

Public Document Pack

Mid Devon District Council

Scrutiny Committee

Monday, 14 August 2017 at 2.15 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Monday, 11 September 2017 at 2.15 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr F J Rosamond
Cllr Mrs H Bainbridge
Cllr Mrs C P Daw
Cllr T G Hughes
Cllr Mrs J Roach
Cllr T W Snow
Cllr N A Way
Cllr Mrs B M Hull
Cllr Mrs G Doe
Cllr Mrs A R Berry

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 MEMBER FORUM

An opportunity for non-Cabinet Members to raise issues.

4 **MINUTES OF THE PREVIOUS MEETING** *(Pages 5 - 10)*

To approve as a correct record the Minutes of the last meeting of this Committee (attached).

The Committee is reminded that only those members of the Committee present at the previous meeting should vote and, in doing so, should be influenced only by seeking to ensure that the minutes are an accurate record.

5 **DECISIONS OF THE CABINET**

To consider any decisions made by the Cabinet at its last meeting that have been called-in.

6 **CHAIRMAN'S ANNOUNCEMENTS**

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

7 **CHIEF INSPECTOR, DEVON AND CORNWALL POLICE** *(Pages 11 - 12)*

Chief Inspector Sarah Johns, Exeter, East and Mid Devon area of the Devon and Cornwall Police will be in attendance, along with Inspector Steve Bradford to answer questions from the Committee.

8 **PEER REVIEW** *(Pages 13 - 16)*

To receive a report from the Chief Executive regarding the Peer Review.

9 **AGENCY WORKERS** *(Pages 17 - 18)*

At the request of the Committee to receive information from the Waste and Transport Manager regarding on the use of agency staff in operational services.

10 **AGEING WELL** *(Pages 19 - 26)*

The Committee to review a draft report that was produced by the Aging Well Working Group in December 2013 and to agree a way forward.

11 **CABINET MEMBER FOR THE ENVIRONMENT** *(Pages 27 - 30)*

The Cabinet Member for the Environment will update the Committee regarding areas covered by this remit.

12 **RIPA SIX MONTHLY UPDATE**

The Legal Service Manager and Monitoring Officer has not received any requests for RIPA authorisations since joining the Council in April 2017. No authorisations were given in the preceding 6 months. However, advice has recently been given in relation to CCTV in communal parts of residential council premises and the need to ensure that any new installations are not covert – otherwise RIPA will apply.

13 **FORWARD PLAN** (*Pages 31 - 46*)

Members are asked to consider any items within the Forward Plan that they may wish to bring forward for discussion at the next meeting.

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

Members are asked to note that the following items are already identified in the work programme for the next meeting:

Cabinet Member for Housing
Performance and Risk
Car Parking 6 Monthly Update
Cross Parks update

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

Stephen Walford
Chief Executive
Friday, 4 August 2017

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

Members of the public are welcome to attend the meeting and listen to discussion. Lift access the first floor of the building is available from the main

ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is time set aside at the beginning of the meeting to allow the public to ask questions.

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

Tel: 01884 234209

E-Mail: jstuckey@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **SCRUTINY COMMITTEE** held on 17 July 2017 at 2.15 pm

Present

Councillors

F J Rosamond (Chairman)
Mrs H Bainbridge, Mrs A R Berry,
Mrs C P Daw, Mrs G Doe, R J Dolley,
T G Hughes, Mrs B M Hull, F W Letch,
Mrs J Roach and T W Snow

Apologies

Councillor(s)

N A Way and J L Smith

Also Present

Councillor(s)

C J Eginton and Mrs M E Squires

Also Present

Officer(s):

Jill May (Director of Corporate Affairs and Business Transformation), Maria De Leburne (Solicitor), Simon Newcombe (Public Health and Professional Services Manager), Catherine Yandle (Internal Audit Team Leader) and Julia Stuckey (Member Services Officer)

26 **APOLOGIES AND SUBSTITUTE MEMBERS**

Apologies were received from Cllr J L Smith who was substituted by Cllr R J Dolley and from Cllr N A Way who was substituted by Cllr F W Letch.

27 **PUBLIC QUESTION TIME**

Miss S Coffin, Templeton Parish Council, referring to item 8 on the agenda, said we wish to personally thank the Chairman for taking on this issue and the many Scrutiny Councillors who have shown our Parish Council and affected residents both compassion and assistance.

As this has now become such a large and complex issue, no longer just a case of bullying or nuisance by a bad neighbour and impossible to cover in 3 minutes, we have submitted a written representation to enable Councillors to review and inwardly digest.

I personally as Chairman am extremely proud of the way our tiny hamlet and Parish Council with its small group of affected residents have conducted themselves and ensured that at every stage, both in Planning and Environmental Health issues, your officers were given every assistance to enable them to make full choices.

We, as well as other well qualified and professional objectors, have researched and presented facts and theories, opinions and articles from those better informed and qualified to assist your officers to try and understand both the situation arising and the council's obligations and responsibilities.

We can do no more to assist this council and with the huge increase in traffic movements and digestate disposal that will follow the completion of two anaerobic digesters on the Willand site in September with further production capacity to follow over a two year period I fear the consequences to Mid Devon tourism and holiday trade.

I personally have no intention of shouting into deaf ears anymore; it is now up to you the elected Councillors of Scrutiny to take issue with your own officers as to whether your Council has fulfilled all its responsibilities in this matter.

The Chairman thanked Miss Coffin for her comments.

28 **MINUTES OF THE PREVIOUS MEETING**

Subject to changing the word 'arctic' to 'artic' on page six and changing 'Tiverton Pannier Market' to 'Market Walk Tiverton' under 'discussion took place regarding' on page 11, the minutes of the last meeting were approved as a correct record and **SIGNED** by the Chairman.

29 **DECISIONS OF THE CABINET**

The Committee **NOTED** that none of the decisions made by the Cabinet at its last meeting had been called in.

30 **MEMBER FORUM**

Cllr Roach raised concerns regarding the amount of money spent on agency workers. The Director of Corporate Affairs & Business Transformation informed Members that agency workers were used to cover periods of annual leave and sickness.

It was **AGREED** that a report be prepared for the next meeting of the Committee providing detail on the amount spent on agency staff and the reasons for this.

31 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reminded Members that there was a training session the following day and also advised them that he would be attending the open day at Red Linhay AD site that week.

32 **PROPOSED CLOSURE OF CUSTOMER SERVICE SURGERIES IN CULLOMPTON AND CREDITON**

Cllr F W Letch had requested that the planned cessation of Customer First Surgeries that were held at Crediton and Cullompton, for four hours every other week, be discussed by the Committee.

Cllr Letch informed Members that he was a Town Councillor as well as a District Councillor and that wearing both hats could be difficult, however Crediton was at the centre of his heart and he considered that it was often forgotten. He reminded Members that on 31 March 2016 the Crediton office had been closed. The Town

Council had employed one of the ex-officers within their own office using funding from the authority. Cllr Letch said that he considered it essential that the District Council provided a service there. He did not agree that residents should be expected to use the internet or telephone to make contact and queried the need for face to face contact at Phoenix House if that were the case. Cllr Letch had received two letters of objection from local residents and when he had been in attendance, on what he was told was a 'quiet day', eleven people had been seen in the surgery. Many local residents were elderly and could not use the internet or telephone, which could often be confusing. Cllr Letch did not consider the Lords Meadow Leisure Centre to be an appropriate place for a public access computer as many people did not know where it was and it was not very easy to get to.

Cllr Letch read out a letter from a representative of the Crediton and District Access Group in which the author claimed that the most vulnerable would be affected, that there were logistical difficulties in getting to Tiverton for a face to face appointment and that the residents of Crediton would not be receiving an equal service. Cllr Letch proposed downsizing the level of service in Tiverton to enable an increase of service in Cullompton and Crediton.

Discussion took place regarding:

- Consultation that had taken place the previous year;
- Local people might not be confident in the use of technology or the telephone;
- Cuts in service to the Citizens Advice and Age Concern who had provided support in the past;
- People that had difficulties using IT could get support from friends or family;
- The need to move towards digital channels to save money and reduce the number of staff required to answer phones or deal with face to face enquiries;
- Many residents in rural areas had no local access to an office and already had to travel or use digital methods of contact;
- A campaign from the Crediton Courier had only resulted in one complaint;
- Rural Broadband.

The Director of Corporate Affairs & Business Transformation provided the following information which was tabled:

Crediton and Cullompton fortnightly Surgeries

Visitor numbers 2016/17	Visitor numbers	Average customers per hour	Average seen officer per hour	Cost to serve per per
Tiverton	32,622	26ph	6	£13.57ph
Crediton	359	4ph	4	£20.35ph
Cullompton	152	2ph	2	£18.09ph

Reason for the decision

- As part of a decision to rationalise council services, the Council withdrew from buildings in Cullompton and Crediton on 1st April 2016.
- When the full time service ended last year the staff resource was removed from the Customer First (CF) budget.
- Since then, officers had provided a fortnightly 'surgery' in those locations to ease the transition and to continue to make use of the available IT connections until those ceased.
- With the IT connection stopping in August, the decision was made to cease the surgeries as these could not be justified when officers were simply signposting people to the internet or providing telephone numbers to access services rather than being able to 'do any business' on-site.
- As this was the final element of implementing the 2016 decision, not a further change, additional consultation was not carried out, but advance notification of the changes occurred in order to provide notice rather than simply stopping.
- Last year the CF target for answering calls was reduced to 85%, to reflect the reduction in resource. Although the call centre staff were able to exceed this target for external calls, overall only 82% of all calls were answered. In total over 25,000 calls were not answered.
- In addition, Customer First staff were responsible for responding to emails, logging media enquiries, responding to social media and web contacts. Online form submissions (digital transactions) had increased from 16,600 in 15/16 to 31,700 in 16/17.
- Customers who are unsure of how to access services could telephone for advice and Customer First staff work with all service managers to ensure that services could be accessed by those with greater needs such as the elderly or more vulnerable residents. It was still vital that we could support those people that really need more support.

Planning for future services

- Increasingly, the Council were asked to provide more online services and to accept documents and applications online. We needed to be able to support customers as more government services (and other associated functions) go online.
- As a significant example, next year Universal Credit (UC) would be implemented in Devon. This was only accessed on line, and MDCC staff would no longer be able to support customers with enquiries relating to UC. Hence our role would be to signpost people and help people go online. This was very much the direction of travel.

It was **RECOMMENDED** that Council be asked to look at the idea of diminishing the level of face to face services at Phoenix House to allow for one session a month to be provided at Crediton and Cullompton.

(Proposed by Cllr F W Letch and seconded by Cllr T W Snow)

33 **ANAEROBIC DIGESTION**

The Chairman had requested that Members discuss Anaerobic Digestion and considered determining terms of reference to help develop a policy framework for the Council.

Discussion took place regarding:

- The advantages and disadvantages of Anaerobic Digestion:
- Crops that were grown to feed the Digesters:
- The need for farmers to dispose of slurry in a safe way.

It was **RESOLVED** to set up a Working Group to look into Anaerobic Digestion, using the following terms of reference:

“To understand the process, science and potential impact of Anaerobic Digestion (AD) on Mid Devon as a source of renewable energy and bio fertiliser.

The remit of the study would include:

- 1 A desktop review of the process.
- 2 A review of the current regulatory framework.
- 3 A review of planning legislation relating to AD; including a correlation with waste processes/plants.
- 4 Reference site visits.
- 5 A desktop review of nuisances, environmental concerns/incidents associated with plants and ancillary activities.
- 6 A peer review from health professionals on any potential human health impact associated with AD plants and ancillary activities.

In order to inform future planning and long term land use considerations.”

Members of the Working Group to be Mrs G Doe, Mrs A R Berry, Mrs B M Hull, Mrs C Daw, T W Snow, F J Rosamond and Mrs M E Squires.

(Proposed by Cllr Mrs J Roach and seconded by Cllr Mrs G Doe)

34 **PERFORMANCE AND RISK**

The Committee had before it and **NOTED** a report * from the Director of Growth and Chief Executive providing Members with an update on performance against the Corporate Plan and local service targets for 2017-18 as well as providing an update on the key business risks.

The Audit Team Leader outlined the contents of the report, explaining that the report was now more closely linked to the Corporate Plan and discussion took place regarding:

- The increasing number of empty shops in Tiverton and Cullompton;
- Economic information that was provided to the Economy PDG at each meeting;
- The increase in footfall for Tiverton at the Feast of St James event;
- The number of council houses due for completion in the year;
- A request that the number of free vends be identified along with the total number of vends for car parking;
- The benefit of the free car parking periods for local traders;
- That officers be asked to investigate the potential impact on the public when dangerous equipment was in use.

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

35 **WHISTLEBLOWING 6 MONTHLY UPDATE**

The Audit Team Leader informed the Committee that there had been no cases reported since the last update.

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

Peer Review
Cabinet Member for Environment
Ageing Well
Performance and Risk
Police Inspector
Agency Workers

(The meeting ended at 4.05 pm)

CHAIRMAN

Cllr Mrs A R Berry

What impact do the potential demands on regional police resources to help nationally in response to terrorism threat or attack, have on local policing?

Given resources are already stretched in Devon and Cornwall due to the increase in activity of organised crime gangs, child sexual exploitation, and scammers all of which pose serious a threat in the rural counties, are we in an era of risk of increased petty/ conventional crime which will not be investigated?

Is there not value in having local policing on the streets? Surely it would have potential to pick up local intelligence which may assist in resolving more serious crimes?

Cllr Mrs J Roach

I am, almost on a daily basis receiving complaints about the speed of traffic and dangerous driving on the Silverton to Killerton Road. Would it be possible to address this problem?

We also have a problem at the end of Park Rd where there is a bollard; people are driving on the wrong side of the bollard. Highways have looked at the problem but are unable to suggest anything that might help. In such situations would it be possible to install a camera for a short period?

Cllr Mrs J Binks

Last week I attended Mid Devon Children's Centre Advisory Board meeting at Tiverton, which focussed on Domestic Abuse. It was really well attended by most agencies - except for the local Police, Social Services and the Courts Service.

I welcome the opportunity to the Police to restate their policy on attending, reporting and referring incidents of Domestic Abuse in families in Mid Devon where there are young children living with and witnessing such abuse.

Unless all these agencies adopt a well meshed, inter-disciplinary reporting approach to this issue, young children will fall through the net in an adult world.

It was upsetting that the three non-attending agencies had accepted the invitation to attend, yet none of them sent apologies or substitutes. I told the meeting that I would be following up this matter initially through Scrutiny.

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SCRUTINY
14th August 2017

REPORT OF: STEPHEN WALFORD, CHIEF EXECUTIVE

PEER CHALLENGE – IMPROVEMENT & OUTCOMES

Cabinet Member	Cllr Clive Eginton, Leader of the Council
Responsible Officer	Stephen Walford, Chief Executive

Reason for Report: On 6-9th March 2017, the council received a delegation of external officers and members to conduct a 'peer challenge review'. The process generates a review report which contains a number of specific recommendations for the council to consider. This report updates scrutiny committee on that process and outlines how this process will be contributing to the council's improvement programme moving forward.

RECOMMENDATIONS:

That the committee note the progress as outlined in this report.

Relationship to Corporate Plan: The purpose of the peer challenge was to provide some review at the level of corporate impact, including our corporate plan. In addition, they were specifically asked to provide their views on the ability of the leisure service to meet the assumptions set out in the adopted medium term financial plan (MTFP).

Financial Implications:

No direct implications arise from this report.

Legal Implications:

No direct implications arise from this report.

Risk Assessment: Continuing to improve the way in which the council does business, and its ability to make efficiencies in service provision or find new income-generating revenue streams, has a direct bearing on the council's future ability to provide services for the public in Mid Devon.

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

1.0 BACKGROUND

- 1.1 The Local Government Association's (LGA) 'peer challenge' process is part of the sector-led improvement programme funded by the Department for Communities and Local Government (DCLG) to assist councils in their continued improvement, to share wider learning and best practice, and ultimately to help councils move forward in their self-determined directions with the input of wider expertise and experience.
- 1.2 The Chief Executive has regular discussions with the LGA and, during 2016, discussed the potential for a peer challenge at Mid Devon. This was sought, at this time, for a number of reasons:

- 1.2.1 The timing would mark 4 years since the last review took place.
 - 1.2.2 The timing would allow for reflection on the first 12 months with a new Chief Executive in place, and with a revised (officer) leadership team fully in place (although it should be noted that the 'Director of Operations' started on the day the peer challenge commenced).
 - 1.2.3 The council's corporate plan was newly-adopted at the start of 2016.
 - 1.2.4 A number of strategic decisions had been taken throughout 2016 that set the direction and tone for the council's journey going forward. It seemed timely, therefore, to understand external views on this intended direction of travel, before getting too far along the journey...
- 1.3 As such, the peer challenge was agreed for, and subsequently took place in, March 2017.

2.0 THE PROCESS

- 2.1 In advance of the week on-site, the council prepared in a number of specific ways. Firstly, the council worked with the LGA to produce an agreed brief for the peer challenge. This essentially becomes the terms of reference for the incoming peers. Secondly, it had to agree the panel of external reviewers (this comprises both officers and elected members, and suitable CVs are proposed by the LGA review manager depending on the needs of the agreed brief). Finally, the council prepares a 'position statement' for submission to the peer team ahead of the visit.
- 2.2 The council's position statement was produced by the Chief Executive, and is available on the council's website (see background papers).
- 2.3 During the time on-site, the peer team conduct a wide range of interviews or structured discussions with individuals or groups, covering internal and external people, including staff, elected members, key partners, neighbouring authorities, business representatives and charity/3rd sector. This is to ensure a wide range of views are gathered.
- 2.4 At the end of the time on-site, a feedback presentation is given to the council, and this is followed up with an official report a few weeks later. Note that while the report was received in April, it was not published until after the county elections in May.
- 2.5 The full report is available on the council's website (see background papers).

3.0 THE OUTCOMES

- 3.1 Going through the 'process' itself, yielded a number of benefits. This could be described as having an opportunity to hold a mirror in front of the organisation – with the inevitable learning and self-diagnosis which comes from that.
- 3.2 However, the key recommendations of the report are outlined in full below for information and discussion:

- 1) *Produce a vision to describe what the council will look like in five years' time to achieve collective buy-in*
- 2) *Produce linked strategies on transformation, commercialisation, asset management and workforce planning to underpin the priorities set out in the Corporate Plan*
- 3) *Produce a longer-term savings plan that mirrors the time frame of the Medium Term Financial Plan (MTFP) and includes projected savings from transformational programmes and projects that will yield up the necessary resources to invest in the council's priorities*
- 4) *Produce an economic development plan that conforms with Exeter and Heart of Devon strategy for economic growth and prosperity but provides greater detail on what this will look like for Mid Devon, the benefits that will be delivered, and how this will be achieved*
- 5) *Ensure that major projects are supported by a robust business case agreed by the council*
- 6) *Ensure that major transformational change programmes and projects are managed by proportionate arrangements for project and programme management by having regard to their scale and importance for enabling the council to deliver its priorities*
- 7) *Agree a strategy for influencing partners to win more external funding to support investment in major schemes in Mid Devon*
- 8) *Review internal and external communications, along with community engagement, and take advantage of IT and social media efficiencies that can support these*
- 9) *Act on the staff survey findings to demonstrate a visible response to potential areas of staff concern and a commitment to act on these where necessary*
- 10) *Continue with the commitment and resources to work closely with developers to build out consented housing allocations and ensure that approved development can progress in a timely fashion.*

- 3.3 As can be seen from the above list, a number of themes emerge where the recommended approach correlates to the intended direction of travel, with the underlying message perhaps being to 'hurry up' on change and the structural machinery needed to implement this.
- 3.4 While a number of steps have been taken already (e.g. organisational design framework, organisational values, managerial competencies, MTFP and efficiency statement, refreshed council constitution, revised staff survey, new approaches to member engagement and development), there remain a number that are in progress and ones which are still on the 'to do' list (performance framework refresh, business transformation programme, staff charter, comprehensive benefit-tracking and realisation, strategic options appraisal and business case development for discrete service change etc).
- 3.5 Inevitably this largely comes down to the capacity within the leadership team and wider management function to drive change on a multitude of fronts simultaneously. Mid Devon has not historically had a designated 'business change' function, and the use of consultant support that might accelerate such a programme has been resisted. Nevertheless, it is imperative that capacity is given to designing and shaping the future of service provisioning in order that the council can plot a journey to a preferred version of the future, rather than simply ending up there and working out how to cope...

4.0 **NEXT STEPS**

- 4.1 Common to all major change processes, the success of any business transformation will depend on leadership, the ability of our staff to influence change, shape, embrace and implement it, and to ensure that our customers and service users understand why, what, how and when.
- 4.2 The council is facing continued and prolonged challenges, particularly in relation to all Revenue Support Grant (RSG) from government disappearing by 19/20, with (currently) no sight of what mechanism the government intends to roll out by way of 100% business rate retention. In this uncertain time, the role of elected members in not only steering a course but owning our direction will be critical.

Contact for more Information:

Stephen Walford: swalford@middevon.gov.uk 01884 234234

List of Background Papers:

Mid Devon Position Statement, February 2017

<https://www.middevon.gov.uk/media/343475/mid-devon-position-statement.pdf>

Corporate Peer Challenge Report, March 2017 (published May 2017)

<https://www.middevon.gov.uk/media/343471/mid-devon-dc-corporate-peer-challenge-3-april-2017.pdf>

SCRUTINY 14TH AUGUST 2017

USE OF AGENCY STAFF UPDATE

Cabinet Member(s):

Responsible Officer: Stuart Noyce, Waste & Transport Officer

Reason for Report: To receive an update on the use of agency staff in operational services.

RECOMMENDATION: That member's note the contents of this report.

Relationship to Corporate Plan: The Council is committed to delivering high quality services, at the lowest operational cost.

Financial Implications: This report is for information only.

Legal Implications: This report is for information only.

Risk Assessment: This report is for information only.

Equality Impact Assessment: This report is for information only.

1.1 At the meeting of Scrutiny on the 17th July 2017 It was **AGREED** that a report be prepared for the next meeting of the Committee providing detail on the amount spent on agency staff and the reasons for this.

1.2 The Council currently uses agency staff primarily to cover holiday, sickness, seasonal demand and short term vacancies. For this reason the number of staff needed on each day goes up and down. The use of agency staff gives flexibility to respond to fluctuations in staffing demands and is the most cost-effective way to manage the service.

1.3 No permanent positions are filled long term by agency staff unless to cover a vacancy that is currently in the process of being recruited to. Recruitment is undertaken normally a couple of times each year to keep recruitment costs down.

1.4 Agency staff are used to cover seasonal demand during the peak grass cutting season or to cover permanent staff during short term project work such as the roll out of the new waste scheme or the depot move.

1.4 In Street Scene services there is a small pool of staff already in place to cover some leave especially in higher skilled areas such as HGV Drivers. Due to peaks and troughs in taking leave the number of staff in the pool is kept at low levels to ensure staff are always fully utilised.

1.5 The hourly cost of using agency staff has increased in recent years due to increases in the national minimum wage. However, it is still more cost effective to use agency staff for short term needs than a pool of contracted staff. This is due to

higher on-costs such as local government pension scheme contributions and the inability to utilise contracted staff each day as demand fluctuates.

1.6 The Council is currently in a contract with ACORN Recruitment for the supply of its temporary staff requirements. This was part of a Devon wide contract with other authorities to help achieve best value. This joint contract is currently being retendered as the current contract is due to expire in 2017.

1.7 The cost of agency staff was approximately 6.9% of the total refuse and recycling staff costs budget for 2016/17. The detail of spends for each operational service for the last two years can be seen in Table A below.

Table A – Agency Spend – Operational Services 2015-17

Service Area	2016-17	2015-16
Domestic Waste	£79,589	£71,953
Domestic Recycling	£118,275	£96,893
Trade Waste	£8,582	£5,730
Street Cleansing	£12,731	£11,194
Grounds Maintenance	£27,061	£29,508
TOTAL	£246,237	£215,277

Contact for more Information: Stuart Noyce, Waste & Transport Manager (01884 244635 snoyce@middevon.gov.uk)

Circulation of the Report: Cllrs, Management Team

List of Background Papers: None

Scrutiny Committee 9 December 2013

Report of the Ageing Well Working Group

Why we formed a working group

In January 2012 a proposal was submitted to the Scrutiny Committee by Cllr F J Rosamond in which it was stated that the 3 main components for local government in developing a response to the Ageing Well agenda were:

- To diagnose the areas of work which needed to be prioritised
- To select a menu of improvement opportunities
- To collect and disseminate information and good practice

A Working Group was established to include a co-optee from the Community Well Being Policy Development Group.

The Corporate Plan states that the findings from this Working Group will feed into a strategy for providing future services to older people

Who we were

- Cllr Mrs Heather Bainbridge – Chairman (co-optee from the Community Well Being Policy Development Group)
- Cllr F J Rosamond
- Cllr A V G Griffiths
- Cllr Mrs Jenny Roach
- Cllr T G Hughes

What was our objective?

The key aim and objective was identified as follows:

- The need to foster an inclusive society that meets people's needs through co-ordinated working with partners.

Statistical context

The table below shows how the population is predicted to increase across the whole of Devon over the next 20 years based on the 2008 population estimates. By 2020 the 65+ population is predicted to increase by 42,400 to 215,200, and then to 264,400 by 2030, representing a 53% increase (2011 to 2030). It is predicted that the most significant increases in population will be in the 80-84 and 85+ age bands up to 2030, with percentage increases of 80% and 98% respectively.

	2011	2015	2020	2025	2030	% increase 2011 to 2030
People aged 65-69	50,200	58,700	52,500	56,300	64,400	28%
People aged 70-74	38,900	45,400	56,200	50,600	54,500	40%
People aged 75-79	31,800	35,100	41,700	52,000	47,100	48%
People aged 80-84	25,500	26,600	30,500	36,700	46,000	80%
People aged 85 and over	26,400	29,700	34,300	41,800	52,400	98%
Total population 65+	172,800	195,500	215,200	237,400	264,400	53%

(Table taken from, Devon County Council, Adult Social Care 'Demand Analysis', February 2012)

Devon County Council – the statutory providers

Over the past few years Devon County Council has attempted to revolutionise the way it looks after elderly people who need social and health care. A government report entitled 'Putting People First' identified a shared vision for the transformation of Adult Social care ensuring that people stay healthy and live independently for as long as possible. Putting People First is about giving people more choice over how they get the support they need to do this. Devon County Council claim that the people they support must be able to:

- Stay healthy and safe in their own homes
- Enjoy a good quality of life through access to leisure and social activities
- Make a positive contribution to their community through employment, volunteering and involvement on decision making
- Maintain personal dignity and take control of their lives by exercising choice
- Realise a sufficient income to meet their needs and participate in community life
- Have quality of access to services and protection from discrimination and harm

The District Council does not have a statutory duty to provide specific services to the elderly although of course it does do so indirectly through such services as leisure, planning, housing and waste. The challenge for the working group was to try and identify how the District Council fits into the County Council's aims, what it can do to support their vision and to try to establish whether there are any obstacles impeding effective partnership working.

The questions we asked ourselves?

The Centre for Public Scrutiny recommends that there are ten questions to ask if you are scrutinising local preparation for the ageing society. These are listed under the following headings (not all apply to district councils):

- 1) **Strategy and partnerships** – does the council and its partners have a comprehensive strategic framework for older people?
- 2) **Involving older people** – are older people involved in all aspects of the work of council and its partners, including strategic planning, quality monitoring and, where relevant, service delivery?

- 3) **Achieving cost effective services** – are the council and partners working jointly to achieve efficiency savings and cost effective services?
- 4) **Diversity, dignity and equality** – do the council and partners have a comprehensive approach to tackling age discrimination and inequality and promoting positive images of older people?
- 5) **Being prepared for later** – do the council and partners provide joined-up, accessible, comprehensive information to enable people to plan for later life and retirement and to be able to access specialist support if needed?
- 6) **Maintaining active healthy lives** – are the health needs of older people embedded in health promotion and healthy initiatives?
- 7) **Participating in work, training and learning** – do the council and partners provide comprehensive support to enable older people to access education, training and employment?
- 8) **Fostering a good place to grow old** – can the council and partners demonstrate that the needs of older people are taken into account when developing homes and neighbourhoods?
- 9) **A little bit of help** – to what extent will the council and its partners retain a comprehensive range of preventative, low level and enablement support to help older people maintain independence and reduce costly interventions down the line?
- 10) **Personalised health and social care for older people** – do the council's plans for transforming adult social care meet the needs of older people?

How we attempted to seek answers to these questions

1. Needed to establish what the Council currently did to provide services to older people by meeting with officers from service areas
 - a) Head of Planning and Regeneration:
 - The older age group are not specifically targeted regarding specialist support
 - The housing needs survey had identified a number of enquiries about 'extra care' and 'lifetime' units but none had been built yet
 - All policies should go through an Equality Impact Assessment to ensure no discrimination
 - Planning policy requires on sites of more than 10 units that 20% of housing should be built to lifetime home standards
 - Planning are working with developers on the right size housing in order to meet the needs of our population
 - b) Head of Housing and Property Services and Homelessness and Enabling Team Leader:
 - Housing Department has an Older Persons Strategy
 - The Homeless and Enabling Team Leader's role was to work with partners to ensure adequate extra care provision, however, the person

in this post retired and the post was not refilled due to budget constraints

- Should be more links from Council's strategy to voluntary groups
- Council not built any sheltered housing since 1970's
- Housing doing all they can within current financial constraints

c) Leisure Facilities Manager:

- The 55+ age group are the biggest and most loyal membership group
- The Leisure Service has actively marketed and targeted people aged over 60 in an off peak annual membership promotion. Much work was been done during 2013 and the results have been really encouraging. In October 2012 there were 130 over 60's on the off peak annual membership, this October the number has increased to 474.
- The Leisure Service is working more with organisations like Age UK, who come to open days and the Leisure Service send out literature to them to give to their clients and groups.
- Mid Devon District Council has some funds allocated for physical activity from Devon County Council and has just formed a Health Working Group where they are looking at introducing more activities for the public, many of which they hope to be free (walking groups, cycle groups with bikes for them to use).
- They are offering more low intensity classes such as Pilates which appeals to the over 60's age groups.
- Leisure Centre brochures feature more mature people than younger ones
- Leisure Centres provide neutral environments, not age specific, for social gatherings
- Difficult to get help with funding and support from health service
- In an ideal world activities would be free for the over 50's

d) Customer Service Team Leader:

- Do not have a specific older persons strategy although they are their biggest customer group
- Older people's views are sought in all surveys
- The Council has installed hearing loops and appropriate signage
- Signpost elderly to other relevant agencies
- Most complaints are about the website and locating information
- It is important to promote all forms of communication
- More could be done to promote Leisure Services
- Customer Services need to know what other services are doing for the elderly population therefore the exchange of information between services is vital

e) Recycling Officer:

- Currently provide assisted bin collections, this would need to increase as the elderly population grows but this would have an impact on resources and we need to think long term
- Waste collection dates are printed in various formats
- There needs to be sensitive treatment of people with mental health problems

f) Communications Officer:

- Try to ensure content of stories is appropriate and accessible
- There are positive images of older people in literature and on website

2. Meeting with Honorary Alderman Mr Eric Shapland – Chairman Tiverton Senior Citizens Group – July 2012

Main points of discussion:

- Joint activity is important for social interaction, it reduces feelings of isolation
- Older people value face to face contact when a service is changed in some way
- They also value a bit of 'forethought'
- There is confusion over the services provided by the District Council and those provided by the County Council
- Supporting independence was key
- Voluntary organisations are vital

3. Meeting with Age UK, Devon Senior Voice and the National Pensioners Convention – August 2012

National Pensioners Convention (NPC)

Discussed problems in relation to:

- Social Care reform
- County services versus district services
- Rural isolation
- Transport
- Changes in the sheltered housing area
- National insurance fund and finances
- Intellectual and spiritual needs as well as physical

Devon Senior Voice (DSV)

Key concerns:

- There had been no consultation with the District Council regarding Devon County Council's 'Ageing Well' document despite references to leisure
- Confusion regarding the different tiers of local government
- Mid Devon's strategy – how best to approach, suggestion was made that the following aims be addressed:
 - Physical, mental and emotional wellbeing
 - Improved quality of life
 - Making a positive contribution
 - Attaining economic wellbeing
- The folding of the Local Implementation Group following a retirement which had been viewed as a previously effective forum
- Large numbers of volunteers would be lost due to the increase in national retirement age
- Rural isolation

- Ineffective consultation with the public

4. Blackdown Support Group and Supported Housing Manager - December 2012

- Catchment area of 200 square miles
- Supported by circa 100 volunteers, recognised nationally as a good model
- Mid Devon District Council has reduced its grant but it was getting thousands of hours of free voluntary work. If Blackdown Support Group were not there who would do this?
- Volunteers need more support
- List of needs is endless including help with benefit forms, travel, home visits, lunch clubs, foot care services, prescription pick ups
- Carer support is vital

5. Supported Housing Manager – December 2012

- Supported Housing Officers have replaced wardens
- New term is 'targeted support'
- Service linked to the person not the accommodation as some people had been moving in and then declining the service
- Everybody's needs will need to be assessed
- There will be a tariff of services in the future
- Stringent budget cuts

6. Discussion with Commissioning Manager from DCC – July 2013

Key points:

1. Procurement of services is now through the Clinical Commissioning Group's
2. There is no long term strategy for the next 25+ years
3. No one single document, different regions want different things
4. Move to personal budgets and direct payments means County are not able to say how care should be provided
5. Local councillors are at the front end and will have a role in taking conversations forward with the elderly
6. District Council has a role through housing, leisure and planning – County Council not tapping into this as a resource
7. Used to be a closer relationship between County and District, reduction in staff numbers and restructuring has damaged this
8. Preventative community agenda is key as is home based support – District Council can play a key role
9. Developers need to be working with Planning to create better housing environments for the elderly
10. County aspires to have a diverse mix of different types of care homes
11. Reduced budgets are the biggest problem facing adult social care
12. Rural isolation more and more prevalent – should County invest in community based day centres and de-invest in traditional County led day centres?
13. People ought to be able to make choices about assisted support before they need it
14. More liaison needed between the two tiers of local government

15. Workshop had recently been held to discuss public health, the social care system and the community agenda but the districts had not been involved

What did we conclude?

- Devon County Council does not have a 20/30 year long term strategy and whilst there are a lot of policies in place it does not appear that these are being transferred into action.
- Great importance should be placed on the need for comprehensive care packages for the elderly in their own homes as there are limited numbers of good residential care homes especially those that the elderly can afford. It was also felt that the amount of time allocated to the elderly for attendance by a carer should not have an amount deducted for the carers travelling time.
- For Council owned and maintained properties – the District Council needs to be thinking 20 – 30 years ahead, whenever there is a change of occupant adapt property for more elderly residents e.g. put ramps in or whatever it takes to make the property more accessible (where there are no adaptations hospital beds are being blocked).
- Majority of people want to stay in their own homes.
- Mid Devon District Council's Leisure Service are to be congratulated for the good work they are doing in recruiting people over the age of 55 and in actively promoting their health and well being.
- Developers should be forced to ensure everything is done when houses are built e.g. making sure there is enough space in the loft to accommodate a lift.
- Blackdown Hills Support Group – provides an excellent model of community/voluntary support.
- Local Implementation Group should not be reinstated, better to have local groups rather than one overall body.
- Lack of liaison with the District Council by the County Council despite providing essential services used by older people.

What do we recommend?

Main recommendation

Mid Devon District Council to develop a corporate strategy with an action plan covering the next 25-30 years. This will need to be factored into the medium term financial and corporate plan. The strategy needs to identify what the Council is currently doing to support the elderly (e.g. assisted bin collections) but most importantly how services will plan for the future to meet the increase in demand given the rising numbers of people in Mid Devon over 65. The strategy must go for consultation before approval which should also include Towns and Parishes.

Additional recommendations

- a) Assign a specific lead officer who needs to work closely with Devon County Council and provide a lobbying mechanism. Suggest that this is somebody based within the Community Development Team. The Grants and Funding Officer could assist in getting organisations to apply for schemes.
- b) Devon County Council Commissioning Manager spoke about a greater emphasis on local communities taking responsibility. Mid Devon District Council Council should promote the community hub currently running in Newton St Cyres and highlight this as a model for best practice through Parish Matters.
- c) Issue guidance/protocol to the parishes on identifying signs of vulnerability in adults initially through Parish Matters.
- d) Raise the issue at the Devon Districts Forum through the Leader and ask what are the other districts are doing.
- e) Ascertain how many and what voluntary groups are out there and link in with the Devon County Council register.
- f) Consider setting up a garden share scheme and include as part of the strategy.
- g) Consider setting up a register of trusted tradesmen or link in with that already provided by Age UK and proactively promote this.
- h) Consider using the Pannier Market as a community hub and liaise with Involve over its operation.

Ageing Well Working Group
December 2013

Cabinet Member for Environment Report to Scrutiny Committee

Waste and Recycling

Since the last report the waste and recycling service has undertaken significant changes which has delivered improvements in both our recycling rate, now over 53% and an over 10% reduction in the total amount of waste generated. These changes will reduce the impact on our precious environment by reducing waste to landfill, while also delivering large savings in the cost to deliver this essential service. In just over two years its net cost has been reduced by 20%.

During 2016 we moved our Street Scene department to a single new depot in Willand. This new facility allows for all services with the department to work together from one location and provide better facilities for our staff. It gives the service a long term security of upto 15 years and the release of the Station Yard Depot for a capital receipt. The new depot allows for growth of the recycling service and a safer operation.

The Council is committed to joint working with other authorities to deliver good efficient services. This is shown by our working with the Disposal Authority, Devon County Council. The shared saving agreement entered into will deliver over £400,000 of saving to the local tax payer. We are also building a waste transfer station at our new Willand Depot, funded by DCC so that further savings can be delivered. This facility will allow for the diversion of all Mid Devon's residual waste away from landfill to the Energy from Waste Plant in Exeter.

Street cleansing

The new Litter Buster Team has started work to improve the look of the district. The investment in the rapid response team has already been out dealing with fly tipping and littering across Mid Devon and have had a busy start. Litter on our roads is an unsightly and costly problem. Litter also gives a poor impression to visitors as well as being harmful to our wildlife and environment.

However, prevention of this problem is also high on the Councils agenda with more resource being put towards education and enforcement. A review of the District Officers Team has allowed for more efficient working and more time being allocated to litter and dog fouling patrols. This has already seen an increase in the education of the public and where needed fines for people who blight the local environment.

A review of the service in 2016 has concluded with 28 recommendations being approved by the Environment PDG which will be implemented over the next 12 months to improve this service.

Car Parking

To coincide with the introduction of the new 12 sided £1 coin in March we replaced our existing pay and display machines which were due for replacement. Open air machines will be solar-powered, all machines will accept chip & pin and contactless card payments. The

Council will also continue to operate the Ringo system, which means you can pay for parking using a mobile phone. We have also replaced our back office IT system which will allow for the use of virtual permits in the future and online payments ability for permits and parking fines.

When the Premier Inn Development is underway we will use this as an opportunity to give the multi storey car park a refresh. This is the gateway to the town centre and often the first impression.

Grounds Maintenance

Grass cutting of highway verges

Devon County Council's grass cutting schedules have continued to be a concern for residents in certain wards. However, MDDC will continue to provide the opportunity for individual wards to adopt an enhanced highway verge maintenance programme where those wards that are willing to accept the offer.

Our grounds maintenance teams cut grass across the district, including parks and public open spaces, cemeteries for which we are responsible and HRA housing areas, as well as the work carried out on behalf of DCC Highways.

Tree work

The Council has now successfully trained two new arborists in order to recommence in-house tree works within the Council's owned properties. The tree work will commence with small to medium sized trees over the forthcoming year. In future years, as experience is gained, we will look to return all tree works back to an inhouse team.

Play areas

Safety surfacing on all play areas has been inspected and remedial works will be completed to ensure all play areas are maintained to safe standards. This work will be ongoing during the summer period although it is expected that there will be minimal impact on facilities.

Wildflower meadows and environmental areas

Trial areas of wild flower and environmental areas are now in place throughout the district and are being monitored throughout the summer period. These areas will continue to be trialled in other areas that are deemed suitable and this will be discussed with relevant ward members where future proposals are planned.

10-year Management Plans and Design Principles

The Council is seeking to introduce 10 year management plans in order to establish a long term view of our open spaces. It is a chance to look at planting and infrastructure investment over many seasons rather than simply year to year. From the outset

consultation will be a vital step. There is an important role for our Town and Parish Councils and we will welcome their involvement. It is proposed that the design principles to be agreed by members will allow for officers, in consultation, to progress 10 year management plans for open spaces in Mid Devon.

Cllr Karl Busch
Cabinet Member for Environment
August 2017

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MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

August/September 2017

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

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Devon District Council's Joint Safeguarding Policy and MDDC Guidance and Procedures Annually or whenever there is a change in the legislation.	Community Policy Development Group Cabinet	1 Aug 2017 31 Aug 2017	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Land for Affordable Housing To acquire land (in consultation with the Cabinet Member for Housing) for the provision of affordable housing (under the scheme of delegation) at Waddeton Park, Post Hill, Tiverton	Director of Finance, Assets and Resources	Not before 12th Aug 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242		Open
Local Enforcement Policy (post consultation) Report of the Head of Planning and Regeneration	Cabinet Council	31 Aug 2017 25 Oct 2017	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor	Open

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

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
To receive a report to formally agree the joint committee.	Council	25 Oct 2017	01884 234201	(Councillor Clive Eginton)	
Bid Submissions to Housing Infrastructure Fund To consider a report from the Group Manager for Growth, Economy & Delivery regarding a bid to the Housing Infrastructure Fund.	Cabinet	31 Aug 2017	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Update to the Corporate Plan To receive a report of the Internal Audit Team Leader highlighting updated tasks within the Corporate Plan	Cabinet Council	31 Aug 2017 25 Oct 2017	Catherine Yandle, Internal Audit Team Leader Tel: 01884 234975	Leader of the Council (Councillor Clive Eginton)	Open
10 Year Management Plan for Open Spaces The Open Spaces Manager will put forward provisional plans for a framework of development for open	Environment Policy Development Group Cabinet	5 Sep 2017 28 Sep 2017	Joe Scully, Operations Manager Tel: 01884 234339	Cabinet Member for the Environment (Councillor Karl Busch)	Open

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

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

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Gas Safety Policy To consider a report regarding the revised Gas Safety Policy.	Homes Policy Development Group Cabinet	12 Sep 2017 28 Sep 2017	Mark Baglow, Building Services Manager Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Corporate Debt Recovery Policy To receive a revised Corporate Debt Recovery Policy which is clear and transparent and ensures any recovery action is timely and proportionate.	Audit Committee Cabinet	19 Sep 2017 28 Sep 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Air Quality To consider the formation of a new policy.	Community Policy Development Group Cabinet Council	26 Sep 2017 26 Oct 2017 13 Dec 2017	Simon Newcombe, Public Health and Professional Services Manager Tel: 01884 234615	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Town and Parish Charter To undertake a four yearly review the Town and Parish	Community Policy Development Group	26 Sep 2017	Jill May, Director of Corporate Affairs and Business Transformation Tel:	Cabinet Member for Community Well Being (Councillor Colin	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Charter	Cabinet	26 Oct 2017	01884 234381	Slade)	
Gypsies and Travellers Policy To receive a report regarding a policy for Gypsy and Travellers.	Community Policy Development Group Cabinet Council	26 Sep 2017 26 Oct 2017 13 Dec 2017	Simon Newcombe, Public Health and Professional Services Manager Tel: 01884 234615	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Community Engagement Strategy 2016-17 Report updating Members on progress made with the Community Engagement Action Plan (2015-16) and to review the strategy and focus for 2016-17.	Community Policy Development Group Cabinet	26 Sep 2017 26 Oct 2017	Liz Reeves, Head of Customer Services Tel: 01884 234371	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Strategic Land Issues To receive a report of the Director of Finance, Assets and Resources advising on responses to the Town	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt <i>Financial and business issues</i>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Centre Masterplanning.					
Strategic Leisure Partner for Fitness Equipment To consider the outcome of the tender process	Cabinet	28 Sep 2017	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Tiverton Town Centre Masterplan Report of the Head of Planning and Regeneration outlining the draft masterplan for consultation following deferral from the meeting on 11 May to allow for further consideration to take place.	Cabinet	28 Sep 2017	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
ICT Strategy Report of the Head of Customer Services regarding a review of the ICT Strategy	Cabinet	28 Sep 2017	Liz Reeves, Head of Customer Services Tel: 01884 234371	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Discretionary Business Rates Relief Scheme	Cabinet	28 Sep 2017	Andrew Jarrett, Director of Finance, Assets and	Cabinet Member for Finance (Councillor Peter	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
To receive a report seeking agreement on the context of the scheme.			Resources Tel: 01884 234242	Hare-Scott)	
Half Yearly Investment Performance and Review of Treasury Management Strategy Report regarding treasury performance during the first 6 months of the 2017/18 financial year.	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Corporate Debt Recovery Policy To consider a revised policy.	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Medium Term Financial Plan Report producing an updated Medium Term Financial Plan taking into account the Council's key strategies.	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Draft 18/19 General Fund and Capital Programme Report considering options available in order for the Council to set a balanced budget for 2018/19	Cabinet	26 Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Asbestos Surveying - Licensed and Unlicensed Removal 2017-2021 To consider the outcome of the tender process	Cabinet	26 Oct 2017	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Cemetery Works To receive a report detailing proposed works for the cemeteries in Tiverton and Crediton regarding concrete bases as foundations for headstones.	Environment Policy Development Group Cabinet	7 Nov 2017 23 Nov 2017	Joe Scully, Operations Manager Tel: 01884 234339	Cabinet Member for the Environment (Councillor Karl Busch)	Open
Review of Bereavement Services To receive a report regarding a review of Bereavement Services, to include National	Environment Policy Development Group Cabinet	7 Nov 2017 23 Nov 2017	Joe Scully, Operations Manager Tel: 01884 234339	Cabinet Member for the Environment (Councillor Karl Busch)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Assisted Burials					
Tenancy Policy To consider a report regarding the revised Policy.	Homes Policy Development Group Cabinet	14 Nov 2017 23 Nov 2017	Claire Fry, Housing Services Manager Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Tenancy Strategy To consider a report regarding the revised strategy.	Homes Policy Development Group Cabinet	14 Nov 2017 23 Nov 2017	Claire Fry, Housing Services Manager Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Tax Base Calculation Report detailing the statutory calculations necessary to determine the Tax Base for the Council Tax	Cabinet Council	23 Nov 2017 13 Dec 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Council Tax Reduction Scheme Report regarding a scheme for 2018	Cabinet Council	23 Nov 2017 13 Dec 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Greater Exeter Strategic Plan To consider a report of the Head of Planning, Economy and Regeneration regarding a draft strategic plan.	Cabinet Council	23 Nov 2017 13 Dec 2017	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Corporate Anti Social Behaviour Policy 4 yearly review	Community Policy Development Group Cabinet	28 Nov 2017 4 Jan 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Community Safety Partnership Plan 2 yearly review	Community Policy Development Group Cabinet	28 Nov 2017 4 Jan 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Town Centre Masterplan following public consultation To consider that masterplan.	Cabinet	4 Jan 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
				Chesterton)	
Vehicle Maintenance Contract To consider the maintenance contract.	Environment Policy Development Group Cabinet	9 Jan 2018 1 Feb 2018	Stuart Noyce, Waste and Transport Manager	Cabinet Member for the Environment (Councillor Karl Busch)	Open
Economic Strategy To consider a new policy.	Economy Policy Development Group Cabinet Council	11 Jan 2018 1 Feb 2018 21 Feb 2018	Adrian Welsh, Group Manager Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Budget Report outlining options available in order for the Council to move towards a balanced budget for 2018/19	Cabinet Council	1 Feb 2018 21 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Capital Programme Report seeking Council approval for the 2018/19	Cabinet Council	1 Feb 2018 21 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel:	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open

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Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Capital Programme			01884 234242		
National Non - Domestic Rates Report providing an update on the income generation and financial implications of the number of business rates properties in Mid Devon and requesting that the NNDR1 be approved.	Cabinet	1 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Policy Framework Report outlining the Policy Framework for the year	Cabinet Council	1 Feb 2018 21 Feb 2018	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Clive Eginton)	Open
Establishment Report outlining the overall structure of the Council	Cabinet Council	1 Feb 2018 21 Feb 2018	Jane Cottrell, Group Human Resources Manager Tel: 01884 234919	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Bereavement Services Fees and Charges A review of fees and charges	Environment Policy Development Group Cabinet	9 Jan 2018 1 Feb 2018	Joe Scully, Operations Manager Tel: 01884 234339	Cabinet Member for the Environment (Councillor Karl Busch)	Open

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