulation of Investigatory Powers	Director of Corporate Affairs and Business Transformation	Jan-17	Community PDG	Mar-18	Cabinet	Annually
Safeguarding Children & Adults at Risk Policy and Procedures	Director of Corporate Affairs and Business Transformation	Aug-17	Community PDG	Jun-20	Cabinet	3 yearly
Single Equalities Policy and Equality Objective	Director of Corporate Affairs and Business Transformation	May-17	Community PDG	May-18	Cabinet	Annually

Town and Parish Charter	Director of Corporate Affairs and Business Transformation	Jan-18	Community PDG	Jan-21	Cabinet	3 yearly
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Environment Policy Development Group						
Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Climate Strategy and Action Plan	Director of Operations	Mar-16	Environment PDG	Mar-20	Cabinet	4 yearly
Contaminated Land Cost Recovery Policy	Director of Operations	Mar-15	Environment PDG	Mar-20	Cabinet	5 yearly
High Hedges Policy	Director of Operations	Aug-16	Environment PDG	Aug-23	Cabinet	7 yearly
Litter and Dog Bin Policy	Director of Operations	Jun-17	Environment PDG	Mar-20	Cabinet	3 yearly
National Assistance Burial Procedure	Director of Operations	Jun-16	Environment PDG	Jun-19	Cabinet	3 yearly
Open Space and Play Area Strategy (2013 - 2033)	Director of Operations	Jan-15	Environment PDG	Jan-33	Cabinet	18 yearly
Parks and Open Spaces 10 Year Management Plan and Design Principles	Director of Operations	Nov-17	Environment PDG	Nov-27	Cabinet	10 yearly
Play Area Safety Inspection Policy	Director of Operations	Mar-16	Environment PDG	Mar-19	Cabinet	3 yearly
Street Scene Enforcement Policy	Director of Operations	Mar-17	Environment PDG	Mar-20	COUNCIL	3 yearly
Tree Policy	Director of Operations	May-16	Environment PDG	May-21	Cabinet	5 yearly

Economy - Policy Development Group

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Joint Exeter and the Heart of Devon (EHOD) Economic Development Strategy (review progress against action plan only, Strategy to be reviewed by the Cabinet)	Chief Executive and Director of Growth	Jan-17	Economy PDG	Mar-18	Economy PDG - Cabinet	Annually
Market Schedule of Tolls	Chief Executive and Director of Growth	Mar-17	Economy PDG	Mar-18	Economy PDG - Cabinet	Annually
Strategy for Tiverton 2017/27	Chief Executive and Director of Growth	Feb-17	Economy PDG	Feb-27	Economy PDG - Cabinet	Every 10 years

Homes Policy Development Group

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Aids and Adaptations Policy	Director of Operations	Sep-16	Homes PDG	Sep-20	Cabinet	4 yearly
Allocations Policy and Procedures	Director of Operations	March 2016	Homes PDG	Mar-19	Cabinet	3 yearly
Asbestos Policy, Corporate	Director of Operations	Oct-15	Homes PDG	Aug-18	Cabinet	3 yearly
Asbestos Management Plan	Director of Operations	October 2015	Homes PDG	Aug-18	Cabinet	3 yearly
ASB Policy and Procedures	Director of Operations	Jul-15	Homes PDG	Jul-18	Cabinet	3 yearly
Car Parking Management Policy (housing amenity, residential and permit holder car parks).	Director of Operations	Jan-16	Homes PDG	Jan-20	Cabinet	4 yearly
Compensation Policy	Director of Operations	Sep-17	Homes PDG	Sep-19	Cabinet	2 yearly
Decant Policy	Director of Operations	Jan-17	Homes PDG	Jan-21	Cabinet	4 yearly
Domestic Abuse Policy	Director of Operations	Jul-15	Homes PDG	Jun-19	Cabinet	4 yearly
Fire Risk in Communal Areas Policy	Director of Operations	Jul-17	Homes PDG	Jul-21	Cabinet	4 yearly
Garage Management Policy	Director of Operations	Jan-16	Homes PDG	Jan-20	Cabinet	4 yearly
Gas Safety Policy	Director of Operations	Sep-13	Homes PDG	Mar-18	Cabinet	4 yearly

Homes Policy Development Group

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Harrassment Policy	Director of Operations	Jul-15	Homes PDG	Jun-19	Cabinet	4 yearly
Hoarding Policy	Director of Operations	Jul-15	Homes PDG	Jun-19	Cabinet	4 yearly
Homelessness Strategy	Director of Operations	Mar-14	Homes PDG	Mar-19	Cabinet	5 yearly
Housing Assistance Policy (previously known as the Private Sector Renewal Policy)	Director of Operations	Jan-18	Homes PDG	Jan-19	Cabinet	Annually
Housing Enabling - SPD (S106 - Housing Need Allocation - Exception Sites)	Director of Operations	May-17	Homes PDG	May-20	Cabinet	3 yearly
Housing Revenue Account Asset Management Strategy	Director of Operations	May-14	Homes PDG	May-19	Cabinet	5 Yearly
Housing Strategy	Director of Operations	Jan-16	Homes PDG	Jan-21	Cabinet	5 yearly
Improvements to Council Property Policy	Director of Operations	Dec-15	Homes PDG	Dec-19	Cabinet	4 yearly
Income Management Policy	Director of Operations	Aug-15	Homes PDG	Aug-19	Cabinet	4 yearly
Introductory Tenancies Policy	Director of Operations	Sep-16	Homes PDG	Sep-20	Cabinet	4 yearly
Leasehold Management policy	Director of Operations	Dec-15	Homes PDG	Dec-19	Cabinet	4 yearly
Neighbourhood Management Policy	Director of Operations	Sep-14	Homes PDG	Sep-18	Cabinet	4 yearly
Pets and Animals policy	Director of Operations	Jul-15	Homes PDG	Jun-19	Cabinet	4 yearly

Homes Policy Development Group

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Recharge Policy	Director of Operations	Jan-16	Homes PDG	Jan-20	Cabinet	4 yearly
Service Standards Review	Director of Operations	Sep-16	Homes PDG	Sep-20	Cabinet	4 yearly
Severe Weather Emergency Protocol and Extended Winter Provision Protocol	Director of Operations	Jan-18	Homes PDG	Sep-20	Cabinet	2 yearly
Supply and Demand Policy	Director of Operations	Dec-15	Homes PDG	Dec-18	Cabinet	3 yearly
Telecare Policy	Director of Operations	Mar-17	Homes PDG	Mar-21	Cabinet	4 yearly
Tenancy Policy	Director of Operations	Aug-15	Homes PDG	Aug-19	Cabinet	4 yearly
Tenancy Changes Policy (formerly known as the 'Succession and Assignment Policy')	Director of Operations	Jun-16	Homes PDG	May-20	Cabinet	4 yearly
Tenancy Agreement	Director of Operations	Jul-16	Homes PDG	Jul-21	Cabinet	5 yearly
Tenancy Inspection Policy	Director of Operations	Jul-16	Homes PDG	Jul-20	Cabinet	4 yearly
Tenant Involvement Policy	Director of Operations	Jun-15	Homes PDG	Mar-18	Cabinet	3 yearly
Tenant Involvement Strategy	Director of Operations	Jun-15	Homes PDG	Mar-18	Cabinet	3 yearly
Tenancy Strategy (Formerly known as the Strategic Tenancy Policy)	Director of Operations	Nov-12	Homes PDG	Mar-18	Cabinet	4 yearly

Homes Policy Development Group

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Void Management Policy	Director of Operations	Jul-16	Homes PDG	Jul-18	Cabinet	2 yearly
Vulnerability Policy	Director of Operations	Mar-17	Homes PDG	Mar-21	Cabinet	4 yearly

Licensing Committee						
Policy	Responsible Officer	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Hackney Carriage and Private Hire Policy and Conditions	Director of Operations	Mar-16	Regulatory Committee	Mar-19	Regulatory Committee	3 Yearly
Licensing Policy	Director of Operations	Dec-13	Licensing Committee	Dec-18	Council	5 yearly
Statement of Principles for Gambling Act 2005	Director of Operations	Oct-15	Licensing Committee	Oct-18	Council	3 Yearly

Audit Committee						
Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Annual Governance Statement and Governance Framework	Director of Corporate Affairs and Business Transformation	Jul-17	Audit Committee	Jul-18	Audit Committee	Annually
Anti-fraud and Corruption and Anti-Money Laundering Policies	Director of Corporate Affairs and Business Transformation	Dec-14	Audit Committee	Dec-18	Audit Committee	4 yearly
Corporate Debt Recovery Policy	Director of Finance, Assets and Resources	Jan-18	Audit Committee	Jan-21	Cabinet	3 yearly
Data Quality Policy	Director of Corporate Affairs and Business Transformation	Dec-14	Audit Committee	Dec-18	Audit Committee	4 yearly
Financial and Contract Procedure Rules	Director of Finance, Assets and Resources	Oct-16	Audit Committee	Sep-19	Audit Committee - Full Council	3 yearly
Four year Strategic Audit Plan and Work Programme	Director of Corporate Affairs and Business Transformation	Mar-17	Audit Committee	Mar-18	Audit Committee	Annually
Internal Audit Charter	Director of Corporate Affairs and Business Transformation	Jan-18	Audit Committee	Jan-21	Audit Committee	3 yearly
Internal Audit Strategy	Director of Corporate Affairs and Business Transformation	Jan-18	Audit Committee	Jan-21	Audit Committee	When legislation changes
Risk and Opportunity Management Strategy	Director of Corporate Affairs and Business Transformation	Mar-17	Audit Committee	Mar-18	Audit Committee	Annually
Whistleblowing Policy	Director of Corporate Affairs and Business Transformation	Mar-17	Audit Committee	Mar-21	Audit Committee	4 yearly

Cabinet

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Statement of Community Involvement	Head of Planning, Economy and Regeneration	Aug-12	PPAG	Jun-18	Cabinet - Council	5+ years
Area of Special Control for advertisements	Head of Planning, Economy and Regeneration	Dec-11	PPAG	Nov-18	Cabinet - Council	5 years
Asset Management and Capital Strategy Plan 2016-2020	Director of Finance, Assets & Resources	Jul-16	Cabinet	Jul-20	Cabinet	4 years
Capital Strategy & Asset Management Plan 2016 - 2020	Director of Finance, Assets & Resources	Jul-16	Cabinet	Jul-20	Cabinet	4 yearly
Channel Access Strategy 2014-2017	Director of Corporate Affairs abd Business Transformation	Jan-15	Cabinet	Mar-18	Cabinet	3 years
Communication Strategy	Director of Corporate Affairs abd Business Transformation	Feb-16	Cabinet	Feb-20	Cabinet	4 years
Communication Strategy Action Plan	Director of Corporate Affairs abd Business Transformation	Mar-17	Cabinet	Mar-18	Cabinet	Annually
Community Infrastrure Levy	Head of Planning, Economy and Regeneration	Dec-16	PPAG	As and when required as part of the Local Plan	Cabinet - Council	As and when required as part of the Local Plan
Complaints and Feedback policy	Director of Corporate Affairs and Business Transformation	Sep-15	Cabinet	Sep-18	Cabinet	3 years
Corporate Debt Recovery Policy	Director of Finance, Assets and Resources	Feb-18	Audit Committee - Cabinet	Febraury 2021	Cabinet	3 years
Corporate Plan (2016 - 2020)	Director of Corporate Affiars and Business Transformation	Mar-16	Cabinet	Mar-20	Cabinet - Council	4 yearly
Council Tax Reduction Scheme	Director of Finance, Assets and Resources	Dec-16	Cabinet	Dec-18	Council	2 yearly

Cabinet

Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Data Protection Policy	Director of Corporate Affairs and Business Transformation	Mar-16	Cabinet	Apr-18	Cabinet	Annually for the first year (2019) and then 3 yearly after that.
Discretionary Rate Relief Scheme	Director of Finance, Assets and Resources	Sep-17	Cabinet	Sep-18	Cabinet	Annually
Email Policy	Director of Corporate Affairs and Business Transformation	Dec-15	Cabinet Member for the Working Environment and Head of ICT	Dec-18	Cabinet Member for the Working Environment	3 Yearly
The Establishment	Director of Corporate Affairs and Business Transformation	Feb-18	Cabinet	Feb-19	Cabinet	Annually
Freedom of Information Policy	Director of Corporate Affairs and Business Transformation	Dec-16	Cabinet or Cabinet Member	Apr-18	Cabinet	Annually for the first year (2019) and then 3 yearly after that.
ICT Strategy	Director of Corporate Affairs and Business Transformation	Oct-11	Cabinet	Oct-18	Cabinet	5 yearly
Internet Policy	Director of Corporate Affairs and Business Transformation	Dec-15	Cabinet Member for the Working Environment and Head of ICT	Dec-18	Cabinet Member for the Working Environment	3 Yearly
Joint Exeter and Heart of Devon (EHOD) Economic Development Strategy	Chief Executive and Director of Growth	Jan-17	Cabinet	Jan-20	Cabinet	3 Yearly
Leisure Pricing Policy	Director of Operations and Director of Finance, Assets and Resources	Feb-17	Individual Decision by the Cabinet Member for Community Well Being	Feb-18	Cabinet	Annually
Local Development Scheme	Head of Planning, Economy and Regeneration	Dec-16	PPAG	Dec-18	Cabinet	2 yearly

Cabinet						
Policy	Head of Service	Last Approved	Group/Committee to review/develop	Expected date for next approval	Approval required from	Frequency to be reviewed
Local Enforcement Plan (replaces Development Control Enforcement Policy)	Head of Planning, Economy and Regeneration	Jan-18	PPAG	Jan-21	Cabinet - Council	3 yearly
Media and Social Media Policy	Director of Corporate Affairs and Business Transformation	Jun-15	Cabinet	May-19	Cabinet	4 yearly
Medium Term Financial Strategy	Director of Finance, Assets and Resources	Oct-17	Cabinet	Oct-18	Cabinet	Annually
Pay Policy	Director of Corporate Affairs and Business Transformation	Mar-17	Cabinet	Mar-18	Cabinet - Council	Annually
Treasury Management Strategy and Annual Investment Strategy	Director of Finance, Assets and Resources	Nov-17	Cabinet	Nov-18	Cabinet	Annually

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CABINET 1 FEBRUARY 2018

ASBESTOS SURVEYING & REMOVAL 2018 - 2021

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

Reason for Report: At the cabinet meeting of the 23 November 2017 it was decided to award Lot 1 and Lot 2, the Licensed and Unlicensed Asbestos Surveying and Removal Works, for the period 2018 – 2021, to supplier L and N. Contractor L has refused to accept the award of the contract. The contractor, who was awarded Lot 2, has accepted the award.

This report is to advise the Cabinet of the revised outcome of the tender for Lot 1, the Licensed Asbestos Surveying and Removal Works, for the period 2018 – 2021.

RECOMMENDATION: It is recommended that Cabinet award;

- Lot 1, Licensed Work, to **Supplier D** with a forecast annual budget of £100,000

Budget is pro-rata for year one.

The tender 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 5 March 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 this contract is £100,000 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 for 3 years and 1 month, 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 for Lot 1 and 2, of which 9 submitted their tenders on time for Lot 1, 18 opted out and 30 did not respond. Contractor L subsequently refused to accept the award. 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

2.6 The outcome of the evaluation is shown below

Lot 1 – Licensed Works

Supplier	A	B	C	D	E	F	G	H	I
Quality	19.50	23.50	28.00	22.00		22.50	14.00	22.00	19.50
Price	36.00	34.06	53.04	60.00		34.67	26.95	42.46	30.86
TOTAL	55.50	57.56	81.04	82.00		57.17	40.95	64.46	50.36

Not all contractors submitted a tender for Lot 1, where this is the case gaps have been left in the evaluation scores above. The contractor who subsequently withdrew from the process has not been included here.

3 Conclusion

The outcome of the tender process for Lot 1 shows Supplier D 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 5 March 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
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CABINET
1 FEBRUARY 2018:

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 October was 224kg. We are still a little below target for **% of household waste reused, recycled and composted** but at 53.6% still did well compared to the mean for all English authorities on LG Inform which was 48.09% for Q2 2017/18.
- 2.2 90% of trade waste customers are now covered by the recycling service.
- 2.3 **Number of Households on Chargeable Garden Waste**; sales/renewals exceeded the target of 9,000 by the end of June. The number of customers peaked in September at 9,537 but has slightly decreased since due to the drop in garden waste produced during the winter. We now have 9,268 customers against 8,298 as at 30 November 2016.
- 2.4 Regarding the Corporate Plan Aim: **Reduce our carbon footprint**: We continue to put energy saving measures in place wherever we can; recent additions are low energy air handling and LED lighting in the EVLC extension.
- 2.5 The energy switching scheme went live on MDDC website on 1 December 2017. The Waste transfer station at Carlu Close was officially opened on 8 December.
- 2.6 Regarding the Corporate Plan Aim: **Protect the natural environment**: 12 of the 27 recommendations from the Street Cleansing review have now been implemented; some have been put on hold and will be considered with the proposed merger of the service with Grounds Maintenance.

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 Aims: **Facilitate the housing growth that Mid Devon needs, including affordable housing: and Planning and enhancing the built environment**: The Local Plan is of course key; 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.

- 2.9 **Percentage of Properties with a Valid Gas Safety Certificate (LGSR):** there are three expired properties, two are at injunction stage and one is empty and subject to possession proceedings by the tenancy service.
- 2.10 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

- 2.11 Regarding the Corporate Plan Aim: **Attract new businesses to the District:** The number of business rate accounts has increased since last year which indicates some positive movement into the District but will include extra accounts for existing businesses too.
- 2.12 Regarding the Corporate Plan Aim: **Focus on business retention and growth of existing businesses:** We are now recording **Businesses assisted** which is on target at 183, as at end of November, against an annual target of 250.
- 2.13 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:** for **Empty Shops**, counting takes place at the start of the quarter so we now have the final position for 2017/18 compared to 2016/17: 7 more empty shops for Tiverton, 1 more in Crediton and 1 more in Cullompton. Crediton appears to be in better shape which was also suggested by the Consultation Working Group report which went to Scrutiny on 4 December. (See item on this agenda)
- 2.14 The Tiverton Town Centre Masterplan is due to go to Cabinet on 1 March 2018 prior to stage 1 public consultation. A £1.2M bid was submitted to the Heritage Lottery fund to help restore historic buildings in Cullompton. We will know the outcome in May 2018.
- 2.15 Regarding the Corporate Plan Aim: **Grow the tourism sector:** the Mid Devon Destination Management Plan for Tourism is due to come before this PDG in March.
- 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 before the examination stage.

Community Portfolio - Appendix 4

- 2.17 Regarding the Corporate Plan Aim: **Promote physical activity, health and wellbeing:** The EVLC extension is complete with the official opening on 10 January.

- 2.18 Planning is underway for this year's South West Youth Games with a fundraising Skipathon taking place across Devon and Cornwall from 22-26 January.
- 2.19 **Other:** Cosy Devon is still live, however they are currently migrating the site over to DCC hosting. The LEAP project within the ECO funding is also still live and offers home energy visits and low-cost measures.

Corporate - Appendix 5

- 2.20 **Working days lost due to sickness** is well below target (there will be a verbal update at the meeting).
- 2.21 The **Response to FOI requests** is still well below target. Recruitment for a replacement member of staff has taken place and the new member of staff started on 4 January so performance should improve quite quickly now there is a member of staff with this responsibility. The PIs for Customer First are mostly on or above target.
- 2.22 The GDPR project is progressing; it has been a standing item on Group Managers' Team since inception and there are regular updates in the Link and for Members. After a bit of stagnation in December a well-attended Q and A session for more than 30 managers was held at Phoenix House on 3 January. Work is planned on Privacy Notices, with suppliers and on the contract register over the next couple of months.
- 2.23 The **Performance Planning Guarantee determined within 26 weeks** remains slightly below target but the 4 speed and quality measures are all well above the required target.
- 2.24 The large vacant unit at Market Walk (17) has been let and re-opened as Londis before Christmas. Unit 10 refurbishment is scheduled to be completed by the end of January, signwriting completed.
- 2.25 MDDC has completed on 2 further units in Fore Street bringing the total ownership to 5.

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>	211.76 (7/12)	374.20	420.00	32.80	63.57	98.56	130.52	166.92	195.29	224.36						224.36 (7/12)	Stuart Noyce	(April - November) Figures supplied by DCC one month behind reporting cycle. (LD)
<u>% of Household Waste Reused, Recycled and Composted</u>	55.8% (7/12)	53.3%	53.0%	51.3%	52.6%	51.3%	51.8%	52.5%	52.5%	52.5%						52.5% (7/12)	Stuart Noyce	(November) 215.9kg per household @ 30/09 Figures for Nov 17 recycling rate supplied by DCC one month behind reporting cycle. (CY)
<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>	8,298 (8/12)	8,536	9,000	8,692	8,973	9,107	9,343	9,449	9,537	9,520	9,268					9,268 (8/12)	Stuart Noyce	(November) The number of garden waste customer has decreased slightly reflecting a decrease in garden waste produced during the winter months. The number of customers still remains above target. (LD)
<u>% of missed collections reported (refuse and organic waste)</u>	0.03% (8/12)	0.04%	0.03%	0.04%	0.03%	0.03%	0.03%	0.03%	0.03%	0.04%	0.04%					0.04% (8/12)	Stuart Noyce	(November) Missed Collections have decreased by 0.022% compared to last month (actual) (LD)
<u>% of Missed Collections logged (recycling)</u>	0.03% (8/12)	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%					0.03% (8/12)	Stuart Noyce	(November) Continue to remain on target (LD)
Aims: Protect the natural environment																		

Corporate Plan PI Report Environment**Priorities: Environment****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 (8/12)	10		5	9	10	13	16	21	24	31					31 (8/12)	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

* 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>	2,889 (8/12)	2,930	Can only increase if there are actual new properties brought into the Valuation List as a result of	2,933	2,936	2,942	2,951	2,951	2,963	2,963	2,987					2,987 (8/12)	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>Businesses assisted</u>	n/a	n/a	250	20	38	53	92	110	136	147	183					183 (8/12)	None	(November) Provisional figures (JB)

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>	52,876 (8/12)	55,241		48,051	53,937	54,086	54,730	54,417	54,734	53,420	51,810					51,810 (8/12)	Andrew Jarrett	
<u>The Number of Empty Shops (TIVERTON)</u>	18 (3/4)	16	18	n/a	n/a	19	n/a	n/a	25	n/a	n/a	23	n/a	n/a		23 (3/4)	Adrian Welsh	(Quarter 3) Vacancies as of 30th October 2017 = 23 representir 9.9% of tot units (JB)
<u>The Number of Empty Shops (CREDITON)</u>	8 (3/4)	7	8	n/a	n/a		n/a	n/a	8	n/a	n/a	8	n/a	n/a		8 (3/4)	Adrian Welsh	(Quarter 3) As of 30th October 2017 there are 8 vacancies, representir a vacancy rate of 6.8% (JB)
<u>The Number of Empty Shops (CULLOMPTON)</u>	10 (3/4)	8	8	n/a	n/a	11	n/a	n/a	9	n/a	n/a	9	n/a	n/a		9 (3/4)	Adrian Welsh	(Quarter 3) As of the 30th October 2017 there are 9 vacancies, representir a vacancy rate of 10.5% (JB)

Aims: Other

Corporate Plan PI Report Economy**Priorities: Economy****Aims: Other****Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	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	£25,459	n/a	n/a		n/a	n/a		£25,459 (2/4)	Adrian Welsh	(Quarter 2) Tiverton Museum £15,459 Exe Valley Leisure Centre £10,000 (JB)

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Corporate Plan PI Report Homes

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

Key to Performance Status:

Performance Indicators:

No Data

Well below
target

Below target

On target

Above target

Well above
target

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

Corporate Plan PI Report Homes

Priorities: Homes

Aims: Build more council houses

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
Build Council Houses	0 (2/4)	0	13	0	0	0	0	0	0	0	0					0 (8/12)	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	10 (8/12)	33	25	7	11	13	23	34	43	54	84					84 (8/12)	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
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
% Decent Council Homes	100.00% (8/12)	100.00%	100.0%	99.9%	99.9%	100.0%	99.9%	100.0%	100.0%	100.0%	100.0%					100.0% (
% Properties With a Valid Gas Safety Certificate	99.95% (8/12)	99.86%	100.00%	99.95%	99.64%	99.87%	99.82%	99.96%	99.91%	99.82%	99.87%					99.87% (
Rent Collected as a Proportion of Rent Owed	99.67% (8/12)	100.18%	100.00%	93.76%	95.18%	96.25%	96.87%	99.14%	98.73%	99.08%	98.85%					98.85% (
Current Tenant Arrears as a Proportion of Annual Rent Debit	1.00% (8/12)	0.60%	1.00%	0.93%	1.06%	1.16%	1.30%	1.26%	1.30%	1.17%	1.33%					1.33% (
	0.6% (8/12)	0.5%		0.4%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%					0.5% (

Corporate Plan PI Report Homes**Priorities: Homes****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
<u>Dwelling rent lost due to voids</u>			no target - for information only													
<u>Average Days to Re-Let Local Authority Housing</u>	16.6days (8/12)	15.7days	16.0days	14.0days	13.9days	14.9days	14.1days	13.8days	14.3days	14.4days	14.0days					14.0days

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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	18	18	22	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	Offic Note
<u>Number of social media communications MDDC send out</u>	342 (8/12)	191	For information only	87	129	101	152	152	111	175	201					201 (8/12)	None	(Nov No. c Face Post: Publi 87 No. c Twee 114)
<u>Number of web hits per month</u>	26,296 (8/12)	28,543	***For information only***	30,041	32,545	28,620	28,208	27,028	26,949	27,804	26,099					26,099 (8/12)	None	
<u>Compliance with food safety law</u>	90% (8/12)	89%	90%	90%	90%	90%	89%	89%	89%	88%	87%					87% (8/12)	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

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
% of complaints resolved within timescales (10 days - 12 weeks)	93% (9/12)	92%	90%	100%	96%	88%	91%	92%	93%	94%	95%	93%				93% (9/12)	None	
Number of Complaints	16 (9/12)	21	For information only	13	13	23	15	27	38	19	30	15				15 (9/12)	None	
New Performance Planning Guarantee determine within 26 weeks	97% (2/4)	98%	100%	n/a	n/a	99%	n/a	n/a	99%	n/a	n/a		n/a	n/a		99% (2/4)	Jenny Clifford, Adrian Welsh	
Major applications determined within 13 weeks (over last 2 years)	66% (2/4)	74%	60%	n/a	n/a	83%	n/a	n/a	83%	n/a	n/a		n/a	n/a		83% (2/4)	Jenny Clifford, Adrian Welsh	

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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>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		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		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		0% (2/4)	Jenny Clifford, Adrian Welsh	
<u>Response to FOI Requests (within 20 working days)</u>	94% (9/12)	94%	100%	79%	85%	82%	80%	78%	78%	74%	69%	67%				67% (9/12)	Catherine Yandle	(December) 49 answered 24 over 20 days (HF)
<u>Working Days Lost Due to Sickness Absence</u>	5.73days (9/12)	7.89days	7.00days	0.61days	1.25days	1.88days	2.54days	3.12days	3.79days	4.66days	5.71days	7.54days				7.54days (9/12)	Jane Cottrell	
<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	
<u>% total Council tax collected - monthly</u>	85.05% (9/12)	98.10%	98.50%	11.34%	20.61%	29.74%	38.73%	51.60%	56.69%	66.58%	75.68%	84.68%				84.68% (9/12)	John Chumbley, Andrew Jarrett	
<u>% total NNDR</u>	84.78% (9/12)	99.18%	99.20%	12.20%	19.88%	33.72%	40.57%	50.41%	57.38%	65.32%	73.47%	81.02%				81.02% (9/12)	John Chumbley,	(December) % collection rate down

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	because of the NDR Revaluation for 2017 (DP)
<u>Number of visitors per month</u>	2,813 (9/12)	2,761	3,000	2,351	2,673	2,784	2,787	2,724	2,703	2,715	2,714	2,610				2,610 (9/12)	None	
<u>Satisfaction with front- line services</u>	82.86% (9/12)	81.58%	80.00%	0.00%	0.00%	97.59%	97.59%	97.59%	97.14%	97.14%	97.14%	97.14%				97.14% (9/12)	None	(December) No Customer satisfaction surveys completed this quater (RT)
<u>Increase Number of Digital payments</u>	54,711 (9/12)	69,567	70,960	6,326	12,698	19,179	25,446	31,703	38,810	48,423	56,854	62,510				62,510 (9/12)	None	

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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

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: Commercial Land supply Failure to identify commercial land supply will stunt economic growth

Effects (Impact/Severity):

Causes (Likelihood):

Service: Planning

Current Status: High (15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Jenny Clifford

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: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Catherine Yandle

Risk Report Appendix 6

Review Note: Use of Business Continuity Template from DEPS launched in December and published on SharePoint for use

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

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

Causes (Likelihood): medium if procedures followed.

Service: Property Services

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Andrew Busby

Review Note:

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

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

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

Service: Community Development

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

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

Risk Report Appendix 6

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: Electrical testing Risk of electrocution or fire in Council Properties

Effects (Impact/Severity): Failure to carry out periodic electrical testing could result in the risk of electrocution or fire.

Causes (Likelihood):

Service: Housing – Building Maintenance

Current Status: No Data	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 1 - Very Low
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Service Manager: Mark Baglow

Review Note: Every Council property is tested every 5 years as part of the cyclical testing programme.

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
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Service Manager: Claire Fry

Review Note: The pre-eviction risk assessment identifies household composition and layout, and any issues such as mental health and drug use relating to the tenant(s) and their families as well as whether or not there are any dogs present at the property.

Risk: First Aid availability First Aid availability when maintaining green spaces etc. 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 Emergency First Aid at Work (EFAW)

Effects (Impact/Severity):

Causes (Likelihood):

Service: Grounds Maintenance

Current Status: Medium (10)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 2 - Low
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Service Manager: Joe Scully

Review Note: Staff trained 2 in Office
Grass cutting all
Arborist team all

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

Risk Report Appendix 6

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: GDPR compliance That the Council cannot demonstrate that we are prepared for GDPR

Effects (Impact/Severity):

Causes (Likelihood):

Service: Governance

Current Status: High (15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Catherine Yandle

Review Note: The project team meet weekly, progress is steady

Risk: H&S RA - Recycling Depot Operatives Risk assessment for role - Highest Risks scored - Vehicle Movements inside Depot/Risk of Fire

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status: No Data

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 Report Appendix 6

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: No Data

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: No Data

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: Staff are trained to respond to such issues and we have a policy setting out our approach to this type of management issue.

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 reposessions increase the number of homeless.

- Lack of private sector housing.

Service: Housing Services

Risk Report Appendix 6

Current Status: High
(16)

Current Risk Severity: 4 - High

Current Risk Likelihood: 4 - High

Service Manager: Claire Fry

Review Note: Homelessness strategy to be reviewed early 2018.

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: Inadequate gas appliance maintenance and certification Failure to maintain service of our gas appliances on an annual basis could result in death and prosecution

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing – Building Maintenance

Current Status: No Data

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 1 - Very Low

Service Manager: Mark Baglow

Review Note: Legislation requires Landlords to ensure that annual gas safety checks are carried out in properties with any fixed gas appliances regardless of ownership. Within the Councils domestic housing stock this is done in line with the current standards and best practice, and is monitored by the Gas and Database Administrator.

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: None

Risk Report Appendix 6

Review Note: Increased awareness training for all staff and members, Information Security training calendar to ensure all year reminders.
Trialing systems to send phishing emails to staff as training tool.

Risk: Legionella Legionella

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status: Medium
(10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Darren Beer

Review Note: • Monthly bacteriological tests carried out by Environmental Health
• Property services organise – flushing of tanks & systems and bacteriological tests.
• Showerheads disinfected monthly and results recorded

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

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

Risk Report Appendix 6

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: 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 (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Darren Beer

Review Note:

- Only authorized personnel to enter storage areas
- Pool plant operator certification required by operators
- Backwash only when pool not in use
- Planned storage of combustible materials
- Staff carry two way radios.

Risk Report Appendix 6

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: 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: Premier 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

Review Note: Enabling meeting with the contractor 24 July 2017

Risk: Recycling Income Reduction in material income levels due to market forces.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: None

Review Note: With China banning imports of recycling materials in the New Year this risk is currently at a higher level

Risk Report Appendix 6

Risk: Reputational damage - social media 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: Safeguarding Awareness Failure to ensure that awareness of safeguarding issues and what to do if one's suspicions are raised are not adequately dissipated throughout the council.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Safeguarding

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Nicola Cuskeran

Review Note: Compulsory training for all staff has been re-launched.

Policy reviewed and updated annually

Councillor briefing given

Recent audit

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: 4 -
High

Current Risk Likelihood: 3 -
Medium

Service Manager: Claire Fry

Review Note: In the case of potential stress and related conditions, Managers should undertake regular supervision meetings to monitor the situation and provide support.

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: Good links with other partners including the Police, Social Services, support agencies etc.

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	1 Risk	1 Risk	No Risks	No Risks
	4 - High	No Risks	No Risks	1 Risk	2 Risks	2 Risks
	3 - Medium	No Risks	3 Risks	13 Risks	14 Risks	4 Risks
	2 - Low	4 Risks	16 Risks	39 Risks	34 Risks	25 Risks
	1 - Very Low	6 Risks	10 Risks	11 Risks	14 Risks	23 Risks
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
		Risk Severity				

Printed by: Catherine Yandle

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Print Date: 08 January 2018
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MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

March 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)
Land for Affordable Housing To acquire land (in consultation with the Cabinet Member for Housing) for the provision of affordable housing (under the scheme of delegation) at Waddeton Park, Post Hill, Tiverton	Director of Finance, Assets and Resources	Not before 1st Mar 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242		Open
Cullompton Town Centre Masterplan Report to consider the commissioning of a regeneration and investment masterplan for Cullompton.	Cabinet	1 Mar 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Grass Cutting To consider a report of the Director of Operations and a recommendation from the Environment Policy Development Group regarding Grass cutting	Cabinet	1 Mar 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for the Environment	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)
issues					
Mid Devon Gypsy and Travellers Forum To approve the establishment of a forum	Cabinet	1 Mar 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Exeter 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 Mar 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
3 Rivers Development Limited - Business Plan To consider the business plan	Cabinet	1 Mar 2018	Nick Sanderson, Acting Manager Director of Three Rivers Development Ltd Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Part exempt
Treasury Management Strategy and Annual	Cabinet	1 Mar 2018	Andrew Jarrett, Director of Finance,	Cabinet Member for Finance	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)
Investment Strategy To consider the strategies for the financial year 2018/19	Council	25 Apr 2018	Assets and Resources Tel: 01884 234242	(Councillor Peter Hare-Scott)	
Proposals for improvements to Tiverton Town Centre To receive a presentation on proposals for improvements to Tiverton Town Centre, seeking authority to go out to tender with a view to progress project work'.	Cabinet	1 Mar 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt
Repairing Footpaths and Roads Policy	Environment Policy Development Group Cabinet Council	6 Mar 2018 5 Apr 2018 Before 30 Apr 2018	Steve Densham, Development Services Manager	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Exe Valley Area of Outstanding Natural Beauty To consider the setting up of a partnership to explore an	Environment Policy Development Group	6 Mar 2018	Adrian Welsh, Group Manager for Growth, Economy and Delivery	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)
AONB for the Exe Valley and other issues.	Cabinet Council	5 Apr 2018 25 Apr 2018			
Mid Devon Destination Management Plan & Action Plan Report updating Members on the current impact tourism has on Mid Devon's local economy and how we can develop the sector over the next 5 years.	Economy Policy Development Group Cabinet	8 Mar 2018 5 Apr 2018	John Bodley-Scott, Economic Development Team Leader	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Market Rights Policy A report proposing the adoption of a new Market Policy.	Economy Policy Development Group Cabinet Council	8 Mar 2018 5 Apr 2018 25 Apr 2018	Alan Ottey, Tiverton Town Centre and Market Manager	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
LEP Productivity Strategy To consider the LEP Productivity Strategy	Economy Policy Development Group	8 Mar 2018	Adrian Welsh, Group Manager for Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration	Open

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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)
	Cabinet	5 Apr 2018		(Councillor Richard Chesterton)	
Economic Strategy To consider a new policy.	Economy Policy Development Group	8 Mar 2018	Adrian Welsh, Group Manager for Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
	Cabinet	5 Apr 2018			
	Council	25 Apr 2018			
Wireless Broadband To consider issues with regard to wireless broadband.	Economy Policy Development Group	8 Mar 2018	Adrian Welsh, Group Manager for Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
	Cabinet	5 Apr 2018			
Market Schedule of Tolls - annual review	Economy Policy Development Group	8 Mar 2018	John Bodley-Scott, Economic Development Team Leader	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
	Cabinet	5 Apr 2018	Stephen Walford, Chief Executive Tel: 01884 234201		

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)
Gas Safety Policy To consider a report regarding the revised Gas Safety Policy.	Homes Policy Development Group Cabinet	13 Mar 2018 5 Apr 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 Community Housing Fund Policy.	Homes Policy Development Group Cabinet Council	13 Mar 2018 5 Apr 2018 25 Apr 2018	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Rechargeable Repairs To receive a report reviewing the Rechargeable Repairs policy.	Homes Policy Development Group Cabinet	13 Mar 2018 5 Apr 2018	Mark Baglow, Group Manager for Building Services Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Tenancy Policy To consider a report regarding the revised Policy.	Homes Policy Development Group Cabinet	13 Mar 2018 5 Apr 2018	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open

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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)
Tenancy Strategy To consider a report regarding the revised strategy.	Homes Policy Development Group Cabinet	13 Mar 2018 5 Apr 2018	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Corporate Debt Recovery Policy To consider a revised policy.	Audit Committee Cabinet	20 Mar 2018 5 Apr 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Community Safety Partnership Plan 2 yearly review	Community Policy Development Group Cabinet	27 Mar 2018 10 May 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Regulation of Investigatory Powers To consider the annual review of the policy.	Community Policy Development Group Cabinet	27 Mar 2018 10 May 2018	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	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)
Illegal Encampment Policy To receive a report regarding a policy regarding to Illegal Encampment	Community Policy Development Group Cabinet Council	27 Mar 2018 5 Apr 2018 25 Apr 2018	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Tiverton Eastern Urban Extension Area B Masterplanning To consider the outcome of the tender process	Cabinet	5 Apr 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Part exempt
Pay Policy Report setting out the legislative requirements under the Localism Act relating to senior pay.	Cabinet Council	5 Apr 2018 25 Apr 2018	Jane Cottrell, Group Manager for Human Resources Tel: 01884 234919	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Kitchen Supply Contract 2018-2022 To consider the outcome of the procurement exercise for the supply of kitchens to	Cabinet	5 Apr 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing (Councillor Ray Stanley)	Open

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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)
Council property.					
Greater Exeter Strategic Plan To consider a report of the Head of Planning, Economy and Regeneration regarding a draft strategic plan.	Cabinet Council	5 Apr 2018 25 Apr 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Revised Freedom of Information Policy To consider a revised policy	Cabinet	5 Apr 2018	Catherine Yandle, Group Manager for Performance, Governance and Data Security Tel: 01884 234975	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	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: 01884 234975	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Cleaning Contractors To approve the outcome of	Cabinet	10 May 2018	Andrew Jarrett, Director of Finance,	Cabinet for the Working	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)
the procurement exercise.			Assets and Resources Tel: 01884 234242	Environment and Support Services (Councillor Margaret Squires)	
Vehicle Maintenance Contract To consider the maintenance contract.	Cabinet	10 May 2018	Stuart Noyce, Group Manager for Street Scene and Open Spaces	Leader of the Council (Councillor Clive Eginton)	Open
Crediton Office To consider the options for disposal for the Crediton Office following the 6 month moratorium/marketing.	Cabinet	10 May 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt
Bereavement Services Fees and Charges A review of fees and charges	Environment Policy Development Group Cabinet	15 May 2018 7 Jun 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Leader of the Council (Councillor Clive Eginton)	Open
Review of Bereavement Services To receive a report regarding a review of Bereavement Services, to include National Assisted Burials	Environment Policy Development Group Cabinet	15 May 2018 7 Jun 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)
Hoarding Policy To receive a report from the Group Manager for Housing presenting the revised Hoarding Policy.	Homes Policy Development Group Cabinet	22 May 2018 7 Jun 2018	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Harassment Policy To receive a report from the Group Manager for Housing presenting the revised Harassment Policy.	Homes Policy Development Group Cabinet	22 May 2018 7 Jun 2018	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Down Centre Masterplan following public consultation To consider that masterplan.	Cabinet	7 Jun 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Annual Treasury Management Report To consider the outturn report	Cabinet Council	7 Jun 2018 27 Jun 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Human Resources Strategy To consider the revised	Cabinet	5 Jul 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)
strategy			01884 234919	Support Services (Councillor Margaret Squires)	
ASB Policy and Procedures To receive a report from the Group Manager for Housing presenting the revised Anti-Social Behaviour Policy and Procedures.	Homes Policy Development Group Cabinet	17 Jul 2018 2 Aug 2018	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Asbestos Management Plan To receive a report from the Group Manager for Building Services presenting the revised Asbestos Management Plan.	Homes Policy Development Group Cabinet	17 Jul 2018 2 Aug 2018	Mark Baglow, Group Manager for Building Services Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Corporate Asbestos Policy To receive a report from the Group Manager for Building Services presenting the revised Corporate Asbestos Policy.	Homes Policy Development Group Cabinet	17 Jul 2018 2 Aug 2018	Mark Baglow, Group Manager for Building Services Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Customer Care Policy 3 yearly review	Community Policy		Jill May, Director of Corporate Affairs	Cabinet for the Working	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)
	Development Group Cabinet	18 Sep 2018 27 Sep 2018	and Business Transformation Tel: 01884 234381	Environment and Support Services (Councillor Margaret Squires)	
Community Engagement Strategy 2018 Report updating Members on progress made with the Community Engagement Action Plan (2015-16) and to review the strategy and focus for 2018	Community Policy Development Group Cabinet	18 Sep 2018 27 Sep 2018	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Community Engagement Action Plan	Community Policy Development Group Cabinet	18 Sep 2018 27 Sep 2018	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
ICT Strategy Report regarding a review of the ICT Strategy	Cabinet	25 Oct 2018	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open

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