

Public Document Pack

Mid Devon District Council

Community Policy Development Group

Tuesday, 27 March 2018 at 2.15 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Tuesday, 29 May 2018 at 2.15 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr Mrs E M Andrews
Cllr Mrs A R Berry
Cllr F W Letch
Cllr Mrs E J Slade
Cllr Mrs H Bainbridge
Cllr Mrs G Doe
Cllr B A Moore
Cllr R J Dolley
Cllr Mrs C P Daw

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 (attached).
- 4 **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.
- 5 **Grant Funded Agencies** (*Pages 13 - 14*)
Tiverton Museum will provide a short presentation.

- 6 **Cabinet Member Annual Report - Working Environment** (*Pages 15 - 24*)
The Cabinet Member will update the Group on areas within the Working Environment and Support Services remit.
- 7 **Corporate Health and Safety Policy** (*Pages 25 - 38*)
To receive a report advising Members that, in accordance with the Health and Safety at Works Act 1974, the Council's Health and Safety at Works Policy has been reviewed by the Health and Safety Committee.
- 8 **RIPA** (*Pages 39 - 52*)
To receive a report from the Director of Corporate Affairs and Business Transformation requesting that Members review and make recommendation to Cabinet with regard to approving the Council's updated RIPA policy.
- 9 **Community Engagement Update** (*Pages 53 - 56*)
At the request of the Group to receive an update from the Communications and Community Engagement officer regarding community engagement.
- 10 **Regeneration of Old Railways Lines** (*Pages 57 - 84*)
At its informal workshop the Group identified that the regeneration of old railway lines as walking and cycling routes should be supported. Members to discuss the way forward.
- 11 **Chairman's Annual Report** (*Pages 85 - 86*)
To receive the Chairman's draft annual report on the work of the Group since May 2017, which will be submitted to Council on 25 April 2017.
- 12 **Identification of Items for the Next Meeting**
Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

Grant Funded Agencies
Food and nutrition

Stephen Walford
Chief Executive
Monday, 19 March 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 **COMMUNITY POLICY DEVELOPMENT GROUP**
held on 30 January 2018 at 2.15 pm

Present

Councillors

B A Moore (Chairman)
Mrs A R Berry, F W Letch, Mrs E J Slade,
Mrs H Bainbridge, Mrs G Doe, R J Dolley
and Mrs C P Daw

Apologies

Councillor(s)

Mrs E M Andrews

Also Present

Councillor(s)

C R Slade and Mrs M E Squires

Also Present

Officer(s):

Andrew Jarrett (Director of Finance, Assets and Resources), Simon Newcombe (Group Manager for Public Health and Regulatory Services), Lee Chester (Leisure Manager), Yvette Welsh and Julia Stuckey (Member Services Officer)

46 **APOLOGIES AND SUBSTITUTE MEMBERS**

Apologies were received from Cllr Mrs E M Andrews.

47 **PUBLIC QUESTION TIME**

Mr Middlewick, referring to item 6 on the agenda said that he would like further information regarding leisure memberships. He said that he was an asthma sufferer and for that reason could not make use of the swimming pools at the leisure centres, but that there was currently no membership tariff that did not include swimming. There were tariffs for just swimming and tariffs for swimming with fitness, but none for just fitness, Mr Middlewick considered that he was paying a lot of money for a facility that he could not use. He asked if a fitness only membership could be introduced.

The Chairman informed Mr Middlewick that this question would be answered in writing following the meeting and requested that all Members see the response.

48 **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the last Meeting of the Group were approved as a correct record and **SIGNED** by the Chairman.

49 **CHAIRMANS ANNOUNCEMENTS**

The Chairman had no announcements to make.

50 CORPORATE ANTI SOCIAL BEHAVIOUR POLICY

The Group had before it a report * from the Group Manager for Public Health and Regulatory Services providing an updated Anti-Social Behaviour (ASB) Policy for consideration.

The officer introduced the ASB and Community Safety Support Officer to the Group.

The officer went on to outline the contents of the report, explaining that the Anti-Social Behaviour, Crime and Policing Act 2014 provided agencies, including Local Authorities, with enforcement powers to address anti-social behaviour. The Act replaced Anti-Social Behaviour Orders (known as ASBOs) which were the primary civil order in the UK since 1998, with Criminal Behaviour Orders.

The focus of the Act was to streamline the tools and powers available to frontline agencies in dealing with anti-social behaviour. Previously there had been 19 different powers, but these were reduced to a base of 6. They were:

Civil Injunction
Criminal Behaviour Order
Dispersal powers
Community Protection Notices
Public Space Protection Order
Closure of Premises

The officer informed Members that the purpose of the ASB policy was to provide an overarching basis to link all local services that dealt with ASB, therefore to improve co-ordination and encourage a consistent approach to dealing with issues that arose, either informally or formally through the enforcement powers available.

The Council also had a specific responsibility to address ASB as part of wider strategies for reducing crime and disorder under the provisions of the Crime & Disorder Act 1998.

The document had been shared with partner agencies, organisations and internal services for comment and officers had taken into account the comments made.

The officer informed Members that use of formal legal powers was a last resort and that in the last year 20 letter ones had been sent, 7 letter twos, 6 behaviour contracts issued which were not formal interventions. This meant only 1 Community Protection Notice and 1 Civil Injunction were issued. There was an online tool kit which made it clear what the public could do and how to report matters of concern.

Discussion took place regarding:

- The need for complainants to remain anonymous;
- The requirement for complainants to log issues and keep records;
- A request for a flyer which could be posted on noticeboards to promote the service;

- A request that information be provided in the Members weekly newsletter and the Town and Parish Newsletter in order that Councillors could signpost complainants;
- The way in which the authority communicated with the public in general.

It was **AGREED** that the Communications and Consultation Manager be invited to attend a meeting of the Group to discuss communication matters.

It was **RECOMMENDED** that Cabinet approve the updated ASB Policy as attached in Annexe 1.

(Proposed by Chairman)

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

51 **LEISURE MARKETING PLAN 00:24:00**

The Group had before it a report * from the Leisure Manager with regard to reviewing current concessionary pricing within the leisure service.

The officer outlined the contents of the report, explaining that a review of policy to manage peak-time capacity across leisure was designed to ensure capacity to attract demand. Concessionary discounts were currently available to those in receipt of disability allowances, students in full time education and those in receipt of a means tested benefits.

Currently times of access to facilities for these members were not restricted or subject to an additional fee at peak times. The leisure facilities had peak participation periods between 0800 to 1000hrs and 1630 to 1930hrs weekdays. At the weekend the peak period was fairly consistent between 0800 and 1400 hrs.

Discussion took place regarding:

- The need to encourage this use of facilities and the need to ensure that those that were entitled to concessionary rates were encouraged to use them;
- In the past concessionary memberships had restricted access but with the facility to pay a 'top up' for peak times;
- Leisure staff would help members to ensure that they got the best membership for their personal usage;
- The reduction in time that concessionary members would be able to access facilities would be one third of the opening hours;
- Offerings such as Teen Gym, swimming lessons, GP Referrals, Cardiac Rehabilitation and Public Health initiatives would not be subject to the time restrictions;

- A third reduction in fees, to match the third reduction in access would keep concessionary membership below £30, including the proposed 3% annual increase.

It was **RECOMMENDED** that the Cabinet Member for Community Well Being make a decision to:

- Increase the base line for all leisure pricing by 3%;
- That the reduction for concessionary membership be set at 1/3 of the full cost;
- That times of access be restricted for those with concessionary membership, as proposed in the report, with an uplift payment available should they wish to attend during peak periods.

(Proposed by the Chairman)

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

52 BUDGET 01:00:00

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

The officer 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. The officer outlined 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

The draft budget had been presented to the Group at their November meeting. This had indicated a budget gap of £617k and had been based on a range of assumptions, the updated report before the Group for this meeting took into account the formula grant settlement. Other factors affecting the draft budget included the following:

- There was an indicative pay award of 2% which would add an additional £160k to the pay bill, however this was not straightforward in that there would be an increase of circa 5% for those on grades 4 or 5;
- The Council had been successful in its bid to be a 100% Business Rate Pilot and some initial modelling had predicted that this could see £230k of extra business rates being kept within Mid Devon. The caveat to this was that this was only a 12 month pilot and it therefore presented a possible revenue risk;
- The Government had increased the referendum limit to 3% (the amount the Council could increase Council Tax by) which could deliver an extra £21k;
- The Government had reaffirmed its reduction to New Homes Bonus (NHB) from a 6 year dowry to a 4 year dowry, this would reduce NHB from £1.8m to £1.1 next year. A number of sinking funds in the revenue budget would therefore be under greater strain.

Discussion took place regarding:

- The New Homes Bonus and the impact the changes had on the budget;
- The difficulties to be faced going forward and the commercial agenda to generate return rather than reducing services;
- The Working Group which had met and given consideration to the areas that fell within the remit of the Group.

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

53 FINANCIAL MONITORING 01:17:00

The Director for Finance, Assets and Resource provided a verbal update. The officer informed Members that the overspend was in much the same position now as it had been when reported to them in November. The targets set for Leisure Services had been too ambitious and this had been rectified for the coming year. There had been good news regarding Planning fees as the Government had allowed an increase of up to 20% to be added, generating an estimated £140k in the coming year and an increase for the remainder of the current year. The Authority was also in receipt of an addition £240k Capacity Funding for the Garden Village.

54 **TRIM TRAILS - 6 MONTHLY UPDATE 01:19:00**

The Public Health Officer provided a verbal update regarding progress with Trim Trails.

The officer informed the Group that there was little to update at this stage, but that a number of sites were being considered and discussions were ongoing with Town and Parish Councils.

Discussion took place regarding:

- A proposal that Newcombes Meadow would be a good site for this and a request that officers liaise with Crediton Town Council;
- The fact that the 'outdoors' could be used as its own trim trail;
- The Grand Western Canal and whether funding could be available to site a Trim Trail there.

It was **AGREED** that a further update be provided to the May meeting of the Group.

55 **COMMUNITY COHESION 01:27:00**

The Group had before it a report * from the Scrutiny Working Group regarding Consultation.

The Consultation Working Group was set up following discussion at a Scrutiny Committee meeting. The rationale was that Members identified a lack of consultation as a key issue for the public. Members considered that it was important to find out if the public were encountering problems and if they were what they were.

The aim of the review was to identify what the council was doing well and what the council could do better.

The agreed methodology/approach was to hold a public consultation in the street and engage with the public. This took place for 2 hours in Tiverton Town Centre, Cullompton Town Centre and Crediton Town Centre.

Discussion took place regarding:

- The fact that a small survey would only be a snap shot;
- The public had been glad to be able to speak to a Councillor and those that took part had found it to be a worthwhile exercise;
- The Economy PDG had been tasked to research why the 'mood' seemed better in Crediton than the other towns;
- Confusion by the public regarding which Council was responsible for what area.

It was **RESOLVED** that the Communications and Consultation Manager attend a meeting of the Group to discuss community engagement and whether the findings and experiences of the Working Group could be taken into consideration for further consultation exercises.

(Proposed by the Chairman)

Note: Report * previously circulated and attached to Minutes.

56 **PERFORMANCE AND RISK**

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

Note: Report * previously circulated and attached to Minutes.

57 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING**

Regeneration of old railways lines for walking and cycling and the promotion of walking leaflets
Corporate Health and Safety Policy
Community Safety Partnership
Community Engagement Strategy
RIPA

(The meeting ended at 4.08 pm)

CHAIRMAN

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Tiverton Museum of Mid Devon Life

Tiverton Museum of Mid Devon Life provides an important cultural resource for the district and visitor attraction with significant economic benefits.

Under the Council's Service Level Agreement (SLA) Grants Programme, approved at Cabinet on 30th March 2017, Tiverton Museum of Mid Devon Life receives £27,500 per annum over the three-year period 2017-2020. The grant contributes towards the salary and on-costs of a full-time Museum Director. The service specification under the Service Level Agreement is:

To provide a fully accredited museum service at Tiverton Museum, Becks Square, by

- i. Providing a year round museum service including the collection and display of historical artefacts for the benefits of local residents and schools and visitors to Mid Devon
- ii. Providing a school service
- iii. Providing a reminiscence service for older people
- iv. Providing family activities in the school holidays
- v. Providing a museum research facility
- vi. Technical support and advice to local museums and heritage groups
- vii. Act as local museum development officer
- viii. Involvement in Mid Devon Attractions Group
- ix. Accommodating and managing a Tourist Information Service
- x. Supporting a team of volunteers

As part of the SLA, the Museum provides quarterly performance indicator information, as below.

	Q1	Q2	Q3
	Apr-Jun 17	Jul-Sep 17	Oct-Dec 17
Total no. of visitors (including adults, children, members, holiday activity participants, schools and reminiscence, not including Tourist Info or on line numbers)	2128	3045	2147
Total no. of college / school visits	15	13	19
No. of children	367	232	478
No. of adults	74	68	145
Total no. of on-line visitors (museum website)	2232	3373	2193
Museum page on Devon Museums website	455	263	236
Facebook (reach)	20346	51510	31977
Twitter (impressions)	46400	64500	55800
Total no. of volunteers	76	78	78
Total no. of heritage groups and local museums provided with technical support and advice in Mid Devon	4	4	3
Total no. of heritage groups and local museums provided with technical support and advice	5	4	3
Total no. of people participating in the reminiscence service	119	103	92

Tourism Information Service

Tiverton Museum, also hosts a Tourism Information Service, for which the Museum receives a further £4,000 per annum under the Council's SLA grants scheme. The service specification is:

To provide a Tourist Information Service from Tiverton Museum, Becks Square, by

- i. Providing information to visitors and residents on travel, accommodation, events and things to do in Mid Devon and the surrounding area
- ii. Providing a ticketing service for coach travel and theatre tickets
- iii. Maintaining a database of accommodation providers
- iv. Managing coach bookings for Tiverton
- v. Providing a regular newsletter to tourism businesses
- vi. Regular press releases, social media campaigns
- vii. Liaison with accommodation providers tourist attractions and event organisers
- viii. Update 'what's on' webpages for Explore Tiverton or successor destination websites

KPI	Q1	Q2	Q3
	Apr-Jun	Jul- Sep	Oct-Dec
i. Number of contacts by – Walk-in visitors	2230	3034	1915
Telephone and Email	314	298	174
ii. Number of coach bookings	7	5	4
iii. Social Media analytics			
Facebook	2168	6624	4217
Twitter	20381	9946	24414
iv. Number of press releases*	0	0	3

Cabinet Member Update March 2018 **Working Environment and Support Services**

Human Resources (HR)/Payroll

HR continue to be heavily involved in reorganisations and restructures which are taking place due to financial constraints and managers being required to make savings. Consultations need to be conducted with all affected staff over a thirty day period and information needs to be shared, views collated and HR then works with the manager to respond to these comments. Once the reorganisations/restructures are finished there is a great deal of work to be done with issuing new contracts, sorting out possible redeployments and amending organisational charts, management responsibilities and associated areas such as Etarmis (flexi system).

A staff survey was recently conducted and comparisons from last year are being conducted with a view to developing an action plan to consider the areas highlighted as a concern.

Gender Pay gap reporting legislation came into force in April 2017 and the results have been published on our website as required.

The Apprenticeship Levy was introduced in April 2017 which required the set-up of the Inland Revenue Portal to administer the input of each individual's information. This enables the training provider to receive payment from the Levy pot and Payroll will continue to monitor and action this portal.

Links with the Trade Union

Regular meetings with Unison allow a free exchange of views and thus enable a greater understanding on the part of the union as to why actions are taken but also from the senior management view a greater understanding of concerns of staff. The meetings have helped in the past to deal with matters before they become larger issues.

Health & Safety Update

Work carried out during 2017-18

- 16 x Health and Safety, safety reviews
- All commercial asset sites have had Fire Risk Assessments review carried out with recommendations made to Managers were required
- The following in-house training courses were completed
- 5 Fire Wardens courses
- 10 First Aid courses
- 7 Accident Investigation and Sickness Absence courses
- 5 Principals of health and safety
- 9 Service specific H&S courses

Accident Reporting 2016-17

To date a total of 52 accident reports have been received of which 4 were reported to RIDDOR. 3 of these were due to over 7 day absences. All incidents have been investigated and improvements made or training given where appropriate. There has been a decline in cuts to hands injuries in Street Scene due to higher cut level gloves being supplied to operative

Health and Safety Policies

All health and safety policies are up to date

Planned Work for 2018-19

- To continue to follow up on the action plans previously created and review the current level of performance against the health and safety regulations and high risk services resulting in developing action and training plans to ensure compliance to regulations and approved codes of practise
- To monitor the impact of the corporate restructure on health and safety and make recommendations for improvement where required
- To work with the Human Resource and Learning and Development teams to deliver the wellbeing activities planned for 2018-19.
- To support the Group Manager for Human Resources in developing a strategy on how to manage an aging workforce with specific attention to roles which require a high amount of physical activity.

Learning and Development (L&D)

Group Managers are responsible and accountable for their employee's training and development and as a result they have to bid for their required portion of the corporate training budget. This requires them to plan ahead and consider succession planning.

The remainder of the L&D budget is held centrally and covers the e-learning costs management development programmes and other identified development needs that are not 'essential' but desirable to enable a skilled workforce such as (communication skills, project planning and so forth).

Our partnership with CRISP has proved to be successful. This year we piloted our first "Aspiring Managers Programme" where 11 offices (non-managers) were selected (by application and interview) to attend a 6 day training programme and have the opportunity to attend council meetings that they would not normally be expected to attend. They have also been able to participate in regular coaching and mentoring and sit in on manager learning sets. The feedback has been positive and we are planning to run another programme in 2018/19.

We continue to utilise opportunities including free courses (such as Petroc's distance learning courses) and look for other opportunities to access learning (such as e-learning, webinars, coaching programmes, class based or on the job). We are also currently exploring partnership opportunities with other councils or opportunities to mirror best practice ideas.

We are in the process of upgrading our current e-learning platform to a full learning management system (LMS) which will offer all employees the opportunity to access

e-learning, design and create their own e-learning content and manage appraisals. The LMS will also hold the training records and will be able to remind managers of mandatory training/certifications that need to be completed. The INSIGHT system that is currently managed by ICT for all our Policies will also be moved into the LMS so we will soon have a 'one stop shop' for all learning and policies for staff to access. We are hoping this will be running in April.

The introduction of the Apprenticeship Levy has created opportunities for new and existing staff to obtain on the job learning and formal qualifications at no extra cost (the cost is deducted from the Levy).

2017-18 Electoral Services

The service was audited by Devon Audit Partnership in November 2017 and was rated as High Standard with no recommendations for improvement.

Electoral Registration

- Met 100% of Electoral Commission Performance Standards for Electoral Registration
- Achieved a response from 99% of Mid Devon households for annual canvass of electors, 3% up on last year.
- 28% of the returned household electoral registration forms were electronic (internet, phone and text)
- Will end the year on budget

Elections

- Met 100% of Electoral Commission Performance Standards for the Returning Officer
- Ran Devon County Council elections in May 2017, followed by snap General Election in June 2017
- Ran 3 by-elections and a fourth one is current (Tiverton Town). These included one District election (Westex), one Town Council election (Cullompton) and one parish election (Chawleigh, uncontested)
- Both DCC election and General Election are within the maximum permissible spend that we can claim back

Member Services

Ongoing support to Members

- Member Services continues to support Members with any issue that is within their remit, even if it only to signpost the member to the appropriate officer. Members have also been supported in the use of their iPads.

Ongoing Committee work

- Ongoing work in terms of Committee meetings.
- Provision of support and assistance to the Independent Remuneration Panel (IRP) on their review of Members Allowances.

- Working Groups in the current year have included AD Plants, Homelessness, Parish Liaison, Grass Cutting and Consultation

Member Development

- Member Services continue to support the development of Members; we are looking into providing a shared service with other Devon authorities with regard to Member Development, further information will be provided to the Scrutiny Committee at its meeting.
- The team reports to the Member Development Group which consists of 5 Members and includes the Group Leaders.
- Member Development Charter - the Charter was reconfirmed in March 2017 and the team continues to work within the remit of the charter.
- Members briefings are also organised when appropriate and shared with other local authorities and Parish Councils if appropriate
- Informal Workshops for PDG's and Committees – these have been put in place on a regular basis and have been well received by Members and Officers

Civic support

- Ongoing support to the Chairman of the Council, organising his diary and his attendance at civic events in Mid Devon and other districts. Plans are afoot for the Chairman's reception in April 2018. The Chairman's PA is also organising an event to commemorate the 100 year anniversary of the end of the First World War.

Parish Liaison

- Parish Liaison continues, with a team member taking the lead, this has provided a single point of contact and has improved communication with the Town and Parish Councils and the team now supports the Town and Parish Councils alongside the District Councillors

Monitoring Officer Support/Deputy Monitoring Officer role

- Support has been given to the Monitoring Officer with regard to meeting procedures and work on the Constitution.

Policy/Research Officer

- Following a request from the Scrutiny Committee and a recommendation of the Peer review (2017), a part time officer has been in place since October 2017, his role is undertake research and policy analysis to further the work of the council's scrutiny function as well as shaping thought around future policy direction in servicing the council's various policy development groups.

Public Health Plan

The Plan is informed by the priorities set out in the Devon Joint Health and Well Being Strategy to address health inequalities and the district specific health surveillance data. The four priority areas in Mid Devon are:

- Prevention of cardiovascular disease and cancer
- Decent high quality housing
- Emotional/mental health and resilience
- Air quality

The plan identifies some projects which may require limited set-up support before becoming self-sustaining/supported by external sources. Currently this support is largely being met from a circa £7K ear-marked reserve (ERM) created from unspent (but ring-fenced) previous public health grant funding received from the former Primary Care Trust and Devon County Council.

Other projects and initiatives can be achieved from limited existing officer resources/service budgets or will be reliant upon mechanisms such planning obligations (section 106 projects) or central government grant applications.

The Public Health Officer role was funded for 2 years (ending November 2017) from a grant from Devon County Council Public Health and the Mid Devon District Council's Public Health and Regulatory Services operating budget. National funding cuts in 2017 to the public health budget meant DCC were unable to continue funding the role. Following a restructure of Public Health and Regulatory Services a part-time role was created to continue the public health role on a half-time basis, which was filled by the incumbent Public Health Officer.

Prevention of cardiovascular disease and cancer

- Since February 2017 Public Health and Regulatory Services and Mid Devon Leisure have been working together on a GP exercise referral program. GP patients are offered a 12 week program at a reduced cost. It is suitable for a wide range of people and conditions, including those who may not have exercised before, or not for a very long time. Examples of conditions include: high blood pressure, diabetes, mental health issues and arthritis.

Active Start Referrals/memberships Feb 2017 - 2018

Referrals	Membership %		
Exe Valley, Tiverton	47	12	26
Culm Valley, Cullompton	20	7	35
Lords Meadow, Crediton	45	14	31
Total	112	33	29

- Following consultation with Mid Devon Leisure management Cancer rehab training has been provided to 3 staff members and concluded in early 2018. The accreditation will assist the Leisure centres in accepting cancer rehab referrals.

- Walking Football programs commenced in Mid Devon at Crediton and Cullompton in May 2016 using the Mid Devon Leisure facilities. Sessions are held weekly. During 2017 the program has gradually progressed to being self-managed and funded. The

groups have also been connected with the wider Walking Football community operated by Devon Football Association which provides opportunities to be involved in competitions both regionally and nationally. Plans are still on the table to start a program in Tiverton.

- A new group, based on the successful Active Mums group in Crediton, will commence in Tiverton in spring 2018. The group will encompass a similar format, promoting exercise for parents with small children using bikes and buggies. Active Devon and Mid Devon District Council are providing funding for the equipment, maintenance and will be coordinating training for the parents. Amory Park has been chosen as the location as it has safe, suitable paths and a separate tarmacked area for training. Parents will initially be recruited from the Two Moors School and Nursery. Unlike Crediton this program will be encouraging participation from male parents too.

- Reducing the amount of sugar in our diet is one of the key factors in maintaining a healthy weight and can be instrumental in reducing the risk of diabetes and tooth decay. Public Health and Regulatory Services will be working with Leisure to develop a strategy to reduce high sugar food and drink that is sold at our Leisure centres. Working with all stakeholders (suppliers, staff, customers) we hope to gradually change the food offer to products that are lower in sugar.

Decent High Quality Housing

- The LEAP (Local Energy Advice project) secured funding for the next 4 years in September 2017 to continue delivery of its service nationally. This incorporates a home visit scheme designed to give households comprehensive support to help lift them permanently from fuel poverty through the installation or upgrade of energy efficiency measures such as insulation and more cost effective heating systems. The attached report shows that Mid Devon has referred 25 households with estimated savings to residents of over £8K from September 2017 up until end of January 2018.

- Power utility switching for local authorities is a partnership between Agility Eco, UK Power and U-Switch. Mid Devon District Council entered into an agreement to provide this service via their website in mid-December 2017. Council receives a small fee for each referral which can be made either by phone or via the website. The scheme has had a slow start to date, with 20 referrals (10 phone and 10 web) being made up until mid-February. There may be more of an uptake once energy bills for the winter period begin to filter through. There is a lot of potential for residents to save money however it is well known that many people stay with their current provider as they feel it is too complicated to switch.

- A Statement of Intent has been posted on the Council's website providing eligibility criteria for companies (heating specialists/engineers, insulation specialists) who want to help customers take advantage of the government's ECO Flex scheme. Each company that uses ECO Flex must receive from the local authority a 'declaration' confirming the customer fits the criteria. This new scheme may not always pay for the total cost of a new boiler/central heating system. Mid Devon District Council will refer residents to Wessex Loans if they need 'top up' funds. Two companies have

contacted the Council about their intentions to actively promote the scheme in the area and discuss the process for receiving the Local Authority Declaration (LAD).

Emotional/mental health and resilience

- Make Every Contact Count, an initiative supported by the Dept. of Health and NHS, is an interactive learning resource to help people develop knowledge and understanding so that every contact counts by asking others about their health and wellbeing. Roll out is funded by Health Education England. Public Health Devon will work with Learning and Development at Mid Devon District Council on implementing the program among its workforce in 2018.
- During Wellbeing Week (November 2017) a session on Dementia Awareness was arranged for staff provided by the Alzheimer’s Society.

Air Quality

- Public Health and Regulatory Services are responsible for providing an Air Quality Action Plan every 4 years to DEFRA. The Air Quality Action Plan (AQAP) 2017-21 was approved by the Community PDG and Cabinet in November 2017.
- The plan will be critical to the future protection of public health and the prevention of new management areas. This encompasses the management of additional vehicle and stationary emissions arising directly from new major developments across the district including the Cullompton area proposals in particular. A strong emphasis will be placed on a preventative, design-led approach to low emissions strategies and sustainable development underpinned by the relevant transport infrastructure.
- Since finalising the plan Crediton Town Council has proposed conducting a Traffic and Urban Realm Feasibility Study in Crediton Town Centre. It is expected, the study ‘will fully analyse the current traffic and urban realm conditions within the town centre and fringe area and present a vision for the High Street which is based on clear aims and outcomes’. There are obvious benefits of this study for air quality and it will hopefully provide some impetus for a strategic and joined up approach to the issues. The study has in principle support from Devon County Council and the Town Council are currently working with the s106 Monitoring Officer to finalise funding.

Customer First

Customer First is a support service, providing front line customer service and admin support for all other council services.

The team is the first point of contact for our customers across many access channels and also provide the central admin service, handling incoming and outgoing post, printing, scanning and much more.

	April 16- March 2017	April 2017- January 2018	Comment (Based on 10 months figures).
Visitors to our offices	33133	26038	❖ Reduced

Numbers seen in 15 minutes	97%	96%	
Calls answered call centre % answered	114245 90% (external only) 82% (all calls)	110468 90% (external only) 84% (all calls)	No significant change
Number of emails to Customer First % responded in 5 working days	15575 99%	11097 100%	No significant change
Payments made at our offices	32327	25514	No significant change
Kiosk (self service)	6508	4790	Expect increase over the full year
Electronic payments			
Phone payments (automated)	16366	14167	Expect increase over the full year
Assisted phone payments	36538	33229	
Items of post despatched	196869	156053	❖ Reduced
Online transactions (not including payments)	31774	29185	Expect increase over the full year

- ❖ Reduced visitor numbers due to the closure of the Crediton and Cullompton Bi-weekly surgeries in 2017.
- ❖ Number of items of post has reduced due to continued work with services to make efficiencies and outsource printing to take advantage of postage discounts and reduce printing costs. This has also enabled the admin undertake other work including responding to customer emails on a daily basis and covering the meet and greet desk at peak times.

Customer first staff have dealt with in excess of 206346 transactions in the 10 months from 1 April 2017. Additional to this the team deal with post, complaints, various online applications and still provide a small amount of support to the Communications team.

Online transactions are increasing across all, service areas. Average for this year so far is 2918 transactions per month compared to 2733 for the same period last year. Until December 2017 Freedom of information was part of the team's role, this has now moved to the Performance Governance and Data Security team.

The call centre and admin teams were busy with garden waste renewals at peak times, October and November particularly. Take up of online renewals has increased this year from approximately 1/3 to 54%. This reduces the contacts to the call centre which is essential to enable resource to handle other work and maintain service levels in relation to waiting times.

Over the last eighteen months the Chief Executive and Leadership Team has commenced shaping the culture and management structure of the Authority. With the completion of the Group Managers Team (GMT) imminent it is now time to turn our minds to Business Improvement and assessing corporately where we can improve services, cut costs and rationalise what we are doing.

The Leadership Team have intimated that they want a customer-centric approach to providing services. This, along with the £1 million challenge and increasingly complex technical requirements of running multiple businesses, necessitates a review of what we do, how we do it and how we can improve it.

The Director of Corporate Affairs and Business Transformation has requested a project that will look at how the Authority is providing its services and provide a cross-service solution and approach that will maximise service to customers in the short term, inform the ICT Strategy in the medium term and generate financial savings in the longer term.

To that end a small restructure of some staff is almost completed to commence work on the above project.

Complaints

In 2016 we received the following complaints total for all services:

Number of complaints 1 April 1- 31 Jan 2018.

Complaints	215
Compliments	104
Comments	161

An annual complaints report will be provided later in the year

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COMMUNITY POLICY DEVELOPMENT GROUP

27 MARCH 2018

AGENDA ITEM:

Health and Safety Policy review

Cabinet Member(s): Cllr Margaret Squires

Responsible Officer: Michael Lowe (Health and Safety Officer)

Reason for Report: To advise Members that, in accordance with the Health and Safety at Works Act 1974, the Council's Health and Safety at Works Policy has been reviewed by the Health and Safety Committee.

RECOMMENDATION: Members to note that the Health and Safety Policy was approved by the JNCC on 07 December 2017, following review by the Health and Safety Committee and Unison.

Relationship to Corporate Plan: Health and safety impacts across all aspects of the corporate plan as there is an obligation on the Council to ensure that its activities do not adversely affect the health and safety of employees, members of the public, contractors and others with whom we interact.

Financial Implications: Failure to meet the Council's obligations could lead to serious financial implications. The maximum penalties for failing to discharge its duties are unlimited. In addition to this would also be the costs involved in any litigation in the Civil Courts.

Legal Implications: Failing to comply with Health and Safety legislation and regulations could result in the Council being issued with Improvement/Prohibition Notices and/or prosecution. The Council would also be at risk of potential civil litigation.

Risk Assessment: Ensuring the Council has robust health and safety policies and procedures, which are proactively monitored, will ensure the health and safety of employees and those who are affected by its actions and also reduce the potential risk of legal challenges and civil litigation.

1.0 Update

1.1 The Health and Safety Policy was reviewed by the Health and Safety Committee on 10 January 2018 and, following consultation with Unison, recommended to the JNCC committee for approval.

1.2 The Health and Safety Policy was approved by JNCC on 07 December 2017

2.0 Future actions

2.1 In accordance with the Health and Safety at Works Act 1974, the Safety Representatives and Safety Committee Regulations, Mid Devon District Council will continue to review the Health and Safety Policy on an annual basis, with approval by the JNCC.

Contact for more Information: Michael Lowe, Health and Safety Officer,
mlowe@middevon.gov.uk

Circulation of the Report: Members of Community PDG, Cllr Squires, Management Team

Corporate Policy

Version Control

Title: Mid Devon District Council Health and Safety Policy

Purpose: Health and Safety

Owner: Stephen Walford

Date: 12th January 2017

Version Number: v2.1

Status: Final

Review Frequency: Annually

Next review date: January 2018

Consultation

This document obtained the following approvals:

Who	Date	Version Approved
Leadership Team	29th November 2016	V2.1
H&S Committee	09th January 2017	V2.1
JNCC	12th January 2017	V2.1

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2. **Part 2: Organisation**
3. **Part 3: Arrangements**
4. **Part 4: Statement of general policy**

PART 1 Statement of general commitment towards health and safety at MDDC

Mid Devon District Council is committed to ensuring high standards of health, safety and welfare for its employees. It is also committed to ensuring that Council activities do not adversely affect the health or safety of members of the public, contractors and others with whom we interact. Policies and procedures on specific areas of health and safety can be found on SharePoint [Policies & Strategies - Home](#)

The Council regards compliance with statutory requirements as the minimum standard. Policies may extend beyond the legal standard if this is agreed. This general policy sets out the steps that will be taken to ensure compliance with the Health and Safety at Work Act 1974 and other statutory provisions, which should lead to a progressive improvement in health and safety standards over time in accordance with the principles of good health and safety management described in HSG65 (www.hse.gov.uk/managing/index.htm).

The Council believes that minimising risks to people, equipment and premises is an essential part of offering quality services in a cost conscious and competitive environment. The successful implementation of this policy requires the commitment and co-operation of management and all employees at all levels within the organisation. The Council delegates the responsibility for day to day operational health and safety management to the Chief Executive, Directors, and Senior Officers through the normal line management structure.

All managers, supervisors and staff have responsibility for the health and safety of persons and facilities within their designated areas of control.

All employees should take note when reading this policy that they also have their own legal obligations under the Health and Safety at Work etc. Act 1974. Under this law there is the duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. Failure to do this could result in prosecution and a fine. Employees are also required to work in accordance with the provided training and instructions and to report situations that could be considered unsafe and shortcomings in health and safety procedures.

The Chief Executive and Directors will be supported in their efforts by provision of competent health and safety advice from the Corporate Health and Safety Officer. Effective communication will be maintained with staff and union safety representatives e.g. through the Link, H&S Committee and Core Briefings. The Council will maintain and improve competence in health and safety through staff training and development.

This policy will be monitored to ensure that the objectives are achieved. It will be reviewed regularly and changes made as may be necessary.

PART 2: Organisation

General

This section sets out the range of duties and responsibilities throughout the Council for the implementation of this policy.

Service specific policies and operating procedures will be required to supplement this policy to ensure that the specific risks associated with the activities of each Service are identified and controlled throughout the diverse range of the Council's activities.

The following management process will be applied (HSG65) in managing health and safety:

- Plan: what it is you want to do
 - Policy
 - Planning
- Do: Profiling the organisations health and safety risk
 - Carry out risk assessment first then implement it
 - Risk Profiling
 - Organising for health & safety
- Check: that the risk assessment is effective
 - Measuring performance
 - Investigating incidents
- Act by learning from experience
 - Reviewing performance
 - Learning Lessons

2.1 Councillors

Elected members cannot be responsible on a practical level for the implementation of Health and Safety arrangements within the Council – this is a responsibility of the Chief Executive and his senior managers. Members however are required to ensure that overall health and safety arrangements are in place through the scrutiny process and the receiving of committee reports e.g. relating to the auditing and performance of the Council's health and safety management system. This will also be monitored through the Health and Safety Committee on which a Cabinet Member is nominated. Any resultant reports that require a decision will be passed through the Cabinet.

To assist them, the Chief Executive, Directors and Senior Officers will provide Councillors with professional advice and guidance. This is also available from the Corporate Health and Safety Officer where needed.

2.2 Chief Executive

The Chief Executive is responsible for:

- The overall implementation of Corporate Policy decisions, day-to-day operations and will review and decide upon matters within the Council's Corporate Policies;
- Ensuring that the Council has an effective Health and Safety Committee and for responding to its recommendations;
- Encouraging a positive Safety Culture throughout the organisation by providing leadership and commitment to high standards of health and safety;
- Appraising the effectiveness of this policy and making changes where appropriate;
- Ensuring that the attention of Councillors is drawn to information regarding health, safety and welfare where this has a bearing on their decisions;
- Ensuring the Council provides adequate resources to implement and maintain the effectiveness of this Policy, and that measures are in place for joint consultation regarding safety between employee and member representatives in accordance with the Safety Committees and Safety Representatives Regulations 1977
- Ensuring that a sufficient number of competent persons are available to give advice on the application of the provisions of health and safety law as they apply to the activities of the Council in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The Chief Executive will be informed by the most appropriate method of any incident, accident or deviation from this policy.

The Health and Safety Executive (HSE) gives the following definition of what a health and safety culture is:

The safety culture of an organisation is the product of individual and group values, attitudes, perceptions, competencies and patterns of behaviour that determine the commitment to, and the style of and proficiency of, an organisation's health and safety management.

Organisations with a positive safety culture are characterised by communications founded on mutual trust, by shared perceptions of the importance of safety and by confidence in the efficacy of preventive measures.

2.3 Directors

Directors will be responsible for:

- The implementation of the Council's health and safety policies including the monitoring and review of the safety performance of each Service within their remit
- Where they are identified, implementation of the specific arrangements in Part 3 of this Policy;
- Managing the health and safety performance of their Service in accordance with the management process outlined above;
- Encouraging and sustaining a positive safety culture as described above within their specific Service;
- Establishing risk assessment as a positive approach to the management of their Service's activities;
- Ensuring that arrangements are made within their Service for all staff to be kept informed on matters of health and safety;
- Seeking to ensure, and where necessary document, that adequate resources are made available within their Service to implement and maintain the Council's policies for health, safety and welfare;
- Ensuring that for all work and places of work under their control, risk assessment processes are applied with equal importance to all other management functions;

- Dealing with any wilful disregard by employees of health and safety arrangements including, where necessary, the use of the Council's disciplinary procedure;
- Working with their managers and team leaders towards ensuring that health and safety performance requirements are objectively set, monitored and reviewed;
- Reporting any known deviance from this Policy to the Chief Executive.

2.4 Group Managers, Senior Officers, Supervisors and Team Leaders

Groups Managers, Supervisors and Team Leaders are responsible to their relevant Director for the health and safety performance of their respective areas. In this they will be required to:

- Have sufficient knowledge of the activities under their control, and the Council's policies relating to them, to be in a position to assure their competency in managing the Council's Health and Safety Policy and provide positive leadership on health and safety;
- Work with the Chief Executive and Directors in achieving a positive safety culture throughout the authority;
- Manage the day to day operations based on safe systems of work with a considered proactive approach towards managing risks;
- Where they are identified, implementation of the specific arrangements in Section 3 of this Policy;
- Ensure through the provision of training and selection that each employee involved is competent to undertake safely the responsibilities given to them BEFORE they carry them out;
- Ensure that sufficient instruction, information and supervision is given to individual staff under their management based on the level of risk to which they may be exposed and that employment of their staff includes the necessary elements of competency (in accordance with Regulation 13 of the [Management of Health and Safety at Work Regulations 1999](#));
- Be responsible where required for making returns and reports to the Corporate Health and Safety Officer – including reports of near misses, accidents or dangerous occurrences;
- Ensure that, before the issue of contracts or orders adequate checks are made to confirm the suitability of the contractor's health and safety policies, method statements and risk assessments (Contractor Arrangements Section). This will include assessment of their arrangements to provide adequate welfare facilities and ability to manage all the activities they will undertake for, or on behalf of, the Council. All arrangements must be consistent with those required by the Council for its own staff;
- Ensure that policies, safe systems of work and risk assessments specifically tailored to control the hazards for their functions or work areas are created, implemented, recorded, monitored, and reviewed as necessary. Employees will be briefed on any risk assessment that affects their work and given the opportunity to contribute to the assessment e.g. through 'Toolbox talks' before work begins;
- Ensure that all statutory records of testing/inspection/maintenance pertinent to their service area are maintained, and create and record as necessary routine maintenance arrangements;
- Ensure that all new work places and work activities are subject to a risk assessment and that all identified hazards are documented and measures taken to minimise or control the risks as far as is reasonably practicable;
- Ensure that before employment - a Young Person's Risk Assessment is carried out on any employee who has not yet reached their 18th birthday in accordance with Regulation 19 of the [Management of Health and Safety at Work Regulations](#) and its Approved Code of Practice. (This is intended to identify whether the individual is suitable for the tasks they may be given and to limit those tasks where necessary and what training and supervision will be required to ensure their competency and safety whilst at work);
- Ensure that risk assessments are carried out for expectant mother or employees with special needs [Risk management: Health and safety in the workplace](#);
- Consult with the Corporate Health and Safety Officer regarding specific Health and Safety training needs and, where needed, risk assessments;
- Ensure their staff, as far as is reasonably practicable, apply all legal, corporate and directorate requirements relative to the work of their specific function that may affect health, safety and welfare at work;
- Ensure the provision of welfare facilities (clean water, seating, toilets and washing facilities) for all work situations under their control and ensure that first-aid, to the standard required

by law, is available and made known to all their staff and periodic checks are made of first-aid equipment. First aid arrangements can be assessed using the free HSE tool available on the www.hse.gov.uk website;

- Ensure that employees are fully aware of procedures to be followed in the event of a fire;
- Ensure that, in circumstances where the use of Personal Protective Equipment (PPE) has been identified, the type and quality selected will be appropriate and will adequately protect that person from the hazards encountered. Supervisors must ensure that those who are required to wear PPE have been given adequate training in its use, care and maintenance and, where appropriate, keep the appropriate records.

2.5 Corporate Health and Safety Officer

The Health and Safety Officer is responsible for providing advice, support and information on the application of health and safety legislation within the Council to comply with [Regulation 7 of the Management of Health and Safety at Work Regulations 1999](#). In particular, the Health and Safety Officer will:

- Assist the Council in establishing and maintaining appropriate monitoring and auditing systems for health and safety;
- Carry out internal 'Health and Safety Status Reviews' of each Council Service;
- Provide information and advice on request to management and staff on all aspects of health and safety, including fire safety;
- Carry out fire risk assessments on all relevant council properties;
- Advise management on the formulation, development and implementation of health and safety policy and procedures in line with legal requirements and guidance such as that available from the HSE and other relevant bodies;
- Advise on the need for health and safety training, including at induction, and to be a key participant in developing and, where necessary, delivering such training;
- Work with management and staff to ensure that we meet our legal requirement to carry out risk assessments;
- Advise management on the steps needed to achieve adequate control of risks to health and safety;
- Work with managers, staff and safety representatives to ensure that we carry out a programme of regular safety inspections;
- Advise management on systems for recording and reporting accidents and ill-health and be responsible for the maintenance of adequate records;
- Where required, make RIDDOR reports to the HSE;
- Investigate accidents and cases of reported ill-health in order to recommend actions to avoid a recurrence;
- Liaise on health and safety with external bodies and enforcing authorities.

2.6 Safety Representatives

Recognised Trades Unions have, in consultation with the Council, identified employees to represent the employees on matters relating to Health, Safety and Welfare at work. Their duties are defined in part 3 but as representatives on the Corporate Health and Safety Committee they may:

- Investigate potential dangers and hazards.
- Examine the cause(s) of accidents.
- Investigate complaints relating to Health, Safety or Welfare at work.
- Inspect the scene of an accident, dangerous occurrence/near miss or reported case of disease if it is safe to do so (after consultation with the Corporate Health and Safety Officer).
- Carry out formal inspections of the workplace or part of the workplace. The maximum frequency of formal inspections will be quarterly, except by written agreement of the Chief Executive.

2.7 Health and Safety Committee

The Health and Safety Committee will be the principal forum for the Council to consult both its employees and the Union on measures taken to ensure, as far as reasonably practicable, their health, safety and welfare. The Committee will be administered in accordance with the [Safety Committees and Safety Representatives Regulations 1977](#) and [Health and Safety \(Consultation with Employees\) Regulations 1996](#). In its operation the Health and Safety Committee will assist the Council to discharge its general obligations under the Health & Safety at Work etc. Act 1974.

The Health and Safety Committee will monitor and review the operation of the Council's safety policy and any related arrangements and procedures, receive reports of incidents, trends and any remedial action taken and where necessary make recommendations to the Cabinet and or other relevant Council Committees regarding any revisions or additions that may be required. Minutes of meetings and agreed actions will be kept.

The Health and Safety Committee will consider and make recommendations to the Chief Executive and Councillors as appropriate concerning priorities and the strategic direction for MDDC to achieve compliance with statutory obligations and continually improve performance.

An elected member, who acts as the Elected Member's Health and Safety Champion?, will be a member of the Health and Safety Committee.

The Corporate Health and Safety Committee will specifically consider the Council's overall position and performance in relation to the [Corporate Manslaughter and Corporate Homicide Act 2007](#).

2.8 Employees

The Council commits itself to providing suitable and sufficient health and safety information, instruction and training as is appropriate to the activities employees carry out.

Individual responsibilities of all employees are as follows:

- In accordance with Section 7 of the Health and Safety at Work etc. Act 1974, it is the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and;
- As regards any duty or requirement imposed on the Council under health and safety law, to co-operate with the Council so far as is necessary to enable it to comply and;
- Not to intentionally or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare by the Council e.g. fire or safety equipment.

Note that as the above are statutory duties failure to comply with the above will not only result in investigation and, where proven, disciplinary action but also may lead to investigation and prosecution by the HSE.

PART 3: Arrangements

The Council is required by Regulation 5 of the Management of Health and Safety at Work Regulations 1999 to make and give effect to such arrangements as are appropriate, having regard to the nature of its activities and the size of its undertaking, for the effective planning, organisation, control, monitoring and review of its preventive and protective measures, and to put these arrangements in writing.

Effective management of health and safety will depend, amongst other things, on the robust application of proactive risk assessment and leading from this, the implementation of reasonable mitigating controls to prevent, avoid or minimise the risk of injury. The law requires a written summary be kept of the risk assessments. At MDDC this would be using the SPAR system and the Risk Assessment Register on SharePoint.

Corporate policies on health and safety are listed on SharePoint under Corporate Health and Safety.

3.1 Risk Assessment

Directors will take responsibility for the completion, implementation, monitoring and review of Risk Assessments for their area of responsibility. Collectively this will cover all activities of the Council. In practical terms this process will need to be broken down and delegated to competent individuals who will be in a position to assess the risk of significant hazards that exist within each work area and report back to the relevant Director who will retain overall responsibility for ensuring the risk assessment process is completed. The Corporate Health and Safety Officer through his routine reviews will monitor performance and report back to the H&S Committee any findings.

The Council will apply HSE guidance on Risk Assessment ([Risk management: Health and safety in the workplace](#)) including adoption of the '5 Steps to Risk Assessment' approach for all new assessments and reviews. The 5 steps are as follows:

- Step 1: Identify the Hazards**
- Step 2: Decide who might be harmed and how**
- Step 3: Evaluate the risks and decide on precautions**
- Step 4: Record your findings and implement them**
- Step 5: Review your assessment and update if necessary**

The findings of the risk assessments will be recorded on the Risk Assessment Register and where they meet the criteria SPAR.

Action required to remove/control risks will be approved by the Director who will, if necessary, take them to the Chief Executive.

Line Managers will be responsible for ensuring the required actions are implemented as part of their day-to-day management supervision.

The Corporate Health and Safety Officer will check that the implemented actions have removed/reduced the risks as part of his routine reviews and accident/near-miss investigations. Feedback will be provided to the relevant Director including the need for a review, which they must act on without delay.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

3.2 Consultation with employees

MDDC recognises Unison as the union that represents employees for consultation on Health and Safety under the Safety Committee and Safety Representatives Regulations and the Health and Safety (Consultation with Employees) Regulations.

3.2 Safe use of plant and equipment

Directors will be responsible for ensuring the [Provision and Use of Work Equipment Regulations 1998 \(PUWER\) - Work equipment and machinery](#) are implemented and adhered to. The Line Managers shall ensure that equipment is suitable for the task it is being used for and that effective maintenance procedures are drawn up and implemented.

Employees will report any problems found with plant/equipment to the relevant Line Manager who will authorise its repair or replacement.

On request, the Corporate Health and Safety Officer can check that new plant and equipment meets health and safety standards before it is purchased e.g. CE marking.

3.3 Safe use of hazardous substances

The Council will comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH). <http://www.hse.gov.uk/pubns/indg136.pdf>

Hazardous substances include:

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes and dust)
- Other substances that can be a hazard that employees may come into contact with during their work, e.g. blood, vomit and faeces, containing biological agents such as bacteria and other micro-organisms e.g. viruses.

The COSHH assessment process is detailed under a separate Policy. [Policies & Strategies - Home](#) Responsibility for its implementation, monitoring and review rests with the individual Director and Line Managers for their particular area. The initial priority will be to have an overview of what substances require assessment and obtain the relevant Product Data Sheet for each chemical purchased from the manufacturer/supplier.

The COSHH Regulations require the Council to prevent exposure to substances hazardous to health, if it is reasonably practicable to do so. In achieving this, the Council may:

- Change the process or activity so that the hazardous substance is not needed or generated;
- Replace it with a safer alternative;
- Use it in a safer form e.g. pellets instead of powder, gels instead of liquids etc.;

If prevention is not reasonably practicable the Council will introduce control measures identified by the COSHH Assessment. [Health & Safety - Home](#). These will be applied in the following order of priority:

1. use appropriate work processes and systems, engineer controls and provide suitable work equipment and materials e.g. use processes which minimise the amount of material used or produced, or equipment which totally encloses the process;
2. control exposure at source (e.g. local exhaust ventilation) and reduce the number of employees exposed to a minimum, the level and duration of their exposure, and the quantity of hazardous substances used or produced in the workplace;
3. provide PPE including face masks, gloves, clothing but only as a last resort and never as a replacement for other control measures which are required.

Following the assessment a written record of any findings and control measures will be retained and employees provided with suitable and sufficient information, instruction and training to minimise any identified risk to their health. The Corporate Health and Safety Officer will review each Service on COSHH and provide feedback.

3.4 Information, instruction and supervision

A Health and Safety Law poster will be displayed at each Council building.

Health and Safety advice is available from the Corporate Health and Safety Officer:

Michael Lowe Tel 07714 680171 Email mlowe@middevon.gov.uk
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Supervision of young workers/trainees will be arranged/undertaken/monitored by Line Managers.

The Council has a duty to provide relevant health and safety information to its employees in **any reasonably foreseeable circumstance**. It is for Senior Officers to be aware of this as part of their Risk Assessment e.g. who needs to know what information? This is of particular importance where Council employees are working off-site e.g. at locations under the control of another employer where information may be provided to their employees but not to ours. Where informed, the Corporate Health and Safety Officer can provide advice on the information required.

3.5 Competency for tasks and training

Human Resources will support induction training for all employees in liaison with Directors and Line Managers.

Line Managers will arrange job specific training in liaison with the Council's Learning and Development Officer.

Training records will be kept by each Service and will be reviewed by the Corporate Health and Safety Officer and Internal Audit.

Training on health and safety will be identified, arranged and monitored by Senior Officers through their risk assessment process (see above).

3.6 Accidents, first aid and work-related ill health

Under Regulation 6 of the Management of Health and Safety at Work Regulations 1999 the Council will ensure that all its employees are provided with health surveillance as is appropriate having regard to the risks to their health and safety. The need for health surveillance and its appropriate level, frequency and type will be identified as part of the Council's Risk Assessments taking into account current HSE guidance. [HSE: Health surveillance](#)

Where the assessment requires it, the relevant Senior Officer for the activity will arrange for appropriate health surveillance in liaison with Human Resources who will maintain a Health Surveillance Record with the employee's other personal information.

Names of employees identified as requiring health surveillance will be passed to the Corporate Health and Safety Officer for his information.

To fulfil its obligations under the Health and Safety Regulations 1981 [First aid at work - The Health and safety \(First Aid\) Regulations 1981](#) the Council will maintain an appropriate level of First Aiders in addition to the minimum legal requirement of identifying Appointed Persons. The level of cover will be set within a specific First Aid Policy. [Policies & Strategies - Home](#)

First aid kits will be provided at each Council building and, subject to risk assessment, appropriate first aid equipment will be maintained in Council owned vehicles.

All accidents and cases of work-related ill health are to be recorded on an Accident Report Form and reported under RIDDOR where necessary. The Accident Reporting Procedure will be maintained by the Corporate Health and Safety Officer (found under Corporate Health and Safety on SharePoint). [Health & Safety - Home](#)

In addition to this - If there is a work related accident resulting in the death or major injury to an employee, self-employed person working on Council premises or a member of the public it will be investigated by the Corporate Health and Safety Officer (or by a nominated person in his absence) and reported to the HSE, within 10 days (or 15 days if due to an over 5 day absence from work), [How to make a RIDDOR report - RIDDOR - HSE](#)

3.7 Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

- carry out regular workplace inspections
- investigate any accidents or reports of ill health
- regularly review policies and procedures whenever necessary

The Corporate Health and Safety Officer will be responsible for this.

The Human Resources department, in liaison where necessary with the Corporate Health and Safety Officer, are responsible for investigating work-related causes of sickness absences. The relevant Director is responsible for acting on investigation findings to prevent a recurrence.

3.8 Emergency procedures – fire and evacuation

Group Managers and Senior Officers with responsibility for the buildings they are operating in must ensure that:

- there are emergency plans in place to deal with any potential emergency
[Emergency procedures](#)
- emergency evacuation procedures are developed and implemented
- all fire safety checks are completed in accordance with the fire risk assessment
- emergency evacuation procedures are tested randomly at least twice a year

The Corporate Health and Safety Officer is responsible for:

- ensuring a fire risk assessment is undertaken and implemented for all Council managed buildings
- supporting the Group Managers and Senior Officers in developing and implementing emergency action plans and evacuation procedures
- monitoring that all emergency action plans and fire safety checks are being maintained and reviewed

The Group Manager for Corporate Properties and Commercial Assets is responsible for;

- ensuring all fire fighting equipment meets and is maintained in accordance with BS-5306
- ensuring all fire alarm systems meet and are maintained in accordance with BS-5839
- ensuring that all emergency lighting fittings meet and are maintained in accordance with BS-5266
- ensuring any faults brought to Property Services attention which impact on the safe evacuation of people from a Council building are given priority

This is the statement of general policy and arrangements for

Mid Devon District Council

Stephen Walford Chief Executive

has overall and final responsibility for health and safety

Michael Lowe Corporate Health and Safety Officer

has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of: Title	Action/Arrangements (What are you going to do?)
To prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Group Managers Corporate Health and Safety Officer	All accidents are to be reported to H&S Officer immediately using an Accident Report form available on SharePoint or from the Health and Safety Officer healthandsafety@middevon.gov.uk
To provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Learning & Development Manager Group Managers Senior Officers	Training needs are assessed by the Senior Officers, with the delivery of the training program supported by the Learning and Development Manager, Group Managers and Senior Officers are responsible ensuring the completion of appropriate risk assessments and using these to generate safe systems of work
Engage and consult with employees on day-to-day health and safety conditions	Unison Branch Secretary Corporate Health and Safety Officer	Mid Devon District Council complies with the Health & Safety (Consultation with Employees) Regulations 1996 by taking a joint consultation process with union involvement
Implement emergency procedures – evacuation in case of fire or other significant incident.	Group Managers, Senior Officers with responsibility for buildings under their control	Each MDDC site has an emergency evacuation plan in place created from their fire risk and specific risk assessments. It is the responsibility of the designated site manager to ensure staff are trained in the procedures and they are regularly tested
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Group Manager for Corporate Property and Commercial Assets Senior Officers	The Group Manager for Corporate Property and Commercial Assets has overall responsibility for ensuring the maintenance of facilities and plant equipment, Group Managers and Senior Officers are responsible for the maintenance and safe use operational equipment, machinery and safe storage/use of hazardous substances
Signed: * (Employer)	Stephen Walford Chief Executive	Date:
Health and safety law poster is displayed on	Staff noticeboards in all MDDC sites	
First-aid box is located:	Listed in the emergency action plans for each site	
Accident book is located:	Blank forms are accessed through SharePoint with the completed forms sent to the H&S Officer with escalation to RIDDOR where necessary Health & Safety - Home	

COMMUNITY PDG 27 MARCH 2018

Regulation of Investigatory Powers Act 2000 (RIPA) RIPA Policy and procedures

Cabinet Member(s): Cllr Mrs M Squires
Responsible Officer: Director of Corporate Affairs and Business Transformation

Reason for Report: To undertake the annual review of the Council's existing RIPA policy.

RECOMMENDATION:

1. That the Cabinet be advised that the Council's existing RIPA Policy does not require updating or amending at the current time.
2. To note that the Council has not used its powers under RIPA since March 2014.

Relationship to Corporate Plan: To approve the RIPA policy on an annual basis is a requirement of being a well-managed Council.

Financial Implications: None

Legal Implications: As set out in the policy and this report

Risk Assessment: None

Equality Impact Assessment: None

1.0 Background

- 1.1 The Council's existing RIPA Policy was updated and approved by Cabinet on 5th January 2017 (Appendix 1 to this report). The RIPA Policy states at paragraph 13 that members of the Community Wellbeing PDG should review the policy annually.
- 1.2 Members are informed that a new act known as the Investigatory Powers Act 2016 has been passed. The 2016 Act does not change the law with regard to the Council using directed surveillance and covert human intelligence sources. These two powers still come under the Regulation of Investigatory Powers Act 2000. The existing codes for directed surveillance and CHIS made under the 2000 Act still apply and have not changed.
- 1.3 The 2016 Act does contain provisions which are not yet in force about the power of local authorities to acquire data about communications. The Council's existing RIPA Policy says it does not apply to this power to acquire communication data because the Council does not anticipate using the power. It is still the case that the Council does not anticipate using this power.

- 1.4 Accordingly, at this time, because the Council does not use the power to acquire communication data it is considered the 2016 Act, when it is brought into force, will not require the existing RIPA Policy to be updated.
- 1.5 The Home Office says in due course there will be a code of practice, concerning communications data, which will be published for consultation at a later date. Officers will be alert to this code and report to the Community Wellbeing PDG, if there are any changes that need to be made.

2.0 **Summary**

- 2.1 In summary, the Council's RIPA Policy concerns directed surveillance and covert human intelligence and the law and codes of practice relating to these areas have not changed.

Contact for more Information: Philip Langdon, Solicitor (T: (01884) 255255); plangdon@middevon.gov.uk

Circulation of the Report: Cllr Mrs M Squires and Leadership Team

List of Background Papers:

MID DEVON DISTRICT COUNCIL

RIPA POLICY

**USE OF DIRECTED SURVEILLANCE AND COVERT HUMAN
INTELLIGENCE SOURCES
REGULATION OF INVESTIGATORY POWERS ACT 2000**

1.0 INTRODUCTION

- 1.1 The Regulation of Investigatory Powers Act 2000 (RIPA) regulates the use of covert investigative techniques by public authorities. It provides for the application for and granting of authorisations for those techniques covered by the Act.
- 1.2 Article 8 of the European Convention on Human Rights provides a right to private and family life. This is not an absolute right; it may be infringed in certain circumstances. The RIPA is designed to provide a statutory regulatory framework, which will meet the requirements of the European Convention on Human Rights.

2.0 PURPOSE

- 2.1 The purpose of this policy is to ensure that the Council complies with the requirement of RIPA and that appropriate authorisations are given for covert surveillance, the use of covert human intelligence sources and the acquisition and disclosure of communications data.

3.0 ASSOCIATED DOCUMENTS

3.1 Background documents

Report to the Council's Policy and Development Committee –15.02.2001

3.2 Statutes and Statutory Instruments

- (a) Regulation of Investigatory Powers Act 2000
- (b) Human Rights Act 1998
- (c) Police and Criminal Evidence Act 1984
- (d) Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010
- (e) Protection of Freedoms Act 2012

3.3 Guidance

- (a) Explanatory Notes to RIPA
- (b) Code of Practice for covert surveillance and property interference
- (c) Code of Practice for the use of covert human intelligence sources
- (d) Code of Practice for the acquisition and disclosure of communications data
- (e) Home Office Web Site <https://www.gov.uk/guidance/surveillance-and-counter-terrorism#local-authority-use-of-ripa>

3.4 All Codes of Practice are available on the Home Office Web Site <https://www.gov.uk/government/collections/ripa-codes>

4.0 SCOPE

4.1 The Act provides a regime of primary legislation and Codes of Practice, which divide covert investigation techniques into categories distinguished to an extent by the degree of intrusion involved. This procedure applies to all investigation and surveillance that may be subject of an authorisation under RIPA.

4.2 The Act covers the following investigatory powers:

- (1) Part I (Chapter I) - interception of communications
- (2) Part I (Chapter II) - the acquisition of communications related data e.g. telephone billing data
- (3) Part II deals with:
 - intrusive surveillance on residential premises or in private vehicles
 - directed surveillance i.e. covert surveillance in the course of a specific operation
 - the use of covert human intelligence sources e.g. agents, informants, undercover officers
- (4) Part III - deals with the power to seize electronic keys giving access to encrypted computer material
- (5) Part IV - provides for scrutiny, complaint procedures and codes of practice

4.3 This policy document relates to the **use of directed surveillance** and **covert human intelligence sources**. It does not cover the acquisition and disclosure of communications data as it is not anticipated that this power will be used by the Council. If authorisation is however sought for this type of activity,

guidance must be sought from Legal Services before any operation or investigation is undertaken. It does not cover intrusive surveillance because local authorities are not allowed to do this. Intrusive surveillance is the covert (i.e. secret) surveillance of anything taking place in residential premises or a private car and involves the presence of an individual on the premises or in the vehicle or is carried out by means of a surveillance device.

- 4.4 RIPA sets out the purposes for which each of these powers may be used, the Agencies and authorities that can use them and who should authorise the use. Authorisation under RIPA gives lawful authority for the use of these methods of obtaining information provided there is compliance with the statutory requirements and procedures. Obtaining an authorisation will ensure that the action is carried out in accordance with law and subject to stringent safeguards against abuse. It will also make the action less vulnerable to challenge under the Human Rights Act 1998.
- 4.5 For district councils, the Act does not allow directed surveillance or CHIS at all except for the purpose of preventing or detecting crime or preventing disorder. For example, this means that you cannot carry out these covert activities prior to the service of a statutory notice, unless you believe an offence may have been committed, may be about to be committed, or there could be public disorder. Your only option in other cases will be to carry out overt – open, non-secretive – surveillance.
- 4.6 Services likely to conduct investigations covered by this Act are Planning, Environmental Health, Housing and Audit. However, any officer of the Council if he or she conducts an investigation using methods or techniques covered by this Act is required to seek the necessary authorisation, provided always that the purpose of the investigation is the one which the Act says can justify covered surveillance – see 4.5 above.

5.0 ACTIVITY REQUIRING AUTHORISATION

- 5.1 The following types of activity will require authorisation:
 - directed surveillance
 - the conduct and use of covert human intelligence sources
 - obtaining communications data
- 5.2 Directed surveillance is, in essence, any activity undertaken covertly for the purpose of a specific investigation in such a way that is likely to result in obtaining information about a person's private life.
- 5.3 A covert human intelligence sources (CHIS) is effectively an inside informant or undercover officer, i.e. someone who develops or maintains their relationship with the surveillance target, having the covert purpose of obtaining or accessing information for the investigator. Council officers may act as CHIS when undertaking social media research. For a more detailed definition see section 26 of the Act.

6.0 APPLYING FOR AUTHORISATIONS

- 6.1 The Directors are authorising officers for the Council. In the absence of the nominated authorising officer, applications for authorisation should be submitted to Chief Executive who also has the delegated authority to issue authorisations in relation to any service of the Council. Authorising officers may authorise for any service within the Council.
- 6.2 Any officer intending to use directed surveillance or a CHIS shall apply for authorisation from the authorising officer or in their absence from the Chief Executive as Head of Paid Service or in his absence a Director who is an authorising officer by completing the appropriate application form as set out at **Appendix DS/1 or CHIS/1**.
- 6.3 Special care needs to be taken with **confidential personal information**. This is information held in confidence relating to the physical or mental health or spiritual counselling concerning an individual (whether living or dead) who can be identified from it. Such information, which can include both oral and written communications, is held in confidence if it is held subject to an express or implied undertaking to hold it in confidence or it is subject to a restriction on disclosure or an obligation of confidentiality contained in existing legislation. Examples might include consultations between a health professional and a patient, or information from a patient's medical records. This also includes legally privileged material, journalistic materials and information given to a Member of Parliament. Owing to the very sensitive nature of this type of information authorisations potentially involving confidential personal information must always be made by the **Chief Executive** or in his absence a Director.
- 6.4 When completing the application always include a full account of the steps to be taken in the investigation which require authorisation.

7.0 GRANTING OF AUTHORISATIONS FOR DIRECTED SURVEILLANCE

- 7.1 Section 28 provides that a person shall not grant authorisation for *directed surveillance* unless he believes that the authorisation is necessary on one of the statutory grounds and the authorised surveillance is proportionate to what is sought to be achieved by it. The applicant and the authorising officer must both consider whether it is necessary to use covert surveillance in the investigation. From 5 January 2004, only one ground applied to district councils and it is therefore the only one which can be used to justify an authorisation.
- 7.2 That ground is:
- for the purpose of preventing or detecting crime or of preventing disorder

7.3 The authorising officer in determining whether the surveillance is proportionate will give particular consideration to any collateral intrusion on or interference with the privacy of persons other than the subject(s) of the surveillance. The Home Office Code of Practice has the following to say on the issue of proportionality:

“3.4 if the activities are deemed necessary on...the statutory grounds, the person granting the authorisation... must also believe that they are proportionate to what is sought to be achieved by carrying them out. This involves balancing the seriousness of the intrusion into the privacy of the subject of the operation (or any other person who may be affected) against the need for the activity in investigative and operational terms.

3.5 The authorisation will not be proportionate if it is excessive in the overall circumstances of the case. Each action authorised should bring an expected benefit to the investigation or operation and should not be disproportionate or arbitrary. The fact that a suspected offence may be serious will not alone render intrusive actions proportionate. Similarly, an offence may be so minor that any deployment of covert techniques would be disproportionate. No activity should be considered proportionate if the information which is sought could reasonably be obtained by other less intrusive means..” Home Office Code of Practice on Covert Surveillance and Property Interference.

7.4 A useful prompt is to ask yourself “Is there any other way of obtaining the evidence?”. There is a need to consider the following:

(i) Whether the use of covert surveillance is proportionate to the mischief being investigated,

(ii) Whether it is proportionate to the likely intrusion on the target and others,

(iii) Whether all other reasonable means of acquiring the evidence have been considered, and

(iv) What other methods had been considered and why they were not implemented.

7.5 Authorisations must be given in writing. It is possible that authorising officers may face cross-examination in court about the authorisation some time after it is granted and memories fade. It is therefore important that a full written record of what you are being asked to authorise appears on the application form. If in doubt ask for more detail.

7.6 Authorising officers should not be responsible for authorising their own activities.

7.7 All RIPA authorisations must be approved by a Magistrate before an authorisation becomes effective, directed surveillance is undertaken, communications data is obtained or an application is made for a Covert

Human Intelligent Source. Directed surveillance can only be authorised where the following conditions apply;

(1) The first condition is that the authorisation under section 28 is for the purpose of preventing or detecting conduct which:

- (a) constitutes one or more criminal offences, or
- (b) is, or corresponds to, any conduct which, if it all took place in England and Wales, would constitute one or more criminal offences.

(2) The second condition is that the criminal offence or one of the criminal offences referred to in the first condition is or would be:

- (a) an offence which is punishable, whether on summary conviction or on indictment, by a maximum term of at least 6 months of imprisonment.

7.8 Duration of Authorisations and Reviews

7.8.1 An authorisation in writing ceases to have effect at the end of a period of 3 months beginning with the day on which it took effect. So an authorisation starting 1st January would come to an end on 31st March. Regular reviews of authorisations should be undertaken. The results of the review should be recorded on **Appendix DS/2** and a copy filed on the central record of authorisations. If the surveillance provides access to confidential information or involves collateral intrusion more frequent reviews will be required. The Authorising Officer should determine how often a review should take place.

7.9 Renewals

7.9.1 While an authorisation is still effective the authorising officer can renew it if he considers this necessary for the purpose for which the authorisation was originally given. The authorisation will be renewed in writing for a further period, beginning with the day when the authorisation would have expired but for the renewal and can be for a period up to 3 months.

7.9.2 Applications requesting renewal of an authorisation are to be made on the appropriate form as set out at **Appendix DS/3** and submitted to the authorising officer. The renewal must be granted before the original authorisation ceases to have effect.

7.9.3 Applications for renewal will record:

- whether this is the first renewal, if not, every occasion on which the authorisation has previously been renewed
- the significant changes to the information in the initial authorisation
- the reasons why it is necessary to continue with the surveillance

- the content and value to the investigation or operation of the information so far obtained by the surveillance
- The results of regular reviews of the investigation or operation.

7.10 Cancellations

7.10.1 The person who granted or last renewed the authorisation **MUST** cancel it if he is satisfied that the directed surveillance no longer meets the criteria for authorisation. Requests for cancellation will be made on the appropriate form as set out at **Appendix DS/4** and submitted to the authorising officer for authorisation of the cancellation. All directed surveillance cancellations must include directions for the management and storage of any surveillance product.

8.0 GRANTING OF AUTHORISATION FOR THE CONDUCT AND USE OF COVERT HUMAN INTELLIGENCE SOURCES (CHIS)

8.1 The same requirements of necessity and proportionality exist for the granting of these authorisations as are set down for directed surveillance.

8.2 Additionally the authorising officer shall not grant an authorisation unless he /she believes that arrangements exist for the source's case which satisfy the following requirements:

- there will at all times be an officer with day to day responsibility for dealing with the source and the source's security and welfare
- there will at all times be an officer who will have general oversight of the use made of the source
- there will at all times be an officer with responsibility for maintaining a record of the information supplied by the source
- records which disclose the identity of the source will not be available to persons except to the extent that there is a need for access to them to be made available

8.3 Similarly before authorising use or conduct of the source, the authorising officer must be satisfied that the conduct/use is proportionate to what the use or conduct of the source seeks to achieve, taking into account the likely degree of intrusion into privacy of those potentially effected for the privacy of persons other than those who are directly the subjects of the operation or investigation. Measures should be taken, wherever practicable, to avoid unnecessary intrusion into the lives of those not directly connected with the operation.

- 8.4 Particular care is required where people would expect a high degree of privacy or where, as a consequence of the authorisation 'confidential material' is likely to be obtained.
- 8.5 Consideration is also required to be given to any adverse impact on community confidence that may result from the use or conduct of a source or information obtained from that source.
- 8.6 Additionally, the authorising officer should make an assessment of any risk to a source in carrying out the conduct in the proposed authorisation.
- 8.7 Authorisation for the use of a CHIS must be given in writing. Only the Chief Executive or in his absence a Director who is an authorising officer may authorise the use of a juvenile or vulnerable CHIS.
- 8.8 Ideally the authorising officers should not be responsible for authorising their own activities e.g. those in which they themselves are to act as a source or in tasking a source. However it is recognised that this will not always be possible especially in the case of small departments. Authorisations must be approved by a Magistrate, see paragraph 7.5. The Solicitor employed by the Council will arrange the appointment before the Magistrate(s) and explain the procedure to the Authorising Officer. The Solicitor employed by the Council and the Authorising Officer will be required to attend before the Magistrate(s) to seek the Magistrate's approval to the authorisation.
- 8.9 An application for authorisation for the use or conduct of a source will be made on the appropriate form as set out at **Appendix CHIS/1** and must record:
- Details of the purpose for which the source will be tasked or deployed.
 - The reasons why the authorisation is necessary in the particular case and on the grounds on which authorisation is sought (e.g. for the purpose of preventing or detecting crime or disorder).
 - Where a specific investigation or operation is involved details of that investigation or operation.
 - Details of what the source would be tasked to do.
 - Details of potential collateral intrusion and why the intrusion is justified.
 - Details of any confidential material that might be obtained as a consequence of the authorisation.
 - The reasons why the authorisation is considered proportionate to what it seeks to achieve.
 - The level of authorisation required.

- A subsequent record of whether authorisation was given or refused by whom and the time and date.

8.10 Duration of Authorisations

8.10.1 A written authorisation, unless renewed, will cease to have effect at the end of a period of twelve months beginning with the day on which it took effect except in the case of a juvenile CHIS which has a duration of one month. Oral authorisations will, unless renewed, last 72 hours.

8.11 Renewals

8.11.1 As with authorisations for directed surveillance authorisations for the conduct and use of covert human intelligence sources can be renewed, the same criteria applying. However before an Authorising Officer renews an authorisation, he must be satisfied that a review has been carried out of the use of a CHIS and that the results of the review have been considered. Applications for renewal must be made on the appropriate form as set out at **Appendix CHIS/3** and submitted to the authorising officer. However an application for renewal should not be made until shortly before the authorisation period is coming to an end.

8.11.2 An authorisation may be renewed more than once – provided it continues to meet the criteria for authorisation.

8.12 Reviews

8.12.1 Regular reviews of authorisations should be undertaken. The results of the review should be recorded on **Appendix CHIS/2** and a copy filed on the central record of authorisations. If the surveillance provides access to confidential information or involves collateral intrusion frequent reviews will be required. The authorising officer should determine how often a review should take place.

8.12.2 Before an authorising officer renews an authorisation he must be satisfied that a review has been carried out of:

- The use made of the source during the period authorised
- The tasks given to the source
- The information obtained from the use or conduct of the source

8.12.3 If the authorising officer is satisfied that the criteria necessary for the initial authorisation continue to be met, he may renew it in writing as required.

8.13 Cancellations

8.13.1 The officer who granted or renewed the authorisation **MUST** cancel it if he/she is satisfied that:

- the use or conduct of the source no longer satisfies the criteria for authorisation, or
- that the arrangements for the source's case no longer exist

8.13.2 Requests for cancellation will be made on the appropriate form as set out at **Appendix CHIS/4** and submitted to the authorising officer for authorisation of the cancellation. All CHIS cancellations must include directions for the management and storage of any surveillance product.

8.14 **Management Responsibility**

8.14.1 The day to day contact between the Council and the source is to be conducted by the handler, who will usually be an officer below the rank of the authorising officer. No vulnerable person or young person under the age of 18 should be used as a source.

8.15 **Security and Welfare**

8.15.1 Account must be taken of the security and welfare of the source. The authorising officer prior to granting authorisation should ensure that an assessment is carried out to determine the risk to the source of any tasking and the likely consequences should the target know the role of the source.

8.16 **Confidential Material**

8.16.1 Where the likely consequence of the directed surveillance or conduct of a source would be for any person to acquire knowledge of confidential material the deployment of a source should be subject to special authorisation. In these cases the proposed course of conduct must be referred to the Head of Paid Service or (in his absence) a Director for a decision as to whether authorisation may be granted.

9.0 **MAINTENANCE OF RECORDS**

9.1 Each Service shall keep in a dedicated place

- a record of all authorisations sought
- a record of authorisations granted and refused
- applications for the granting, renewal and cancellation of authorisations

9.2 The records will be confidential and will be retained for a period of 3 years from the ending of the authorisation.

9.3 Each authorising officer shall send original copies of all applications/authorisations, reviews, renewals and cancellations to the RIPA

Co-ordinating Officer when drafted who will maintain a central record of all authorisations. The report will include details of the level of compliance with the requirements for authorisation.

- 9.4 Authorising officers will ensure compliance with the appropriate data protection requirements and any relevant codes of practice produced by individual authorities in the handling and storage of material.
- 9.5 Where material is obtained by surveillance which is wholly unrelated to a criminal or other investigation or to the person subject of the surveillance and no reason to believe it will be relevant to future civil or criminal proceedings it should be destroyed immediately. The decision to retain or destroy material will be taken by the relevant authorising officer.

10.0 AWARENESS OF THE CONTENTS OF THE ACT AND TRAINING

- 10.1 It shall be the responsibility of each Service Manager or other Authorised Officer to ensure that all staff involved or likely to be involved in investigations receive a copy of the training document, and are aware of the requirements and implications of the Act. It shall be the responsibility of the Monitoring Officer to ensure that all relevant officers have received appropriate training and are aware of the requirements and implications of the Act.

11.0 CODES OF PRACTICE

- 11.1 A copy of each Code of Practice shall be kept in the reception area and be available to members of the public during usual working hours.

12.0 SENIOR RESPONSIBLE OFFICE AND RIPA CO-ORDINATING OFFICER

- 12.1 The Monitoring Officer is the Senior Responsible Officer for the Council whose role is:

- (i) to be responsible for RIPA training throughout the Council;
- (ii) to ensure that all authorising officers are of an appropriate standard; and
- (iii) to be responsible for heightening RIPA awareness throughout the Council.

- 12.2 A Solicitor employed by the Council is the RIPA Co-ordinating Officer for the Council whose role is:

- (i) to collate all original applications/authorisations, reviews, renewals and cancellations;
- (ii) to keep the Central Record of Authorisations; and

- (iii) to notify the Leader of the Council of the receipt of authorisations from authorising officers.

13.0 MEMBER INVOLVEMENT

- 13.1 Members of the Community PDG should review this policy annually to ensure that it remains fit for purpose. Cabinet will consider reports from the OSC. The Cabinet should also consider reports on the use of the powers under the Act on a regular basis which shall be at least every year to ensure that it is being used consistently with this policy. Members of the Council will not however be involved in making decisions on specific authorisations.

Inventory of Surveillance Equipment held by MDDC

1. Digital camcorder Canon serial number 0277B007AA
2. Digital camera Fujifilm serial number 5AL 24892.3. Digital camera Fujifilm serial number 5AL 24898.
4. Prowler serial number G009809.
5. LTL Acorn 5210 serial number 106095816.

Standard Operating Procedure for use of Surveillance Equipment

1. The Council operates the surveillance equipment (Equipment) as set out in the Inventory.
2. The Equipment should be stored, when not in use, in a locked cabinet under the control of the Monitoring Officer .
3. Any Officer of the Council considering using the Equipment for covert surveillance in a public place must make a written request to the Monitoring Officer or her delegate who will consider and decide in her absolute discretion whether the proposed use of the Equipment is appropriate bearing in mind the provisions of RIPA and the associated codes of practice.
4. Any Officer who uses the Equipment to record digital images may only view such images once captured and shall not download them on to a computer or other electronic storage facility.

Community engagement briefing paper

Community PDG 27 March 2018

Introduction

The Council has a duty to consult and engage effectively with residents, partners, employees and other stakeholders when deciding about future changes to services and new developments.

As a council we must offer value for money and customer satisfaction, therefore engagement is an essential part of a service review in order to meet this criteria.

Within the Council there are a number of good examples of consultation and community involvement. We wish to continue to engage and to work more closely with the communities we serve, our partners and other organisations (such as the voluntary sector, health, police, fire and other agencies) to develop services.

However, as a council we must ensure we are using resources effectively and ensure the level of engagement should be proportionate to the impact it will have on the community, and help to inform changes or implementation of new service provision.

Current strategies and policies

The community engagement strategy 2013-2016 is now overdue for review. Due to changes in staffing in the Communication Team this review will now take place by September 2018.

The Community Engagement Action plan for 2017-18 is detailed below.

Action	Timescale	Responsible Officer	Update
Ensure surveys are carried out each year as detailed in Business Plans.	2017-18	Service Managers	To be reviewed in full report in Sept 2018
Ensure Customer Services is aware of all consultations and can assist as appropriate ie with completion, encouraging take up, signposting etc.	2017-18	Service Managers	To be reviewed in full report in Sept 2018
Engage equality groups / voluntary sector appropriately in Council consultations on all major projects or changes to service delivery.	2017-18	Service Managers	To be reviewed in full report in Sept 2018

<p>Build relationships with the business sector</p> <ul style="list-style-type: none"> • Facilitate Mid Devon Business Forum • Strategic Employers Programme • Co-ordinate a Business Rates Consultative Group 	<p>Bi monthly on-going – Feb 2017</p>	<p>Economic Dev Manager Director of Finance</p>	<p>MDDC has continued to support the Mid Devon Business Forum and is a paid member of this forum which now has around 70 members. Speakers at the forum have included Tim Smit from the Eden Project, Rob Holmes, co-founder of the Gro Company and Guy Watson of Riverford Organic Farms</p>
<p>Promote dialogue with Town and Parish Councils</p> <ul style="list-style-type: none"> • Review parish charter • Provide two meetings at Phoenix House 	<p>monthly on-going 2017-18</p>	<p>Member Services</p>	<p>The revised Parish Charter approved by the Cabinet in January 2018</p> <p>The Town and Parish Clerks meeting took place in the autumn Code of Conduct Training for Parishes took place in Oct in Tiverton and at Crediton</p> <p>Monthly newsletter distributed to Parish and Town Councils</p>
<p>Widely publicise consultations and community engagement activity.</p> <ul style="list-style-type: none"> • Use a variety of communication channels e.g. Facebook, Newscentre, Twitter, to publicise current 	<p>on-going 2017-18</p>	<p>Service Managers Communications Officer Service Managers</p>	<p>Followers to the MDDC Facebook page has increased from 884 in Jan 2017 to 1145 in Dec 2017</p> <p>MDDC Twitter</p>

consultations <ul style="list-style-type: none"> • Use WIS to inform members of consultations • Use Gov.delivery to send newsletters and updates on service changes. 		Web contributors	account now has 3099 followers. WIS is sent out weekly to members
Provide feedback after all consultations, update the website, use a “you said we did” model. Use social media and Gov.delivery to publicise the outcome of consultations.	on –going 2017-18	Service Managers Communications Officer Web contributors	Feedback from of the resident’s survey, carried out in December 2017, will be published shortly.
Implement Gov.delivery to engage with a wider audience over the website, and enabling citizens to choose the information they receive.	project started April 2017	Head of Customer Services	2455 people have now signed up to the Council’s GovDelivery email alert system

Additional consultations may be identified during the year to respond to any changes in service provision.

GovDelivery

The Council implemented GovDelivery in April 2017.

This a simple means of customer engagement with the Council via our website. This enables individuals to receive updates on services they are interested in, receive newsletters and take part in consultations. This, in addition with the planned consultation and engagement activities identified in service plans, will ensure that we continue to listen to our citizens and get their views on service delivery.

The Council now has 2455 subscribers to Gov Delivery.

Looking forward

Community engagement will continue throughout 2018, this will reflect the Council’s need to:

- Engage with the relevant stakeholder over a service or policy change and identify the level of involvement required in proportion to the impact.
- Involve residents in designing services to meet changing needs.
- Improve the range of information available to residents and the methods we use.
- Only consult if the results will be influential.

- Conduct meaningful engagement that will reduce disruptive legal challenge.

Now that there are two members of the Communication team we are looking at further ways to consult with the community. We have also recently advertised for an apprentice to work within the Communication Team.

This will be detailed in a review of the engagement strategy and action plan.

Walking and Cycling Network Development Guide

Technical Information Note 49

September 2017



About Sustrans

Sustrans is the charity making it easier for people to walk and cycle. We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute.

Join us on our journey. www.sustrans.org.uk

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Introduction

This guide is designed to help local communities through the process of developing a new route or network for walking and cycling. Sustrans has been helping to deliver the National Cycle Network for over 20 years, including greenways, long-distance touring routes, links to schools and urban streets. Over this period we have gained considerable experience across all aspects of walking and cycling strategies, network development, route design and community engagement. Our engineers have detailed knowledge of highway design and have worked on some of the most prominent cycling projects across the country.

Sustrans is a charity and our goal is to get more people walking and cycling rather than make a profit. As such we are able to offer very competitive rates and a service that is flexible and focussed on outcomes that can be delivered.

Local communities are well placed to make the initial case for a new route or network as they know the area and can gain support from local people and politicians. It does need motivation and commitment, with a typical project taking five years or longer from concept through to completion of construction. Sustrans can provide support through every stage of the process, with local communities taking the lead.

The main stages of walking and cycling route development are outlined below:

1. Identifying opportunities
2. Getting people involved
3. Feasibility study
4. Stakeholder engagement
5. Land negotiation
6. Preliminary design
7. Planning permission and other consents
8. Funding
9. Detailed design
10. Construction
11. Promotion
12. Maintenance

1 Identifying opportunities

Many people have a clear idea of their needs, maybe a route linking a village and the neighbouring town, or a network of safe routes around a school. In this case it is important to check local Council plans to see if there are existing proposals. It is also possible that a route is identified as part of the National Cycle Network, so do check with your local Sustrans Network Development Manager.

If the aims are wider, such as developing a network of routes across a whole town, Sustrans can help with the following:

- drafting an Active Travel Strategy
- data analysis to combine geographical information with population demographics, key trip generators, economic growth areas to determine likely route corridors
- assessment of existing routes
- production of maps and diagrams.

2 Getting people involved

At a later stage it will be important to show local support for your project and it is never too early to get local people involved. You can team up with existing community groups or start your own – Sustrans can provide contacts with similar groups across the country, who may be able to help. We can also help in contacting local Sustrans volunteers – there are over 4000 across the UK.

Your local Councillors (Parish, Town, District, County, City etc.) and MPs can be very helpful and their support can be invaluable.

Starting an online petition is one way of gauging the level of support and for finding potential supporters. Social media is also a powerful way to “test the market” and find people who can help.

Case study: Frome's Missing Links

The popular NCN route 24 (Bath to Southampton) passes through the Somerset town of Frome. However steep hills, main roads and railway lines make the connections into and out of Frome both dangerous and difficult for residents and travellers alike. Our aim is to eliminate these obstacles both to the north towards Radstock and south to Longleat with new safe and relatively flat paths (approximately 5km and 2km respectively). We have been working with Sustrans over many years to try to achieve this. These missing links are being completed in phases.

So far we have:

- Found suitable routes for the two paths and helped negotiations with the many landowners
- Gained considerable local support (over 2000 supporters) + full backing of the Frome Town Council
- Created a charity and website able to take donations
- Raised £15,000 locally for Phase 1 to the north. This, combined with £120,000 raised by Sustrans, enabled this 1km section to be completed in 2015
- Raised a further £29,000 in the local community and successfully applied for a £48,000 grant to enable a start on Phase 2 construction to the north.
- Volunteers have saved significant sums of money by undertaking non-specialised construction work
- Volunteers cleared 700 metres of overgrown railway track, lifted the rails and removed the sleepers to significantly reduce Phase 2 costs.
- Liaised with housing developers to the south to ensure their design allowed for 1km of our path in that direction.

More at <https://fromesmissinglinks.org.uk/>



3 Feasibility study

Once the opportunity is identified, a technical study will be needed to determine the feasibility of the route or network and to give an indication of cost. This could be a very basic assessment of the route alignment, or a more detailed engineering study with technical drawings and schedule of costs. The feasibility study can include:

- Written foreword by influential supportive project partners;
- Introduction including history, aim and objectives;
- Other schemes and opportunities in the area;
- Local and government policies that support this project's aims and objectives;
- Consultation undertaken;
- description of the current problems and obstacles to walking and cycling;
- An estimate of the likely number of users
- Potential economic benefits of the proposals;
- Route design, highway interventions, environment, structural liability and ecological issues;
- Land ownership
- Detailed maps and plans with proposal descriptions, cross-sections, alignment diagrams and photos.
- Technical information showing best practice from nationally gained knowledge;
- Estimated costs and identification of potential funding sources;
- Realistic programme of works and section phasing recommendations.

4 Stakeholder engagement

When the ideas are well developed and some work has been done on the technical feasibility of a proposal, it is important to contact those people and organisations with a direct interest in the route. This could include:

- Sustrans
- Landowners
- Local businesses
- Local walking, cycling and other interest groups in the area
- Local authorities
- Local politicians at all levels – Parish Councillor to MP
- Statutory interests such as Network Rail, Environment Agency, Natural England.

We recommend open and transparent communication with all parties, clearly setting out the proposal and the benefits to the local community. You may encounter some opposition, but it is better to know about this at an early stage before too much time and money is spent on developing your preferred route. It may be better to present a number of options rather than a single route proposal, so that people can make an informed choice. Sustrans has a speciality team that can help with community engagement and organisation of consultation events.

It is very helpful if you can get the proposal adopted within the Local Plan and any other local strategy or planning documents. This will increase the chances of funding from future developments in the area. Neighbourhood Plans are becoming increasingly important, so look out for these and make sure your proposal is included.

Case study: Selsey to Chichester Greenway

As a result of a traffic survey about the main road from Chichester to Selsey commissioned by Selsey Town Council in 2014 a working group of Selsey Community Forum was tasked with developing a direct cycle route close to the eight mile highway. Building on aspirations over a number of years the group asked four questions:

1. Is this feasible? As a result funding of £15,300 was sourced from local Councils and donors and Sustrans was commissioned to identify a route and see if there were any insurmountable challenges to the project. The full report indicated that the project was possible.
2. Is this desirable? A series of stakeholder conferences were set up inviting landowners, householders, councillors, businesses and others to consider the proposals. All were affirmative. As part of establishing desirability an environmental impact assessment was commissioned from Sustrans. The digital aspect is being undertaken. Fieldwork will follow once £10,000 of further funding has been raised.
3. Is this allowable? This legal stage will involve securing written landowner permission and planning permission. At all stages all relevant authorities have been kept informed of progress and it is hoped all legalities will be secured in 2018.
4. Is this build-able? Funding sources have been studied but County Council support is vital.

The working group is made up of dedicated gifted volunteers who have worked hard at the task. At present we are within striking distance of completing a tourist route but a commuter route still remains somewhat off. Without Sustrans' guidance this project would not be at this stage of development.

More at <http://www.selseyinfo.co.uk/>

5 Land negotiation

If your proposal crosses private land, you will need to obtain a formal agreement from the landowner. It helps to do some research before you approach the landowner; Sustrans can help and may be able to handle the negotiations for you. We have a wealth of experience having concluded over 850 land agreements. Some landowners will simply want fair compensation for the loss of land, while others may have good reasons for opposing any developments. Sustrans Design Manual has a chapter on “Land, Legal and Planning”, which is a useful starting point. This chapter includes detailed guidance on the legal options available.

Assembly of land to create the best possible route is the most important task in the development of traffic free routes. Negotiators must be patient and respond to the needs of the landowner. It can take more than one year to complete a legal agreement as land agents, valuers and solicitors maybe involved in addition to the landowner.

6 Preliminary design

This is the first stage in the design process, when a qualified engineer will need to draw up some initial plans and cross-sections prior to submitting a planning application. These plans will be detailed enough to assess the physical works required to build the route, but will not generally be sufficient for construction. Local authority engineers may want to comment on the designs, especially if they are being ask to maintain the route.

All stakeholders will need to be consulted and given the opportunity to make comments that can influence the designs. Public consultation is recommended, both online and through drop-in exhibitions. This is a valuable opportunity to demonstrate public support for the route and to identify any concerns about the proposals. Sustrans has a large team of engineers, urban designers and technicians who can help prepare the designs and provide cost estimates.

7 Planning permission and other consents

Most traffic free routes away from the highway will need planning permission, but you should check with your local planning authority. They can also advise on the planning process, the documentation required and the planning fee. Preliminary designs at a scale of 1:2500 or larger will be required, along with a Design and Access Statement, Preliminary Ecological Appraisal (PEA) and Flood Risk Assessment if necessary. Detailed advice is available in the Sustrans Design Manual.

You will need to allow three months and sometimes longer for an application to be determined. The planning authority may impose conditions that will need to be satisfied before work can start on site, such as further ecological surveys. Anyone can submit a planning application, but if you need expert help Sustrans could be the planning agent and submit on your behalf.

8 Funding

Dedicated funds for walking and cycling are limited, but there are occasional calls for schemes that you should look out for. In some cases, the money must be spent in a short time, so it is important to have secured all landowner agreements and planning permission before a funding bid is submitted. Local authorities may have their own funds, or may be able to apply on your behalf to their Local Enterprise Partnership or central government. Some organisations can provide lists of funding sources, which might include:

- Section 106 agreements or Community Infrastructure Levy
- National Park funding allocations
- Landfill Communities Fund
- A private deal with a landowner or developer
- Local transport funds
- Local Enterprise Partnership
- National government funds
- National Lottery
- Local trusts and charities
- Local Councillor discretionary funds.

It can be difficult to secure funds for design and planning work, but these can be included in a larger application for capital funds to build the route. Design and supervision is a legitimate cost in any construction project.

As a registered charity, Sustrans is able to apply for most sources of funding and we have been successful in many hundreds of applications in our own right and on behalf of others. Our business development team may be able to assist with your funding strategy or with writing funding bids.

9 Detailed design

Detailed drawings and cross-sections, typically at a scale of 1:500 will be needed to instruct contractors and to gain approval from local authorities. These drawings will include all the details of construction method, materials, earthworks, drainage, fencing and access controls needed to build the route. Sustrans engineers and designers have designed hundreds of walking and cycling routes, including bridges, tunnels, earthwork ramps and many miles of paths, so we will be pleased to assist.

Case study: Egrets Way

In 2011 a group of local residents decided that we wanted to build a network of shared paths in the Ouse River Valley in East Sussex, connecting the County Town of Lewes, the Port of Newhaven and the villages in between. At the time, we had little understanding of the many challenges which the project would present. We were confident that we could secure the support of local communities but had little appreciation of the technical and practical expertise which would be required to deal with funders, government agencies, contractors and, critically, dozens of landowners, access to whose land was essential for the success of the network.

The seven mile long network of paths is currently half-completed, renewed discussions with landowners are underway and additional funding is being sought. We are well aware that, if we hadn't invited Sustrans to carry out a feasibility study for us at an early stage and if we hadn't subsequently benefited from the experience and expertise which they brought to the management of the project, we would not have made the progress which has been achieved to date.

We are looking forward to continuing to work with Sustrans to deliver the project in a manner which makes best use of the groundwork they have laid over the past five years with landowners, planners, local councils and many other partners.

More at <http://ovcnet.ning.com/>



10 Construction

It may be useful to approach contractors for a quote prior to submitting a funding application, so that you have a better idea of likely costs. They are generally willing to quote against a preliminary design, but the more details you have the better. You should always allow a generous contingency of 20% or more, because there will inevitably be unforeseen circumstances once works start on site. You will need to include VAT in your budgets.

Most funders will require a competitive tender process with at least three quotes and this is a sensible precaution in any event, to ensure that good value for money is obtained. An engineer with experience of contract management will be needed to lead the tender process and to prepare suitable contract documents. Sustrans has more than 20 years' experience in dealing with specialist contractors and can help with the procurement process.

The contractor will be asked to provide a construction programme and duration for the works. There may be seasonal or ecological constraints that will affect start times, but you will need to allow a minimum of three months to appoint the contractor and allow them to mobilise. Frequent supervision of the works is needed to ensure that the path is built to the appropriate standard and the correct materials are used. Landowner and other stakeholders will need to be informed as work progresses and to arrange access for plant, materials and equipment.

11 Promotion

When the route is completed and ready for use, it is important to inform everyone that it exists. A celebratory event involving the local community is a good starting point and local press will often send a reporter or photographer. Social media can complement more traditional press releases and printed material. A programme of events, walks and rides can also help to raise the profile and get more people involved.

12 Maintenance

Although this is the last section, maintenance should be considered at the outset. Good design and construction can help to reduce long term maintenance costs, but all paths will need regular attention to keep them in good condition. The best solution is for the local authority to adopt the path as part of their highway network, although they will welcome local volunteer input in litter picking, vegetation clearance and reporting of major issues.

If the route is to be part of the National Cycle Network, Sustrans volunteers will be able to help with maintenance, both for routine tasks and occasional workdays. If there is no local volunteer group, Sustrans can help establish one and provide materials and support to get started.

References

Sustrans Design Manual <http://www.sustrans.org.uk/our-services/what-we-do/route-design-and-construction/route-design-resources>

Paths for All produce a useful “Community Paths Guide”, which is a practical guide to improving existing paths <http://www.pathsforall.org.uk/pfa/creating-paths/community-paths-guide.html>

Contacts

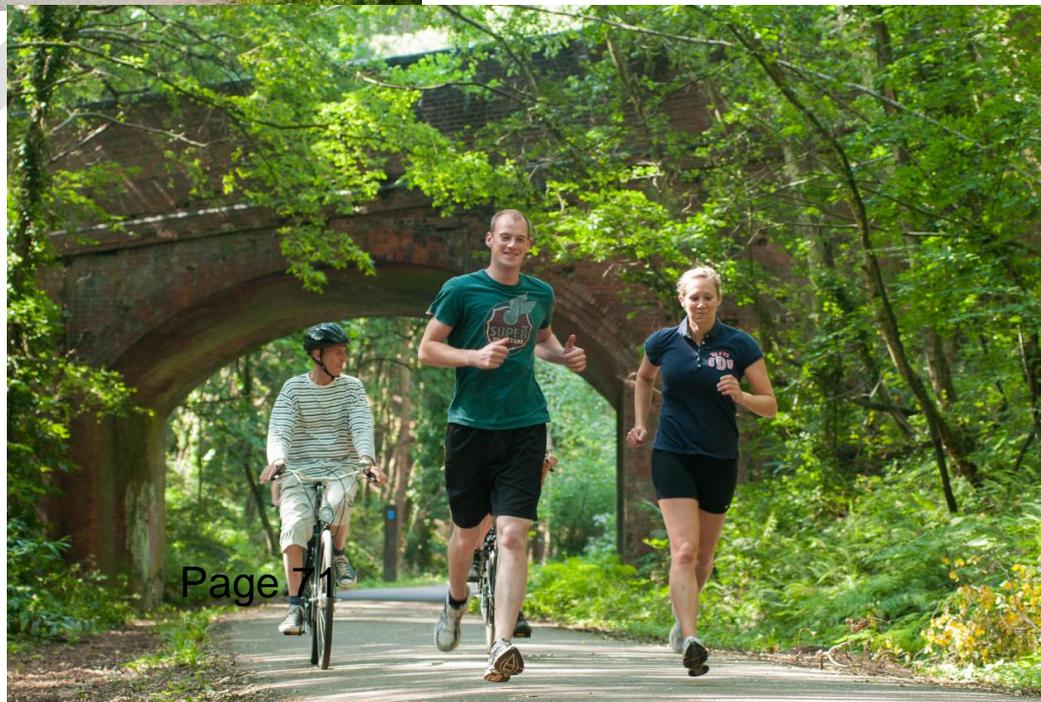
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Cycling and Multi-Use Trail Network Strategy

March 2015



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DRAFT

Introduction

Increasing the uptake of cycling is a key Government aspiration; there is a wish to make it easier and safer for people who already cycle as well as encouraging far more people to take it up. Businesses, local government, Local Enterprise Partnerships (LEPs), developers, landowners, road users, the transport sector and the public all have a role to play in making this happen.

Investing in cycling extends the travel options available to people for journeys to work, school, business and shopping purposes. Our walking and cycle network supports our economy and enables people to enjoy being active for leisure and sport. Cycling supports the local economy in urban and rural areas; supports local businesses and property values by reducing vehicular traffic and congestion; it boosts the economic productivity of a healthy and satisfied workforce, and enables disadvantaged groups to gain access to training and employment opportunities.

Devon is a beautiful county and has a global appeal for its high quality coastal and countryside environment. Exeter is the major economic hub for the county and has proven resilient through the recession, with continued growth in houses and jobs and more planned for the future. Devon's stable and successful economy and good quality of life makes the county an attractive place to live, work and invest. Cycling, multi-use trails and public open space are seen as an intrinsic part of the solution for a modern growing economy. There is a growing demand for a network of segregated high quality cycle paths and trails for use by a variety of users and for a variety of purposes including work, education and leisure trips.

One of the greatest challenges facing the County Council is the significant cuts to the Local Transport Plan integrated block funding, which will be reduced from £6.2m to £3.6m in 2015/16. Instead, Government department capital funding will be delivered through the Growth Deal process, which will be managed by the Local Enterprise

Partnerships (LEPs). The LEP's interpretation of Government policies on economic growth will influence what future cycle schemes the County Council prioritises. Responding to this new agenda and the different financial challenges ahead is the driver for DCC producing a Cycle Strategy.

This "Cycling and Multi-use Trail Network" Strategy sets out how we will prioritise our plans and proposals for developing the cycle and leisure route network against changing and challenging financial circumstances. We will develop a segregated, high quality multi-use network of routes and trails that provide access for all and promote healthy, active lifestyles in Devon.

Background

Devon's walking and cycling network offers the opportunity for all to be active and enjoy the outdoors, whether this is walkers, cyclists, wheelchair users or horse riders. Devon's population is ageing, which presents challenges, and healthy living and obesity has become one of the UK's major public health issues with the numbers of people who are obese doubling in the UK within the last 25 years.

Walking and cycling can contribute to physical and mental health and wellbeing among the older population by providing an active means of independent mobility. Improved access can help people better connect with their communities and engage in social activities.

Devon is recognised nationally as a prime location for walking and cycling holidays and breaks. It has a number of branded trails providing for a variety of non-motorised users. The Exe Estuary, part of Route 2 of the National Cycle Network¹ (see Figure

¹ The National Cycle Network (NCN) is a series of traffic-free lanes and quiet on-road routes that connect to every major city and passes within a mile of 55 per cent of UK homes. There are a number of NCN routes in Devon. Sustrans developed the concept and coordinates the development of the NCN, working with Local Authorities and partner organisations to identify future routes and, in some cases, providing the funding to build extensions. NCN routes can be viewed at www.sustrans.org.uk/ncn/map/national-cycle-network



Figure 1: National Cycle Network Coverage (as of 2014)

1), is a 26 mile trail running along both sides of the Estuary. This route currently records over 500,000 trips per year. The Tarka Trail (part of NCN 27) has an estimated 1 million users per annum.

In addition, numerous cycle events take place across the County, showcasing Dartmoor, the coast and the outstanding countryside of the county. These attract thousands of competitors both local and national as well as thousands of supporters from Devon, which contributes to the local economy. The showpiece is the Tour of Britain which according to an independent report brought an additional £6m spend to the county in 2014. In the last three years Devon has hosted this event, which has highlighted Devon’s impressive natural environment and inspired and created excitement around cycling. We are keen to maintain that momentum and build on the rising national profile of cycling in order to inspire people to cycle more.

Devon has had significant success in encouraging increased cycling levels through its investment in rural cycle trails and within its major urban areas.

Missing Links in Devon’s Rural Cycle and Trail Network:

NCN 2: South Devon Way and Links incorporating:

- Exe Estuary Trail – Dawlish town centre extension
- Teign Estuary Trail – Dawlish to Newton Abbot
- Wray Valley – Bovey Tracey to Moretonhampstead and on road to Okehampton
- Stop Line Way – Seaton to Colyton

NCN 3: West Country Way incorporating:

- Ruby Way – Hatherleigh to Bude

NCN 27: Devon Coast to Coast Ilfracombe to Plymouth incorporating:

- Tarka Trail – Hatherleigh to Meeth and Knowle to Willingcott
- Granite Way – Okehampton to Lydford

The Cycle Exeter project, part of the Department for Transport's (DfT) Cycle Demonstration Towns initiative, demonstrated the potential for a comprehensive approach to cycle provision; a strong, well signed network of infrastructure linking to schools and employment, complemented by measures to influence behaviour and promote cycling in schools and businesses has helped raise the overall profile of cycling in the city. This resulted in a 40% increase in daily cycling rates. Recognising the transport sector's impact on health, investing in cycling and trails makes sense on many levels. It is nevertheless a challenge to balance aspirations to get more people walking and cycling whilst reducing risks to their safety. We will endeavour to address this through continued evidence gathering, adherence to design standards, investigating campaigns on tolerance and awareness raising as well as cycle training. The emerging Road Safety Strategy will provide more detail on this.

In the next twenty years Devon will increase its housing supply substantially, which will include the completion of two new towns, Cranbrook and Sherford. Cranbrook is part of the East Devon and Exeter growth point and, along with SkyPark and Science Park will contribute to the overall 20,000 new homes and 25,000 new jobs being created in the area. Sherford, North of Plymouth will help to deliver up to 7,500 new homes in the long term and 5,000 new jobs. In addition, there will be significant expansion of Barnstaple, Newton Abbot, Tiverton and other market towns to provide new homes and jobs.

Financial Constraints and Opportunities

This strategy is being developed at a time of significantly reduced budgets. The level of flexible funding paid direct to local authorities through the Local Transport Plan Integrated Block has been cut by almost half, effective from 2015/16 to help fund the Growth Deals. The DfT has indicated that all other non-maintenance transport capital funding

from Government will be delivered through the Growth Deal process. It is very unlikely that there will be more 'one-off' Government funded bid led competitions for the foreseeable future like the ones funding current schemes (LSTF, Granite and Gears etc).

Setting out our direction for cycling investment enables us to respond efficiently to changing circumstances in funding. We recognise that there are local aspirations to improve the walking, cycling and horse-riding connections in and between towns and villages which may not fall under the priorities highlighted. We will develop a process for communities to enable them to bring forward schemes and improvements using alternative models for delivery.

The approach outlined above requires maximising any opportunities presented in new developments and funding opportunities. Where we can be innovative in our design process for a highway scheme we will seek to achieve improvements for cycling. Devon will continue to be proactive and this strategy enables us to continue targeting funding in order to have 'shovel ready' schemes. Devon's future transport budget will comprise of successful bids to the Local Economic Partnership (LEP) Local Transport Board, Local Transport Plan capital, other DfT Bids as they are announced and through Developer section 106 monies and Community Infrastructure Levy.



The Exeter Cycle Network

Aim 1: Showcase Exeter, Newton Abbot and Barnstaple as premier cycling towns

to provide a healthy, more efficient alternative to travelling by car for a proportion of journeys – cyclists will be able to avoid congestion and benefit from a number of traffic-free cycle routes in the urban areas.

Exeter is the economic hub of Devon and is where the payback in investing in cycling, walking and leisure routes is multiple. There are clear opportunities for switching car trips to foot and bicycle with limited opportunities to build vehicular capacity into the highway network, which experiences congestion not only during peak periods but throughout the day particularly on key arterial routes. A comprehensive network of walking and cycling routes is developing in Exeter which has benefited from the Council’s ability to win significant amounts of external funding, i.e. through the Cycle Demonstration Town (CDT) bid; DfT bids and successfully negotiated developer contributions.

In 2005, Exeter was named as one of the DfT’s six Cycling Demonstration Towns and saw some significant achievements. This success story in Exeter has demonstrated over a very short timescale the potential for cycling to help encourage a healthier, more active lifestyle and minimise car use, particularly for short distance trips.

In the 2011 Census the modal share for travel to work by bicycle in Exeter was 6% and by foot 22%, placing Exeter in the top quartile nationally for cycling cities. Recent survey data relating to two of

Exeter’s busy corridors show around 40% of trips

Cycle Exeter CDT achievements:

- 44km of cycle routes constructed
- 40% increase in average daily cycle trips
- Cycle training rolled out to 1000s of children and adults
- 22% of secondary school children regularly cycling (national average is 3%)
- 15% of primary school children regularly walking, scooting or cycling (1% nationally)
- 6% of employees cycling to work
- Decrease in rate and actual number of overall cycle casualties in the city
- National Transport Award for Cycling Improvements (2010)

are less than 5 kilometres. This shows significant potential to increase walking and cycling levels in Exeter. Cambridge, traditionally a cycle-friendly place, tops the league for bike commuting, with almost 30% of workers choosing two wheels, followed by Oxford (17%) and it is the economic and cultural attributes of these cities that we aspire to be like. However, in the medium term, our aim is to be within the top 10 cities with the highest percentage of people cycling to work by increasing the percentage of journeys to work by bike to 12% by the next census in 2021.

We aim to build on our success through the Cycle Demonstration Town project to create a culture change in cycling so that Exeter is recognised as a leading cycling city. We need to expand the existing high quality network and provide segregated routes to the major development areas. We are conscious that other cities (outlined in the table below) have significant government

Cycle City Ambition Projects:

Birmingham	Bristol	Cambridge
Leeds	Manchester	Newcastle
Norwich	Oxford	

funding for cycle city ambition projects and we can learn from their experiences in order to ensure our economy does not suffer and slip behind others.

The planning process will be integral to this and the County Council will continue to work with the Local Planning Authority linking to their Parks and Open Spaces Plan as well as ensure that cycle routes and infrastructure are included in future Infrastructure Delivery Plans, linked to the Local Plan process. This will enable developer contributions to be secured but also strengthen the highway authority's influence over the design of new developments to be more walking and cycle-friendly.

Collaborative working to date between Sustrans, Devon County Council and Exeter City Council officers has helped develop a hierarchy of cycle routes across the city. Figure 2 identifies the main

primary routes into the city, which will provide fast efficient connections by foot and bicycle linking the major new growth areas with key employment, retail, education and leisure destinations.

Primary segregated routes will:

- Link between employment and main residential areas and the city centre
- Be fast and direct
- Be high quality and separated from cars – either off road or on quiet roads
- Offer uninterrupted paths, or minimal stops where possible
- Use clear, high quality signs

Secondary Routes will:

- Use key corridors to connect into the primary routes and link major destinations including major employment sites and schools, colleges and the university
- Use clear, high quality signage

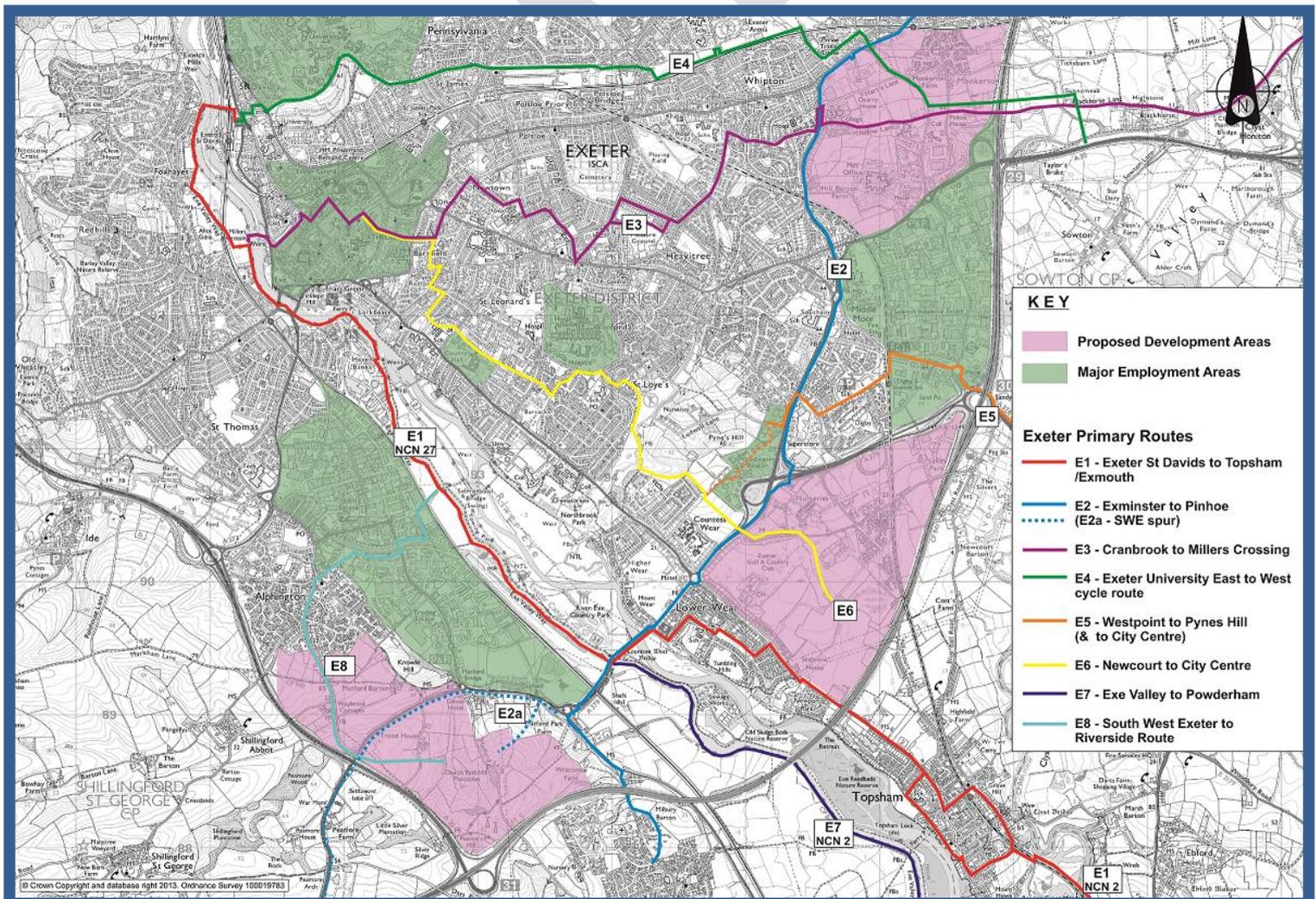


Figure 2: Exeter Cycle Map

These routes will contribute to delivering continued growth in the city and help maintain Exeter’s reputation as a vibrant and prosperous place to live and work. It will achieve mode shift by offering people safe, convenient and, in some cases, quicker journey times compared to travel by car. Implementing these schemes using high quality engineering design solutions will help strengthen Exeter as one of the UK’s premier cycling cities.

A summary of the Exeter cycle schemes is provided in the table below, which relates to the schemes in Figure 2.

Exeter Cycle Schemes	
E1	Exeter St David’s to City Centre and on to Topsham/Exmouth
E2	Exminster to Pinhoe (E2a – SWE spur)
E3	Cranbrook to City Centre & Millers Crossing
E4	Cranbrook to Exeter University (East to West Cycle Route)
E5	Westpoint to Pynes Hill (and to City Centre)
E6	Newcourt to City Centre
E7	Exe Valley to Powderham
E8	South West Exeter to Riverside Routes

Barnstaple Town Centre to urban developments west of the River and Railway at Anchorwood, Roundswell and Larkbear. These will link to and enhance the Tarka Trail.

Newton Abbot (population 22, 581) is planned to have 4230 new homes and new jobs in urban extensions to the west and south of the town. It has a vibrant economy with a mix of industries based on minerals, manufacturing and service. We will focus on the development of an East to West Cycle route connecting the large new development to the west to the schools, employment sites and the retail core of the town, as well as links to the rail station and leisure routes.

Our aim for Barnstaple and Newton Abbot would be to develop proportionate cycle and trail networks. Like Exeter, this would draw upon some of the lessons learnt through the Cycle Demonstration Towns project in terms of design standards and focusing on linking the major residential development sites to the retail, employment and education destinations. Cycle routes would be planned to:

- Link directly to the new development locations
- Meet the need to develop the transport options and active travel for a greater population
- Make the most of the opportunity to encourage sustainable transport behaviour

Newton Abbot and Barnstaple Networks

Significant growth is also planned in some of our larger Market Towns such as Barnstaple and Newton Abbot. This section of the strategy focuses on plans to invest further in cycling in Barnstaple and Newton Abbot. Outside of Exeter, these are our largest towns with the most significant levels of growth planned over the next 20 years.

Barnstaple (population 31,000) is planned to have around 3400 new homes and over 50 hectares employment land over the next twenty years. It is the sub regional centre of North Devon, home to North Devon College, North Devon Hospital, North Devon Council, business and industrial parks. We will focus on providing connections from

Funding to develop the network in these towns will be secured through the planning process (i.e. developer contributions) and taking advantage of opportunities through Local Transport Board Growth Deal bids. Our ability to be successful in leveraging in funding for future schemes is more likely where we can deliver sustainable, walking and cycling transport links that could potentially reduce trips made by car from major growth areas to schools and job destinations.

A summary of the Newton Abbot and Barnstaple cycle schemes is provided in the table below.

Barnstaple / Newton Abbot Schemes	
NAB1	East-West cycle route: Houghton Barton to Train Station (via town centre)
NAB2	ASDA to Train Station (via town centre)
NAB3	Wolborough to Town Centre
BAR1	Roundswell A39 Ped / Cycle Bridge
BAR2	Anchorwood to the Strand Bridge
BAR3	Larkbear to town centre

The Rural and Leisure Cycle Trail Network

Aim 2: Invest in Devon’s leisure routes and trails

to secure transitional economic and health benefits in rural Devon by increasing peoples’ access to Devon’s impressive countryside and heritage, and providing linkages with rural towns and villages.

Tourism is an important part of the Devon economy and the rural cycle and trail network is a dynamic asset, fulfilling a number of roles. The network provides connections between villages and towns and helps to provide access to the county’s stunning natural environment. In some cases, it functions as scenic and enjoyable commuter routes and also attracts people to spend their free time exploring the coast and countryside. They can also be capable of transforming local economies, bringing people into towns and villages to boost the local economy.

Furthermore, they can be used by a variety of users, which demonstrates the wider benefits of the multi-use trail in terms of health and economy to all people living and working in Devon. For example, in addition to cyclists the Exe Estuary Trail is well used by walkers, people with prams and wheelchair users.

There has been significant investment in the rural network by Devon County Council, aided by our ability to win competitive funding bids and deliver schemes on the ground over the past three years. This has helped to fund schemes on our branded strategic routes including: Tarka Trail, Exe Estuary Trail & Teign Estuary Trail, Devon Coast to Coast, Ruby Way, Granite Way, Drakes Trail and Wray Valley Trail. This has included landmark bridges: Gem Bridge near Tavistock, Redhayes Bridge over the M5, the Town Quay bridge in Newton Abbot and several bridges in Dartmoor, delivered through the Granite and Gears programme.

Many of these trails have outstanding public realm attributes and provide access to Devon’s rich countryside and heritage. The recently completed Gem Bridge on the Drake’s Trail just south of Tavistock is a spectacular scheme, replacing an old viaduct.

To date, our approach has been to develop and deliver strategic branded cycle routes; this has delivered economic benefits which are tangible by observing the activity along the routes with cafes (e.g. Fremington), cycle facilities (Torrington), accommodation and public houses (Lymptstone) all thriving. This has raised expectations and there are other communities keen to see development of new links, some in areas of Devon where the rural economy is struggling.

We will continue our proactive approach by developing a prospectus for the completion of the existing routes which are indicated on the schematic map (See table below and Figure 3). This will objectively establish the deliverability in terms of design and land ownership, the benefits for links to schools, employment, economic benefits and forecasts about usage levels to establish value for money.

The timing of the delivery will rely on the availability of funding opportunities set by the Government. As section 3 illustrates, there will be significant pressure on Local Transport Plan funding and it is likely to be challenging to secure

Proposed Schemes – Strategic Cycle Network

Route	Section
Devon Coast to Coast (NCN27) and links to it	Tarka Trail <ul style="list-style-type: none"> Knowle to Willingcott Meeth to Hatherleigh Tavistock to Tamar Trails Centre
South Devon Way (NCN2) and links to it	Teign Estuary Trail <ul style="list-style-type: none"> Dawlish to Kingsteignton Stop Line Way <ul style="list-style-type: none"> Seaton to Colyton Wray Valley Trail <ul style="list-style-type: none"> Steward Wood to Lustleigh Feniton to Sidmouth
West County Way (NCN3) and links to it	Ruby Way <ul style="list-style-type: none"> Hatherleigh to Bude Pegasus Way <ul style="list-style-type: none"> Dartmoor to Cookworthy Forest (connects Granite Way and Ruby Way)

funding through the LEP process, hence the need to demonstrate value for money. Nevertheless, the County Council will work to secure funding via a range of sources including the Growth Deal and developer contributions (S106 / CIL). This could be supplemented with possible bids direct to the Department for Transport (DfT) should separate grant funding opportunities arise. To achieve this, we will continue to work with stakeholders including landowners to remove barriers and enable us to be ready to deliver the remaining sections of routes.

As our work to complete the existing network progresses, we will consult on future potential extensions of the network. This will initially be undertaken in conjunction with the roll forward of the Local Plan process, working closely with the Local Planning Authorities.

Complementary to the delivery of infrastructure is the continued promotion of the network. There

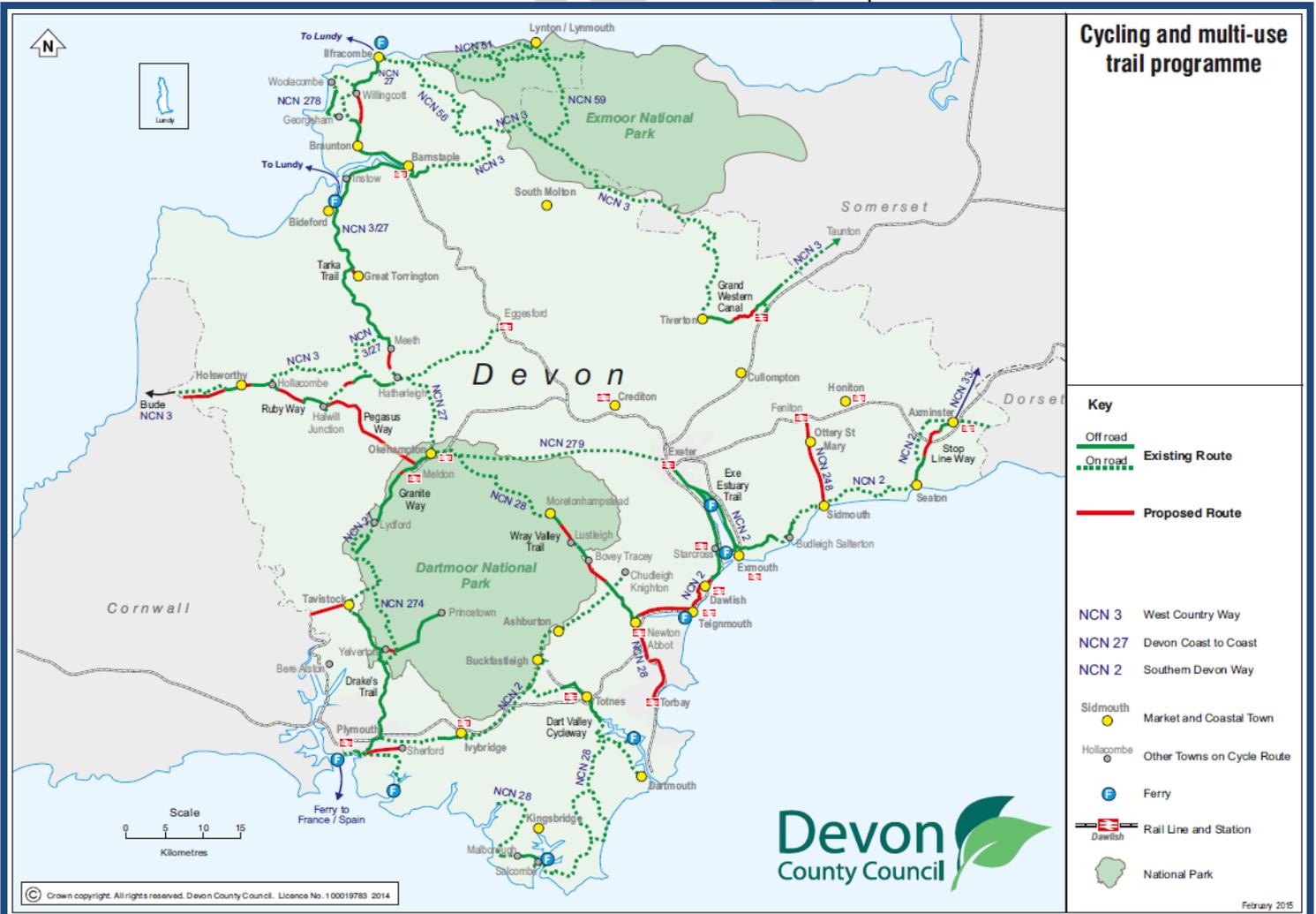


Figure 3: Rural and Leisure Cycle Trails

will be reduced revenue funding to deliver this in the future and we will be reliant on support from local communities and volunteers to promote these assets through the internet, developing town guides and through publicity at local events. It is also key that the networks are accessible to all people, are well signed and well maintained, subject to funding in times of severe budget constraints.

Market and Coastal Town Networks

Aim 3: Influencing the planning process to enable delivery of cycle aspirations in market and coastal towns

to ensure that cycle schemes are included in Local Plan infrastructure delivery plans so that developer contributions can be secured and new developments designed to create attractive walking and cycling environments.

A number of our Market and Coastal towns will also experience housing and employment growth over the next twenty years. The level of competition for funding both across authorities and across modes means that there is little scope for local cycle schemes to secure funding through the Growth Deal process. Schemes may however be packaged up with other Growth Deal schemes where it can be demonstrated that it unlocks significant levels of growth.

In general, cycle routes will be included in Infrastructure Delivery Plans linked to the Local Plan process and will be developed in conjunction with the Local Planning Authority. The County Council, in its highway authority role, will need to influence planning decisions and secure on-site delivery of quality walking and cycling routes to ensure that sustainable alternatives to the private

car are attractive to new residents. Off-site cycle network improvements are likely to require developer funding (S106 / CIL) to contribute towards design and delivery of the schemes.

Where local planning authorities have adopted a Community Infrastructure Levy charging schedule, there are likely to be significant demands on this funding from other district, borough, city and county council infrastructure priorities - it may therefore be difficult for local planning authorities to agree to release funds for cycle schemes, which may be considered less critical infrastructure in the context of the Local Plan aspirations.

The National Planning Policy Framework (NPPF) enables local people and their accountable councils to produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities. From our day to day contact with communities it is clear that schemes will continue to be identified locally by the community and it is important that these are considered, recorded and encouraged. With pressures on funding, local communities should identify their walking and cycling needs through inputting to the Local Plan processes but also including proposals in their neighbourhood plans. This could ultimately secure funding (for instance through their share of the CIL allocation).

Cycle schemes should achieve an aspiration to improve walking and cycling opportunities by meeting some or all of the following objectives:

- support housing and employment growth
- completing links or provide a valuable connection to a route
- addressing safety concerns
- increasing opportunities for leisure and providing access for all

Schemes that can also provide match funding and have a good prospect of being delivered (e.g. have land ownership agreements in place) will also increase the likelihood of delivery. We will put in place guidance to help communities to develop their own 'local aspirational maps' to help define priorities in their local areas. This is currently a

practice adopted within DCC for delivery of Public Rights Of Way improvements. Communities may need to find funding (e.g. through Neighbourhood Plans) or deliver these initiatives themselves.

Delivering the Strategy

The planning process will be integral to the delivery of the strategy and the County Council will continue to work with local planning authorities to ensure that routes and infrastructure are included in future Infrastructure Delivery Plans, linked to the Local Plan process. During the planning process for new developments, DCC will need to negotiate with developers and local planning authorities to secure contributions towards cycle schemes. We will also need to influence the detailed design and layout of new developments to ensure that more walking and cycle-friendly developments are developed, which encourage more sustainable travel.

DCC will continue to be proactive and innovative in its design, learning from best practice and sharing experiences with planners, engineers, safety auditors and using its expertise to influence decision-makers at the DfT and LEP. We recognise the safety concerns around cycling and will strive to overcome these barriers through positive road safety campaigns and education programmes aimed at encouraging greater respect and tolerance of all road users.

There will need to be a prioritisation of schemes, with a focus on schemes which are likely to gain support from the LEP. The prioritisation will need to consider how projects will help deliver economic growth and represent good value for money. DCC is also producing an overarching Transport Infrastructure Plan, which will set out all major transportation infrastructure schemes up to 2030. This will enable local planning authorities to understand when and where local contributions (e.g. CIL) may be required to support LEP grant funding and also enable designers to get schemes

to a 'shovel-ready' state. The ability to deliver a scheme, with design complete and planning and land secured will ensure that DCC can be opportunistic when funding becomes available.

Whether funding is secured through the Growth Deal or through other contributions, the County Council is likely to have a key role in delivering the strategic cycle schemes.

Conclusion

This "Cycling and Multi-use Trail Network" strategy builds upon our existing strong ethos in developing a high quality network of urban and rural routes. Funding sources are reducing and becoming more challenging so we need to be clear on our objectives and outcomes. This strategy explains that these are focused on economic growth, health, leisure, access for all and providing sustainable options for travel.

The County Council will need to be targeted and selective about which projects it invests its design resources in. The lack of funding directly available to the County Council means that it will need to identify a range of funding sources that will help deliver the county's strategic priorities. This will include preparing bids through the LEP Growth Deal and ensuring that cycle schemes are included in Local Plan infrastructure delivery plans so that developer contributions (£106 / CIL) can be secured.

There is still considerable work to do to complete our existing rural network so we need to focus on this. Our experience has demonstrated the benefits of a high quality walking and cycling network, providing access to an outstanding natural environment. Our strategy is aimed at completing this network to deliver economic benefits for rural communities. We will also consult on future expansion opportunities.

The network will continue to be developed in key urban growth areas of Exeter, Barnstaple and Newton Abbot. This will focus on delivering high quality segregated routes, linking the main growth

areas to key employment, retail, education and leisure destinations and building on alternative routes to the main trafficked corridors.

In other Market and Coastal Towns, the network will be developed in conjunction with the Local Planning Authority. This will be linked to Local Plans, neighbourhood plans and funded by new development. We recognise communities will have aspirations to develop their own local routes. We will provide guidance to enable communities to achieve this.

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Community PDG Chairman's Report 2017-18

It's now been 2 years since I took over as Chairman of the Community PDG. I am pleased to say that further progress has been made in consideration of the well-being for the District. For that I'd like to thank all Members and Officers for their constructive contributions in the past year.

As before, much of the work of the PDG has centred around checks and balances based on regular reports from officers and outside organisations. Some of these have been routine from financial monitoring, risk reviews through to public health plan performance and anti-social behaviour statistics. Through Member suggestions, such routine reports are no longer formally presented at meetings: Members are expected to read them with questions being addressed via email. This exception-driven approach has allowed the PDG to concentrate its energy on less mundane topics.

Other regular but less routine reports have included updates from leisure services which have triggered considerable discussion. On-going marketing initiatives and updates on the refurbishment plus extension to the Exe Valley Leisure Centre have been of interest. The PDG also carefully reviewed and agreed annual leisure service price increases combined with a fairer approach to concession pricing / availability.

Some policies require regular review to ensure currency against current legislation and guidance. These have included the Anti-Social Behaviour Policy with recommendations to Cabinet being made and subsequently ratified. Similarly, the management plan for Parks and Open Spaces was reviewed and comments provided to the Environment PDG. Equally, one-off decisions have been scrutinised, notably the controversial closures of the Customer Service surgeries at Cullompton and Crediton.

As in 2016/17 the budget was a challenge with further reductions in government funding to the District. The majority of activity for which the PDG is responsible is mandatory with economies already taken such that further reductions in staffing would be counter-productive. Where possible, charging regimes will be optimised as far as government rules permit (eg planning) or in line with market benchmarks (eg leisure services).

Perhaps the main achievement of the PDG was the issue of a Statutory Air Quality Action Plan for 2017 to 21. Whilst the District is more fortunate than many this important plan sets out various ideas to ensure that air quality is maintained or improved for the benefit of its residents. However, the committee also recognised other important topics need review. There was a presentation by the Director of Public Health from Devon County Council. The PDG also looked at the results of a community survey undertaken under the auspices of the Scrutiny Committee and will be leading similar exercises to improve Community Cohesion. At time of writing other topics of interest are in the pipeline for review including a review of Devon County's approach to cycling and multi-use trails as applicable to Mid-Devon and progression of the development of a Trim Trail in the District.

Finally, I would like to thank Julia Stuckey our Clerk for keeping us in order. Julia leaves at the end of March and we wish her well for the future.

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