

Public Document Pack

Mid Devon District Council

Environment Policy Development Group

Tuesday, 9 January 2018 at 2.00 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Tuesday, 6 March 2018 at 2.00 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr R F Radford
Cllr D R Coren
Cllr Mrs C P Daw
Cllr R Evans
Cllr D J Knowles
Cllr Mrs E J Slade
Cllr J D Squire
Cllr Mrs N Woollatt
Cllr R Wright

A G E N D A

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

1 **Apologies and substitute Members**

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

2 **Public Question Time**

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

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

3 **Minutes of the Previous Meeting** (*Pages 5 - 12*)

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

4 **Chairman's Announcements**

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

5 **Motion from Council**

The following Motion has been forwarded from Council to the Policy Development Group for consideration.

Motion 542 (Councillor Mrs J Roach – 30 November 2017)

That this Council consider the use of recycling trolleys as a pilot project, hopefully in Silverton, as an alternative to assisted collections for those who wish to try out such a system.

Please note: Having considered the above Motion the Policy Development Group are asked to consider whether this Motion should either be supported or rejected. This decision will be referred back to full Council on 27 February 2018.

6 **Grass Cutting Working Group** (Pages 13 - 16)

To receive an update from the Director of Operations outlining the findings of the Grass Cutting Working Group.

7 **Budget** (Pages 17 - 24)

To review revised draft budget changes identified and discuss any further changes required in order for the Council to move towards a balanced budget for 2018/19.

8 **Financial Monitoring**

To receive a verbal update from the Director of Finance, Assets and Resources.

9 **Performance and Risk** (Pages 25 - 34)

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.

10 **Waste and Recycling Regular Update**

To receive a verbal update regarding Waste and Recycling Services.

11 **Identification of Items for Future Meetings**

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

Repairing Footpaths and Roads Policy
Performance and Risk

Bereavement Services Fees and Charges
District Officer Discretionary Time Update

Stephen Walford
Chief Executive
Monday, 1 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 Julia Stuckey on:

Tel: 01884 234209

E-Mail: jstuckey@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **ENVIRONMENT POLICY DEVELOPMENT GROUP**
held on 7 November 2017 at 2.00 pm

Present

Councillors

R F Radford (Chairman)
D R Coren, Mrs C P Daw, R Evans,
D J Knowles, Mrs E J Slade, J D Squire,
R Wright and Mrs J Roach

Apologies

Councillor(s)

Mrs N Woollatt

Also Present

Councillor(s)

C J Eginton

Also Present

Officer(s):

Andrew Pritchard (Director of Operations), Stuart Noyce (Group Manager for Street Scene and Open Spaces), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Rob Fish (Principal Accountant) and Julia Stuckey (Member Services Officer)

31 **APOLOGIES AND SUBSTITUTE MEMBERS**

Apologies were received from Cllr N Woollatt who was substituted by Cllr Mrs J Roach.

32 **PUBLIC QUESTION TIME**

Mr B Warren, representing Willand Parish Council, informed the Committee that he had been displeased by sarcastic comments made at the last meeting regarding the absence of councillors from Willand, which he did not consider to be in line with the Charter. The Chairman apologised for this.

Referring to item 6 on the agenda Mr Warren stated that paragraph 1.2.4 advises that communication and clear consultation must take place with all parties being updated. Experience to date has shown instances where action has been taken and consultation which has taken place has been to justify the action taken, not resolve the matter to the satisfaction of aggrieved parties. I raise this at this point as it may be that this part of the report is referred to as an answer to points raised in the following questions and I will not be allowed to respond. This is also raised to ensure that the true spirit of paragraph 7.2.4 is recognised.

Paragraph 7.0 deals with built environment and subsequent paragraphs are headed 7.2.1 Remove, 7.2.2 Reduce, 7.2.3 Repair. Why is there no policy recommendation to replace?

Paragraph 8.0 refers to play areas and 8.1 states that they are part of the built environment and would be approached within the context of paragraph 7. Is it

therefore the intention that if the one and only swing in a play area breaks beyond repair it will be removed as it is beyond repair and will not be replaced with another swing as there is no policy to replace? Is there to be no sinking fund to replace equipment? Is this a veiled attempt to introduce a managed decline policy of play areas by removing equipment as it becomes irreparable? If there is less equipment then the play area will not be used and then there will be the argument to close them down. Do Members appreciate that to approve recommendation 4 as set out in paragraph 8.5 could have that effect?

If approving recommendation 6 at paragraph 8.5.2 are members saying that they will have no problem with dogs being in the play area with small children?

Does the information in paragraph 8.3 include Willand? If it does it is incorrect. Willand has four areas the subject of lease with MDDC, three have 23 years to run and one has 25 years.

The Director of Operations responded, informing Members that he considered it appropriate to add the word 'replace' at section 7.2.3 as it had always been intended that having decided that the equipment was needed and could not be removed or reduced, that it would be replaced if it was beyond economic repair. Adding the word 'replace' would remove any ambiguity from that section.

The Director also informed Mr Warren that if the information provided regarding the length of leases at 8.3 was factually incorrect he would arrange for a correction to be made; however, this did not materially change the content of the paragraph.

33 MINUTES OF THE PREVIOUS MEETING

The Minutes of the last meeting were approved as a true record and signed by the Chairman.

34 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements to make.

35 MOTION 538 (CLLR MRS J ROACH – 1 JUNE 2017)

Following a request at its meeting in May the Committee had before it a report * from the Director of Operations regarding to Motion 538.

Motion 538 (Cllr Mrs J Roach – 1 June 2017)

Mid Devon District Council is concerned that the present level of grass cutting across the district is the subject of much criticism.

The Mid Devon District Council therefore resolves to urgently review;

1. Whether the budget is sufficient and if it isn't to put forward a request to Council for a supplementary budget to meet the cost of providing an effective service.

2. If it is impossible to provide extra funding the Council should consider asset transfers to Parish Councils and/or individuals.

Taxpayers are now facing the second year of a grass cutting regime which leaves the grass uncut for long periods.

The Director of Operations outlined the contents of the report, which answered a number of questions that had been asked at the previous meeting.

Discussion took place regarding:

- Accounting procedures and the ledger that had been used to calculate figures within the report;
- Cost of living increases;
- An estimated undercharge to the Housing Revenue Account for services provided;
- Ongoing issues regarding areas of land within the parishes and whose responsibility they were with regard to grass cutting;
- The need for accurate data;
- The variety of methods for calculating cost per unit and how they could vary depending on the time required and equipment needed;
- The number of complaints received by Members regarding grass cutting had vastly increased in the last two years;
- Grass cutting was a discretionary service and the standard required was subject to personal perspective;
- The need to confirm the number of cuts undertaken when bills were being sent to towns and parishes;
- Town and Parish Councils could apply to lease any assets, for example play areas.

It was **RESOLVED** that a working group be put in place to further investigate grass cutting pricing methodology and charging recovery. The working group to consist of Cllrs Mrs C P Daw, R F Radford and D R Coren.

(Proposed by Cllr Mrs J Roach and seconded by Cllr D J Knowles)

Cllr Mrs Roach was satisfied with the information provided within the report and discussion that had taken place and withdrew her Motion.

It was **RECOMMENDED** to the Cabinet that invoices to town and parish councils regarding grass cutting should confirm the number of cuts undertaken with dates.

(Proposed by Cllr Mrs J Roach and seconded by Cllr R Evans)

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

36 PARKS AND OPEN SPACES, 10 YEAR MANAGEMENT PLANS AND DESIGN PRINCIPLES

The Group had before it a report * from the Director of Operations regarding Parks and Open Spaces, 10 year Management Plans and Design Principles. This was the third time that the report had been put before the Group and it now contained amendments that they had requested along with suggestions from the Community Policy Development Group.

Discussion took place regarding:

- The addition of the word 'replace' to follow 'repair' at 7.2.3;
- The various options available to provide a barrier, other than fencing, to prevent young children being put at risk in play areas, that could provide a play item for older children, such as boulders or logs;
- The need to maintain certain parts of the old cemetery and the costs of doing so. It was **AGREED** that the Grass Cutting Working Group would look into this matter further.

It was **RECOMMENDED** to Cabinet that subject to the changes identified below the Parks and Open Spaces, 10 year Management Plans and Design Principles be approved:

- a) The Council should look to increase the volume of wild flower, natural grassland meadows and slow growing grasses in its open spaces.

(Proposed by Cllr Mrs J Roach and seconded by Cllr B Wright)

- b) Where shrub beds have become overgrown, a new style of specimen planting will be used to replace traditional shrub bed areas.

(Proposed by Cllr R Evans and seconded by Cllr Mrs J Roach)

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

(Proposed by the Chairman)

- d) *Subject to the addition of the word 'replace' at 7.2.3:* When considering maintenance of the built environment the Remove – Reduce – Repair approach outlined in paragraphs 7.2.1 to 7.2.4 above should be applied.

(Proposed by Cllr Mrs J Roach and seconded by Cllr D R Coren)

- e) Play England – Making Space for Play should be adopted by Mid Devon District Council as its formal reference for best practice in the design and management of play areas.

(Proposed by Cllr R Evans and seconded by Cllr R Wright)

- f) *Subject to the addition of the wording ‘or a suitable barrier provided’ after the word ‘fence’* Play areas must be fenced where fencing is the most appropriate means to protect the health, safety and wellbeing of children. E.g. to physically separate play areas from roads and/or cycle paths.

(Proposed by Cllr R Evans and seconded by Cllr Mrs J Roach)

- g) When work is undertaken to remove fences or other items, such as benches, the work must be undertaken in a safe manner ensuring no residual hazards.

(Proposed by Cllr D J Knowles and seconded by Cllr Mrs E Slade)

- h) Headstone runners should be used to define and structure new burial plots.

(Proposed by Cllr Mrs J Roach and seconded by Cllr D J Knowles)

- i) *Subject to the removal of the sentence: ‘Environmental areas should be generated in the old sections of the Council’s cemeteries and biodiversity actively promoted in naturalised habitats.’* At all times War Graves shall be tended and maintained with clear access routes made available.

(Proposed by Cllr R Evans and seconded by Cllr Mrs J Roach)

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

37 DRAFT BUDGET

The Group had before it and **NOTED** a report * from the Director of Finance, Assets and Resources to consider options available in order for the Council to set a balanced budget for 2018/19 and agree a future strategy for further budget reductions for 2019/20 onwards.

The Principal Accountant informed Members that the report had been to the Cabinet on 26th October. He explained it was a position statement, at the early stage of budget setting and that the budget was an evolving process.

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

Variations	Amount £k
External items outside of our control	
Reduced formula grant settlement	318
Decrease in Housing Benefit Grant and increase in associated costs	57
Pay Award and pension increases	239
Rural Services Delivery grant	86
Transition Grant	32
Subtotal	732

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

Consideration was given to

- The Business Rate Retention Scheme;
- The Scrutiny Committee had recommended that Council reinstate an ‘away day’ at which all Members could contribute to budget discussions;
- The need for difficult decisions to be made in the coming years.

It was **RESOLVED** that a Working Group be put in place to look in greater detail at the budget areas that fell within the remit of the Group. Working Group members would be Cllrs R Evans, Mrs E J Slade, R F Radford and D R Coren).

(Proposed by Cllr R Evans and seconded by Cllr Mrs C Daw)

38 **FINANCIAL MONITORING**

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

The Principal Accountant outlined the contents of the report stating that the General Fund deficit for the current year was £181K. There were no areas of concern to report within the remit of the Group.

Note: - Report previously circulated and attached to Minutes.

39 **PERFORMANCE AND RISK**

The Group had before it and **NOTED** a report * from the Director of Corporate Affairs and Business Transformation providing 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.

The Group Manager for Performance, Governance and Data Security outlined the contents of the report explaining that areas within the remit of the Group were mostly at or above target.

Discussion took place regarding:

- Garden waste permits were above target;
- Smaller vehicles for waste collection had been purchased which would be beneficial to air quality;
- The number of customers using the garden waste bag scheme.

Members wished that their thanks to the Group Manager for Street Scene and Open Spaces and his team be recorded for their excellent performance.

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

40 IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS

Budget
Performance and Risk
Update from Working Groups
District Officer Discretionary Time
Waste Update

(The meeting ended at 4.03 pm)

CHAIRMAN

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ENVIRONMENT PDG

[9 Jan 18]

Feedback from the Grass Cutting Working Group held on the 1st December 2018

Cabinet Member: Cllr Clive Eginton, and Cllr Colin Slade

Responsible Officer: Andrew Pritchard, Director of Operational Services

Reason for Report: To consider the findings of the Grass Cutting Working Group.

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

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

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

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

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

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

1.0 Introduction

1.1 On the 1st December 2017 the Grass Cutting Working Group Chaired by Cllr R F Radford sat to consider grass cutting.

1.2 The Director of Operations outlined the Grounds Maintenance function, putting into context its current funding, how the funding was utilised.

The officer posed the question ‘where do you want to be in the future?’

The officer explained the current charging mechanism is based on a ‘per square meter’ method for all work undertaken. He explained that this methodology tended to work for cutting areas such as recreational grounds and sports pitches which required one piece of equipment and took a consistent amount of time. However, areas that might require strimmer’s, blowers or for smaller more time consuming areas, could cost considerably more. He proposed an alternative would be to charge what it actually cost in terms of labour and equipment rather than on a per square meter basis.

The Group Manager for Waste and Open Spaces explained bills had been sent to the 11 Town and Parish Councils that had an agreement with the authority. However, these bills had been sent without internal due diligence having been undertaken. He explained that a further letter was due to be sent to the 11 councils following the last PDG explaining what had actually been done and to reassure Parish and Town Councils they would only be charged for work undertaken; with the dates they had been done.

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

The Leader and Cabinet Member for the Environment outlined the discussion that had taken place at the Policy Development Group meeting and added that in addition to the above, he would like the clients to receive notification when their grass had been cut.

The Director of Operations provided answers to questions posed in public question time: he stated that the report had been specifically focussed on Silverton and supplied answers to questions posed originally by Cllr Mrs Roach; however the current charge was per square metre and not on individual man hours. A working group of the Policy Development Group had been formed to look at budget issues and the Town and Parish Councils would be notified in good time to allow for precepts to be set. With regard to the possibility of the Grounds Maintenance Team moving to Willand, there had been security issues at Park Road and he wished to encourage closer working between the Grounds Maintenance and Street Scene Teams; so yes he was looking at combining the team at Carlu Close, the recharge cost for grass-cutting would be calculated accordingly.

Consideration¹ was given to:

- The consultation process that was taking place with staff
- The need to make savings.

RESOLVED that notification to Town and Parish Councils regarding grass cutting should confirm the number of cuts undertaken with dates; this notification should take place on a monthly basis or as applicable if no cuts occurred during a month.

2.0 Outcome of the Working Group

- 2.1 It was **AGREED** that Town and Parish councils needed to be told what was being cut and when it had been cut.

¹ Minute – 78 Cabinet 23 November 2017

2.2 It was **AGREED** that the grounds maintenance² team should price all work on the basis that it should recover the full cost incurred by them carrying out that work.

2.3 It was **AGREED** that Town and Parish councils be informed in the first instance that the service was to be reviewed and that full cost recovery be tapered to allow for them to make provision regarding other providers and any required increase to budgets.

3.0 Recommendations

3.1 RECOMMENDATION 1: That notification to Town and Parish Councils regarding grass cutting should confirm the number of cuts undertaken with dates; this notification should take place on a monthly basis or as applicable if no cuts occurred during a month.

3.2 RECOMMENDATION 2: That the grounds maintenance team price all work on the basis that it should recover the full cost incurred by them carrying out that work.

3.3 RECOMMENDATION 3: That Town and Parish councils be informed that a full cost recovery pricing model for grass cutting will be implemented over 3 years starting in the 18.19 financial year. However any increase in cost will be tapered to allow for them to make provision regarding other providers and/or any required increase to their budgets.

Contact for more Information: Andrew Pritchard, Director of Operations

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

² The grounds maintenance team is part of the Open Spaces and Street Scene Service.

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Cabinet & Policy Development Groups 4 January 2018

Budget 2018/19 - Update

- Portfolio Holder** Cllr Peter Hare-Scott
Responsible Officer Director of Finance, Assets and Resources
- Reason for Report:** To review the revised draft budget changes identified and discuss any further changes required in order for the Council to move towards a balanced budget for 2018/19.
- RECOMMENDATION:** To consider and agree the updated General Fund budget proposals for 2018/19 included in Appendix 1 and the Capital Programme included in Appendix 2.
- Relationship to Corporate Plan:** To deliver our Corporate Plan's priorities within existing financial resources.
- Financial Implications:** Now the Council has received notification of its Formula Grant Settlement it is imperative that it matches current and ongoing expenditure plans to estimated sources of income/funding.
- Legal Implications:** It is a statutory requirement for the Local Authority to set a balanced budget.
- Risk Assessment:** Service managers and Finance staff have assessed volatility in income and large contractor budgets, taking account of current and estimated future demand patterns. This position has been revised based on an additional two months of financial monitoring information and the changes announced in the Formula Grant Settlement released on the 19/12/17. In addition prudent levels of reserves will also continue to be maintained.

1.0 Introduction

- 1.1 On the 19 December 2017 the Council received formal confirmation of its Formula Grant Settlement. Our provisional formula grant award for 2018/19 amounts to **£2.7m**. However this figure includes the successful bid from the Devon Pool for the 1 year Business Rate Pilot and will require some more detailed analysis by finance officers over the next few weeks.
- 1.2 From the initial reading of the Settlement it appears previously proposed RSDG cuts are not being made in 18/19, however it appears likely that this is being assimilated in NNDR figures that require further review.
- 1.3 As part of the settlement the Council has also been given the freedom to raise its council tax by an additional 0.4% (from the current Budget draft approved on 26/10/17 at Cabinet) this means that rather than a maximum 2% or £5

(whichever the greater) Band D increase in Council Tax we can now increase by a maximum 3% without going to referendum. This additional 0.4% equates to an additional £22k for the authority in Council Tax Revenues.

2.0 2018/19 General Fund Budget - Revised Position

2.1 Since the first round Cabinet and PDG meetings the Finance team and service managers have been revisiting a range of budgets to deliver more savings or increase income levels. Please see summary table below:

Table 1 – Reconciliation of Major 2018/19 Budget Variances

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

3.0 The recent Funding Settlement

3.1 It would be fair to say that the settlement data received by the Council on the 19/12/17 is the most complicated set of figures received in recent years. The potential abolition of RSG (Revenue Support Grant), RSDG (Rural Services Delivery Grant) and significant revisions to Business Rate baseline funding levels, tariffs and levy rates which have been accompanied with detailed explanatory notes now makes finalising the funding element of the Council's budget far more challenging. Therefore the finance team is now undertaking further review of this data in conjunction with meetings with other Devon Authorities and the consultants who all worked on compiling the 100% Business Rate Pilot bid.

4.0 Conclusion

- 4.1 It is encouraging that the Council has managed to significantly close the budget gap of £617k discussed at earlier meetings, even after the potential pay award adding an additional £116k and new legislation relating to Homelessness Reduction adding circa £50k to the budget.
- 4.2 Moving forward Members and officers need to reflect on the Business Rate pilot only being a 12 month process and that we will potentially see the loss of a short term financial windfall when we return to the traditional grant settlement in 2019/20. Probably the biggest concern for the future is the new New Homes Bonus arrangements that have seen circa £0.7m removed from this funding source on an annual basis, coupled with the threat that further revisions may be made from 2019/20 onwards.
- 4.3 In order to conclude the statutory budget setting process, this updated draft budget position will go through Cabinet, another round of PDG's and Scrutiny, before being agreed at Full Council on the 21/02/18. During this period officers will continue to identify and examine further savings possibilities that can reduce the current budget gap.

Contact for more information:	Andrew Jarrett – Director of Finance, Assets and Resources
Background Papers:	Draft 2018/19 Budget Papers Grant Settlement Email
File Reference:	
Circulation of the Report:	Leadership Team, Members & Relevant Service Managers

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2018/19 General Fund Budget - Proposed changes since 1st draft

Cabinet report - 26/10/17 shortfall

617,460

PDG	Cost Centre	A/c Code	Cost Centre Description	Description of Change	£
Cabinet	LD600	1702	Legal Services	Agency staff, Salaries, Travel, Staff Subs, Books and Subs	22,800
Cabinet	LD300	1101	Member Services	Grade 9 instead of grade 6 (Scrutiny Officer 0.5 FTE)	7,400
Cabinet	IE260	4496	Interest Payable	EUE loan no longer required	-25,000
Cabinet	IE410	7471	Demand on C/Fund	JC draft band D 28,297.74*197.15 =£5,578,900 = £10,180	-10,180
Cabinet	HR200	Various	Training Budgets	Increase in request for training budgets from Group Managers	6,850
Cabinet	HR400	4105	Learning & Development	Nextus Training module and licences	10,700
Cabinet	IT500	4105	IT Software Support & Maint	Reduction in the software Licence - Re above Nextus Training Module	-3,000
Cabinet	Various	Various	Support Services	Recharge staff time and office accommodation to 3 Rivers Development	-15,000
Cabinet	Various	Various	Customer Services	out of hours phone contract DCC to TD	1,300
Cabinet	FP200	4450	Internal Audit (DAP)	Payment to DAP incorrect by £1,100, needs to be £89,100	1,100
Cabinet	IE439	4501	CTS Funding Parishes	cut CTR to nil by 19/20	-23,000
Cabinet	CS200	1100	Customer Services	Communications Manager post budget reduced to 0.6 FTE	-18,000
Cabinet	IE	Various	ICT new sinking funds	New sinking funds for ICT equipment (to fund capital programme)	189,500
Cabinet	IT800	4401	ICT	Printing costs as per saving schedule from LR	-3,000
Cabinet	IT600	Various	ICT	Salary adjustment - employees in pension scheme	11,000
Environment	WS725	various	Recycling income	2nd review of recycling material income	-3,250
Environment	WS	various	Waste	Review sinking funds to ensure adequate replacement values.	17,710
Environment	WS700	7282	Garden Waste	Allow £1.00 increase on 140L. Approx 2000 permits - proposed at ENV PDG working group 1-12-17	-2,000
Environment	WS700	7203	Bulky Waste	Increase bulky waste charges by £1.00 - proposed at ENV PDG working group 1-12-17	-2,000
Environment	GM960	2402	Grounds Maintenance	Rent for Carlu Close	20,000
Environment	GM960	2501	Grounds Maintenance	Business Rates for Carlu	5,500
Environment	GM960	3502	Grounds Maintenance	Increase in Plant Planned Maintenance in 17-18 needs to be reflected in 18/19 budgets	6,000
Environment	ES450	7441	Parks & Open Spaces	Reduction in sponsorship income to reflect current levels in 17/18	2,000
Environment	WS700	Various	Waste	Salary adjustment G6 > G5	-4,000
Environment	Various	Various	Various	10k cost of tender for vehicles - only a one-off	10,000
Environment	Various	various	various	Impact on streamlining vehicle sinking funds to an even spread	12,620
Environment	Various	various	Fleet Management	Procurement exercise for transport maintenance	16,000
Economy	ES450	7601	Parks & Open Spaces	Amory Park contributions are no longer being received from Amory Park Trust	4,800
Economy	CP540	4615	Paying Car Parks	Increase budget in second round for PCN income	-5,000
Economy	CP540	7000	Paying Car Parks	Reduction in P&D income to reflect 17/18 forecast (1st round reduced by £20k)	4,000
Economy	CP520	1106	MSCP	Overtime budget needs to be set for A Johns CCTV patrolling of the MSCP	3,500
Economy	IE	Various	Paying Car Parks	Sinking fund for Car Park Machine replacement	3,000
Homes	PS810	Various	Phoenix House	extra £10k to create EH document store	10,000
Homes	HG320	4804	Homelessness	£75k additional costs across the cost centre due to new legislation - part offset by new burdens funding of £25k	50,000
Homes	IE	Various	Market Walk	increase sinking funds for Market Walk	20,000
Homes	PS992	7503	Market Walk	Assume 1 Vacant unit in the budgeted income of Market Walk	12,300
Homes	PS990	7503	Fore Street	30 fore street income - £30k	-30,000
Homes	IE	Various	Fore Street	Sinking fund for Fore Street	5,000
Homes	PS990	2120	Fore Street	Removal of budget to upgrade 36 & 38 Fore Street as this has now been factored into the Capital Programme	-16,000
Homes	Various	Various	Recharges	As at 23/11/17 internal recharges to HRA less than round 1	-4,000

PDG	Cost Centre	A/c Code	Cost Centre Description	Description of Change	£
Community	RB100	3402	Council Tax	C/Tax visiting Officer vehicle - sinking fund £1.2k pa	-3,700
Community	RB300	7604	Housing Benefit	CTR & HB Admin grant DWP - final numbers. Will be notified in January 18	
Community	RB100	7442	Council Tax	Single Occupancy Disc penalties income reduction	3,500
Community	IE930	7709	Forward Plan	PR810 - Additional cost of Cullompton master planning & district design work.	75,000
Community	PR600	1100	Forward Planning	Additional temp PO as above - depends on VAF being agreed (bottom line impact will be on PR810 as fully rechargeable to them)	35,000
Community	PR100	1100 / 7000	Building Control	Building Control - info from NDDC suggests may be better than budget V1 - see Sally's email 24/11/17	-10,000
Community	RS	Various	Leisure	Budget for electric charging points income	-4,600
Community	CS	Various	Customer Services	Synertec price increase for postage	2,000
Various	Various	Various	Insurance	Insurance tender outcome	-43,780
Various	Various	Various	Across various services	legionella, fire, asbestos surveys by Env Health, HRA recharge & Property Services? Need to identify PS budget for this	-5,000

Total net additional cost/ (savings) 338,070

Revised 18/19 budget position 955,530

Staff Pay award (2% offered; 1% previously built in)	115,600
Grounds Maintenance recharge increase to HRA - based on a detailed costing process being undertaken	-60,000
Business Rates Pilot	-230,000
Alarms - General Fund Housing looking at & offsetting the increased cost of the new Homelessness Reduction Act	-50,000
New Homes Bonus for ICT sinking fund requirement.	-189,500
Business Rate base increase - growth, solar, pool benefit	-150,000
Parking charges debit/credit card fee £18k less use of MS?? Or increase fees??	
Disabled Facility Grant admin	-18,550
Leisure sinking fund adjustment	-25,000
Use of new capacity funding for new Planning Officer work on Greater Exeter Strategic Partnership	-35,000
Salary increase impact on recharges - HRA	-10,000
New Home Bonus transfer??	
Total	<u>-652,450</u>

Revised 18/19 budget position 303,080

3% C/Tax increase	-21,749
No cut to Rural Services Delivery Grant	-86,430
Still no figures on HB Admin/Subsidy!!!!	
Total	<u>-108,179</u>

Revised 18/19 budget position 194,901

Provisional 2018-19 Budgeted Capital Programme

	1st Draft 18/19 Budget (Per 26/10/17 Cabinet)	2nd Draft 18/19 Budget (For 04/01/18 Cabinet)
	£k	£k
<u>Lords Meadow Leisure centre</u>		
Lords Meadow - Replace main pool filters	80	80
Lords Meadow - Tennis Courts surface and lining	25	25
<u>Exe Valley Leisure Centre</u>		
EVLC pool tiling and balance tank repairs	25	25
EVLC - Pool Cover	25	25
Total	155	155
<u>Phoenix House</u>		
Phoenix House - Electric water heater replacement	25	25
Phoenix House- Toilet refurbishment flooring and units	30	30
<u>MDDC Depot Sites</u>		
Old Road Depot - Actions following condition report	50	50
Grounds Maintenance relocation (subject to feasibility)	80	0
<u>Play Areas</u>		
Play area refurbishment District wide	50	50
<u>Other Projects</u>		
Land drainage flood defence schemes - St Marys Hemyock	25	25
Land drainage flood defence schemes - Ashleigh Park Bampton	87	87
Fore Street Flats refurbishment		60
<u>General Fund Development Schemes</u>		
* District Wide Redevelopment project - Asset acquisition	4,000	4,000
Total	4,347	4,327
* Note - unknown timing of Capital Expenditure, therefore Capital Financing excluded in Revenue Budget but will be factored into Business Case as potential schemes come forward.		
<u>Economic Development Schemes</u>		
** Tiverton Town Centre improvements	40	40
** Mills Electricity Project	100	100
** Broadband Project	100	60
Total	240	200
** All Economic Development schemes are subject to acceptable Business Case		
<u>ICT Projects</u>		
Desktop states replacement/refresh	50	50
CRM replacement	75	75
Data centre hardware refresh servers/storage	120	120
Replacement Grounds Maintenance system	100	100
Total	345	345

Affordable Housing Projects

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

Total 116 116

Private Sector Housing Grants

Empty homes and enforcement 106 106

Disabled Facilities Grants–P/Sector 500 552

Total 606 658

Replacement Vehicles

Grounds Maintenance

Van Tipper 52 52

Total 52 52

TOTAL GF PROJECTS 5,861 5,853

HRA Projects

Existing Housing Stock

Major repairs to Housing Stock 2,101 2,101

Renewable Energy Fund 100 100

Disabled Facilities Grants - Council Houses 300 300

Housing Development Schemes

Palmerston Park - Additional budget required 1,056 1,074

Birchen Lane - Additional budget required 143 446

Total 3,700 4,021

HRA ICT Projects

Housing mobile working and additional modules 130

Total 0 130

HRA Replacement Vehicles

Van Tipper 7T (Voids) 40 0

Total 40 0

TOTAL HRA PROJECTS 3,740 4,151

GRAND TOTAL GF + HRA 9,601 10,004

MDDC Funding Summary

	2018-19 £k	2018-19 £k
EXISTING FUNDS		
Capital Grants Unapplied Reserve	636	688
Capital Receipts Reserve	1,125	1,125
Earmarked Reserves	574	1,025
New Homes Bonus Funding	888	828
Miscellaneous Funding	2,338	2,338
Subtotal	5,561	6,004
NEW FUNDS		
Borrowing	4,000	4,000
Revenue Contributions	40	0
Subtotal	4,040	4,000
TOTAL FUNDING	9,601	10,004

ENVIRONMENT PDG

9 JANUARY 2018:

PERFORMANCE AND RISK REPORT

Cabinet Member Cllr Clive Eginton
Responsible Officer Director of Corporate Affairs and 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(S): That the PDG reviews the Performance Indicators and Risks that are outlined in this report and feeds back any areas of concern to the Cabinet.

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

Financial Implications: None identified

Legal Implications: None identified

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 Appendix 1 provides Members with details of performance against the Corporate Plan and local service targets for the 2017-18 financial year.
- 1.2 Appendix 2 shows the section of the Corporate Risk Register which relates to the Environment Portfolio. See 3.0 below.
- 1.3 Appendix 3 shows the profile of all risks for the Environment for this quarter.
- 1.4 All appendices are produced from the corporate Service Performance and Risk management system (SPAR).

2.0 Performance

- 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 service with grounds maintenance.
- 2.7 When benchmarking information is available it is included

3.0 Risk

- 3.1 The Operational risk assessments are job specific and flow through to safe systems of work.
- 3.2 The Corporate risk register has been reviewed by Management Team (MT) and updated. Risk reports to committees include risks with a total score of 10 or more. (See Appendix 2)

4.0 Conclusion and Recommendation

- 4.1 That the PDG reviews the performance indicators and risks for 2017-18 that are outlined in this report and feeds back any areas of concern to the Cabinet.

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

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	

Environment PDG Risk Management Report - Appendix 2

Report for 2017-2018

For Environment - Cllr Clive Eginton Portfolio

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+)

Environment PDG Risk Management Report - Appendix 2

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

Service Manager: Joe Scully

Review Note: Staff trained 2 in Office
Grass cutting all
Arborist team all

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

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Stuart Noyce

Review Note: No incidents or further mitigating actions added.

Environment PDG Risk Management Report - Appendix 2

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

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status: Medium (10)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 2 - Low
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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
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Service Manager: Stuart Noyce

Review Note: Risk with control measures added

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
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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: Recycling Income Reduction in material income levels dropping 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
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Service Manager: None

Review Note: With China banning imports of recycling materials in the New Year this risk is currently at a higher level

Environment PDG Risk Management Report - Appendix 2

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SPAR.net

Print Date: 14 December 2017
10:42

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Risk Matrix Environment Appendix 3

Report

Filtered by Service: Grounds Maintenance, Street Scene Services
Current settings

Risk Likelihood	5 - Very High	No Risks	No Risks	No Risks	No Risks	No Risks
	4 - High	No Risks	No Risks	No Risks	No Risks	No Risks
	3 - Medium	No Risks	No Risks	1 Risk	1 Risk	No Risks
	2 - Low	1 Risk	1 Risk	No Risks	7 Risks	4 Risks
	1 - Very Low	2 Risks	6 Risks	3 Risks	5 Risks	4 Risks
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
		Risk Severity				

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