

Public Document Pack

Mid Devon District Council

Scrutiny Committee

Monday, 11 September 2017 at 2.15 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Monday, 9 October 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 - 14)*

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 **CABINET MEMBER FOR HOUSING** *(Pages 15 - 20)*

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

8 **CROSSPARKS**

To receive a verbal update, this will include:

- (i) Feedback on monitoring/liaison with other agencies
- (ii) On-going monitoring
- (iii) Next steps; and
- (iv) Summary.

9 **CAR PARKING UPDATE ON INCOME & VENDS** *(Pages 21 - 28)*

To receive and note a report from the Director of Finance, Assets and Resources presenting the car parking outturn position for 2016/17 and an update on the first 3 months of 2017/18.

10 **FORWARD PLAN** *(Pages 29 - 42)*

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

11 **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:

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

Performance and Risk

Stephen Walford
Chief Executive
Friday, 1 September 2017

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

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

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

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

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **SCRUTINY COMMITTEE** held on 14 August 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, T G Hughes,
Mrs B M Hull, Mrs J Roach, T W Snow and
N A Way

Also Present

Councillor(s)

K Busch and C J Eginton

Also Present

Officer(s):

Stephen Walford (Chief Executive), Jill May (Director of Corporate Affairs and Business Transformation), Stuart Noyce (Waste and Transport Manager), Kathryn Tebbey (Legal Services Manager and Monitoring Officer) and Julia Stuckey (Member Services Officer)

37 **MINUTES OF THE PREVIOUS MEETING**

Following discussion it was agreed that the sentence 'issues were raised in connection with the proposed closures for Cullompton and Crediton and letters from Devon County Council Library Service and Cullompton Town Council were reported to the meeting' be added to Minute 32, the minutes of the last meeting were approved as a correct record and **SIGNED** by the Chairman.

38 **APOLOGIES AND SUBSTITUTE MEMBERS**

There were no apologies.

39 **PUBLIC QUESTION TIME**

There were no questions from the member of the public present.

40 **MEMBER FORUM**

There were no issues raised under this item.

41 **DECISIONS OF THE CABINET**

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

42 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed the Committee that he had received a response from Mel Stride MP in response to a letter sent on behalf of the Committee regarding the five

year land supply. The response did not address the issues raised so the Chairman would write again.

The Chairman also outlined the contents of a letter that had been prepared to be sent to Neil Parish MP regarding anaerobic digestion.

43 **CHIEF INSPECTOR, DEVON AND CORNWALL POLICE**

The Chairman welcomed Chief Inspector Sarah Johns and Sector Inspector Jane Alford-Mole to the meeting.

The following questions were put to the Inspectors;

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

Inspector Mole explained that there was a National Counter Terrorism Network. All regions had specialist officers so when there was an incident they would be drawn on first. This could result in an impact on local policing depending on the skills required and local reassurance work needed. However local impact would be small as the specialist officers would be used.

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

The Inspector reminded Members that a lot of funding had been taken out of Policing in recent years which had caused forces across the country to look at what they did and how it was delivered. Devon and Cornwall was clear in its mission to safeguard vulnerable people, to deal with crimes that caused the most harm to people and they were, as a force, now recognising crime that would have been unnoticed in the past, such as child sex abuse and exploitation. These crimes had all been happening previously but were not being reported or dealt with. Dealing with these crimes, which caused the most harm, did mean that some other crime might not be investigated. However, the Inspectors stressed the importance of crime reporting in order that trends could be identified. New shift patterns were being introduced, having looked at demand data over the previous 4 years, to ensure that officers were working at the times that crime was most likely to be reported. Overnight shifts would look at intelligence over the previous 2 weeks to help identify crime trends. A lot of recruitment had taken place within Devon and Cornwall and there was an uplift of 120 officers. There was also good use of Special Officers in the force and in the previous year they had contributed 19500 hours. Continued training for Special officers was encouraged.

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?

The Section Inspector responded that intelligence was about smarter working and that the Police Community Support Officers and Neighbourhood Teams still worked in their local areas, building relationships with the public.

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 Road 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?

The Section Inspector informed the Committee that incidents such as those mentioned in the question needed to be logged. They had checked records and had been unable to find any reports regarding this matter. Recent major accidents in Devon which had resulted in death on the roads would take priority on officer time so it was imperative that the public made note of incidents, with registration numbers, and reported this.

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 for 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.

Sector Inspector Alford Mole agreed that it was disappointing that an officer had failed to attend and that apologies had not been sent. She asked for further information in order that she could look into this matter. She informed the Committee that the police took these offences very seriously with robust policing and there was a specialist unit in Exeter in place to deal with these matters on a daily basis.

What is the policy on domestic abuse and how information is shared with other local agencies, when there are young children in the family?

The Inspector explained that when officers attended a domestic incident there were certain forms that had to be filled in which collected information regarding the family such as children, schools and GP. Officers would use this form to make recommendations and ensure that all organisations that need to be informed were. Significant matters would be dealt with at the time and as a last resort officers would get a Police Protection Order to take children from the address there and then. Regular multi agency meetings were held and a new initiative was in the pipe line which would result in police making contact with the school of any child involved, or at home, during a domestic incident.

A local controversy had developed as a result of an ex police officer claiming that a potential proposal to remove fencing in need of significant maintenance around children's play areas as an economy measure would be an invitation to paedophiles

and represent a danger to children. There was also new Government guidance on play to encourage more outdoor and adventurous activity by children. Any such proposals would only be taken following local consultation, but have the Police any concerns in this respect?

Chief Inspector Sarah Johns was in receipt of an email from the Designing Out Crime Officer regarding this matter. She explained that his response had stated that where there was an obvious need for fencing such as a road or river nearby, each play area should be considered on its own merits. The view of officers was that it was a good idea to fence areas for protection from dogs when possible but that no evidence had been found to suggest that fencing would make any difference regarding sex offenders. Offenders were managed in a specialist way and there were powers in place to control them. The Chief Inspector offered to circulate the email following the meeting.

How do forces operate across the border?

The Chief Inspector informed Members that they worked closely with neighbouring forces and there was constant interaction. If necessary officers could go over the border to apprehend. ANPR (automatic number plate recognition) cameras allowed the force to know when a flagged car had entered the area and specialist teams could be tasked to deal with specific crime types.

Why don't the police promote trackers from the NFU on farm equipment?

The Inspector was not aware of this scheme but informed Members that organisations such as Farm Watch were promoted by the force and a national register was kept for stolen farm equipment. Officers concentrated on crimes that caused most harm and this might result in less support for rural areas. The Inspector stressed the importance of reporting crime.

Was domestic abuse investigated at the detriment of other crime, such as burglary and why was the Police Station not open to the public?

The Chief Inspector responded that domestic abuse was at the top of what they dealt with. It blighted lives and had been suffered behind closed doors for years. It had a devastating effect on children and there was evidence that brain development was affected. As an organisation Devon and Cornwall Police were giving total support to this crime and more officers were dealing with it than previously with expertise from a dedicated team. There had been a huge increase in historical reports.

With regard to officers on the street, as previously explained, officers were deployed to meet demand. Some areas had seen a reduction in officers but Mid Devon remained fully resourced.

The Chief Inspector explained that it was not cost effective to man a front office at the Police Station, when it had often only dealt with a couple of callers per day. Other means of contact such as telephone and online had been improved and these were the preferred means of contact for a lot of people.

The Inspector added that though the service was not perfect, and they would not through choice have made any reductions, they were reviewing methods of working

all the time and changes such as the alliance with Dorset were saving money as well as providing positive results, allowing them to do more with less.

With regard to Tiverton specifically the Sector Inspector confirmed that the number of officers had not reduced and that the area could also call on support from the dog team, armed response and traffic officers. They could not however provide a presence on every street corner at all times.

Did the reduction in mental health provision have an impact?

The Inspector confirmed that it did.

The Chief Inspector thanked Members for the invitation to attend Scrutiny and offered to come back at any time.

The Chairman thanked the Chief Inspector and Sector Inspector for their attendance.

44 PEER REVIEW

The Committee had before it and **NOTED** a report * from the Chief Executive regarding the Peer Review. During the 6-9th March 2017, the authority had received a delegation of external officers and members to conduct a 'peer challenge review'. The process generated a review report which contained a number of specific recommendations for the council to consider. The report which Members had before them provided an update on that process and outlined how this process would be contributing to the council's improvement programme moving forward.

The Chief Executive outlined the contents of the report, explaining steps that had already been taken, for example an organisational design framework, organisational values, managerial competencies, Medium Term Financial Planning and Efficiency Statement, a refreshed council constitution, a revised staff survey and new approaches to member engagement and development. There were a number of areas in progress such as a performance framework refresh, a business transformation programme, a staff charter, comprehensive benefit-tracking and realisation, strategic options appraisal and business case development for discrete service change. The Chief Executive informed Members that a report detailing his plans to fully align performance indicators to the Corporate Plan would be submitted to the Cabinet shortly.

A restructure to appoint three Directors had been put in place and the next stage, the Group Manager structure, would be confirmed in the near future. When appointed these Group Managers would be tasked to look at options for service delivery.

The Chief Executive outlined some recommendations from the review:

Produce an economic development plan that conformed with Exeter and the Heart of Devon strategy for economic growth and prosperity but provided greater detail on what this would look like for Mid Devon, the benefits that would be delivered, and how this would be achieved

This had been discussed at the Economy PDG to set out what was best for Mid Devon and officers were now pushing forward with this piece of work.

Ensure that major projects were supported by a robust business case agreed by the council

The Chief Executive explained that the authority was moving in this direction, particularly in relation to capital investment.

Agree a strategy for influencing partners to win more external funding to support investment in major schemes in Mid Devon.

The Chief Executive explained that there had been some success in the last year or so and gave examples such as funding for the link road scheme and resurfacing as part of National Productivity Funding. In addition the council has secured capacity funding to continue unlocking growth, as well as smaller sums from the LGA as part of their Productivity Expert funding.

Review internal and external communications, along with community engagement, and take advantage of IT and social media efficiencies that could support these

This was a resourcing issue and the Chief Executive explained that he was looking to introduce a new officer role regarding community engagement but there would be a cost implication attached to this.

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.

The Chief Executive informed Members that he had regular meetings with Planning officers, developers and the Cabinet Member at which he stressed the importance of actually building houses rather than just obtaining consent.

The Chief Executive went on to outline progress regarding Business Transformation for which an initial programme plan outlining what it might look like had been drafted and would be finalised and launched to staff in October.

Discussion took place regarding:

- Member engagement and the appropriate route for service delivery change which would be through the PDG's;
- A Policy Officer that had been appointed on an interim basis to work full time with the Scrutiny Committee (1 September until the end of December), with a view to exploring options for delivery after that. The Chief Executive was also looking into options to share a resource with neighbouring authorities;
- Concerns that the Scrutiny Committee was not working effectively and a lack of involvement for back benchers, including a lack of 'away days';
- Links to the Corporate Plan which would be reported to the Cabinet at the end of August;

- The need for a balanced budget and whether funding would be drawn from financial reserves or the New Homes Bonus for this;
- The need for Member steer and engagement in developing policy.

Note: Report * circulated and attached to Minutes.

45 **AGENCY WORKERS**

The Committee had before it and **NOTED** a report * from the Waste and Transport Manager regarding the use of agency staff in operational services. This information had been requested by the Committee at its last meeting.

The officer explained that all agency workers received full health and safety training prior to starting work and that this requirement was set out in the contract with the agency. The bill for agency staff totalled 7% of the annual staffing bill for the financial year and the use of agency staff was cheaper than appointing permanent staff. The agency staff were used to cover short term issues such as sickness and annual leave and also to allow for fluctuation in service requirements on different days of the week. This ensured that all permanent staff were fully occupied at all times. Vacancies were not left open for very long and recruitment tended to take place 3 or 4 times a year.

Discussion took place regarding:

- An information request for an hourly rate for permanent staff and an hourly rate for agency staff;
- A new contract for agency staff which would be submitted to Cabinet shortly;
- The number of staff in the Waste service and the amount of leave per employee;

Members thanked the Waste and Transport Manager for the savings that he had made.

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

46 **AGEING WELL**

The Committee had before it and **NOTED** a report * that had been produced by the Aging Well Working Group in December 2013. The Chairman had asked that it be revisited in order that the Committee could decide whether or not it should be taken forward.

The Director for Corporate Affairs and Business Transformation explained that a lot of work had been undertaken previously but there were resource issues involved in progressing the recommendations. She suggested that this might be an area that the new Policy Officer could look into.

Discussion took place regarding:

- Statistics and the increasing number of elderly people in the District;
- Duplicate work with Devon County Council and other District Councils and whether joint working might be appropriate;
- A lack of Gypsy and Traveller provision in the District;
- A lack of suitable housing for the elderly within new build developments and difficulties in ensuring that this happened;
- Plans by the Chief Executive to liaise with Members of the Planning Committee to explore effective ways to engage and to help them support appropriate development, which might include Lifetime Homes Standards.
- A changing social environment in the way that families care for each other;
- Positive action that had taken place in Hemyock;

It was **AGREED** that any future work regarding ageing well be delayed until after the Corporate Plan review and that in the meantime officers explore opportunities to work closely with Devon County Council and liaise with Exeter University and Dr Dixon of Cullompton to establish what is already taking place.

Note: - i) Report * previously circulated and attached to Minutes.
ii) Cllr N A Way declared a personal interest as he was a Devon County Councillor.

47 **CABINET MEMBER FOR THE ENVIRONMENT**

The Committee had before it a report * from the Cabinet Member for the Environment providing an update on areas covered by his remit.

Discussion took place regarding:

- The Litter Busting team and the good work being undertaken by them;
- Grass cutting and a number of complaints and problems created by a lack of understanding regarding which areas of land should be cut by the Authority and which areas were parish or county land. There was an acknowledgement that the service was not perfect but open spaces was a topic being looked at by the Environment PDG and it was hoped that over-winter a service level could be set, for which resources could be put in place in time for the next growing season. However, Members needed to be aware that funding had been cut so the service would never be what it had been in the past.
- The Cabinet Member **AGREED** to visit Lapford with a Parish Councillor to review the situation there;
- Liaison with Town and Parish Councils and how they may request grass cutting services from the authority in the future;

- The restructure at Director level meant that services were now all under one Director, allowing for more 'joined up' working;
- Roundabouts directly off the A361 were outside of the 40mph speed limit which meant the workforce were unable to work on them without a road or lane closure being put in place. This had been highlighted by the Health and Safety Officer and solutions were currently being investigated;
- The importance of 'one stop shop' when the public called to report incidents as they could not be expected to know which council was responsible for areas of land;
- Compliments were given regarding the wild flower displays in the District.

The Chairman thanked the Cabinet Member for his report.

(Note: - Report previously circulated and attached to Minutes)

48 **RIPA SIX MONTHLY UPDATE**

The Legal Service Manager and Monitoring Officer had 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 had recently been given in relation to CCTV in communal parts of residential council premises and the need to ensure that any new installations were not covert, otherwise RIPA would apply.

The officer reiterated that RIPA powers should only be used sparingly, in appropriate circumstances.

49 **FORWARD PLAN**

The Committee **NOTED** the Forward Plan.

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

Cabinet Member for Housing
Performance and Risk
Car Parking 6 Monthly Update
Cross Parks update
Devon County Council closed homes and what was going to happen to them

(The meeting ended at 5.00 pm)

CHAIRMAN

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Position Statement from the Cabinet Member for Housing for Scrutiny on 11 September 2017

September 2017

1. Repairs performance

		Target	Actual	Units 16/17
a)	Routine repairs completed on time	100%	99.8%	3,968
b)	Urgent repairs completed on time	100%	99.9%	1,291
c)	Emergency repairs completed on time	100%	99.9%	915
			TOTAL	6,174

Responsive Repair ratio

		Government target	MDDC actual
a)	Emergency	Less than 10%	10.5%
b)	Urgent	Less than 20%	14.8%
c)	Routine	Less than 7%	74.8%

As previously stated, it is unlikely that actual percentages achieved is ever likely to meet government targets due to the high proportion of old stock.

From a high level of demand for repairs, which in 2008 exceeded some 14,000 call outs, this, as seen above, has reduced to approximately 6,200 calls. This reduction is primarily due to two factors:

- a) Significant investment by both HCA and this Council; and
- b) Revised working practices

2. Affordable Homes

Completions in 2015/16 34

Completions in 2016/17 31

Additionally £450k has been paid in lieu of onsite provision at Farley Meadow.

Also due to the constraints upon development in Cullompton, earmarked units have yet to be provided.

However, the private sector housing has been very active and has brought back some 33 units during the year.

3. MDDC foreseeable developments (social housing)

a)	Birchen Lane	4 units	2017/18
b)	Palmerston Park	26 units	2017/18
c)	Wadderton Park	70 units	Discuss
d)	Stoodleigh	4 units	Subject to housing needs survey
e)	Burlescombe	6 units	2018/19
f)	Beech Road	3 units	2018/19
Estimated cost excluding c) above = £3.350 million			

Additionally, a review of garage needs and viability is currently underway with the intent to identify development opportunities for both housing and rationalise garage sizes.

Revised Corporate Plan will identify numbers of affordable homes needed, a programme will identify locations, etc.

In light of the HRA financial cap, this programme may have to be phased across financial years to manage delivery within permitted borrowing limits.

4. HCA funding received

a)	For decent homes standard	£1.4 M
b)	St Andrew Street	£0.28 M
c)	Palmerston Park	£1.17 M (possible risk)
d)	Birchen Lane	£0.8 M (possible risk)

Currently further negotiations with the HCA to seek assistance with funding the unexpected ground credentials revealed in the existing Palmerston Park Road.

5. Finance (generally) 2016/17

a)	Wessex Bank (MDDC)	£0.103 M
b)	Wessex Bank (DCC)	£0.100 M
c)	Empty homes	£0.100 M
d)	Reserve for 30 year stock management (nb £110M needed for this programme)	£10.9 M
e)	HRA reserves	£2.00 M
f)	HRA spent on maintenance	£2.80 M
g)	Renewable energy available funds	£0.45 M

NB discuss Wessex

6. DARS (deposits and rental advance)

a) Loans given to those that need assistance with deposits for accommodation:

	Spend	Budget
Year 2015/16	£42,000	£68,000
Year 2016/17	£43,000	£45,000

NB £127k written off, with £0.182K on loan.

Also note that currently 7 persons are recognised as rough sleepers.

b) Money spent on temporary accommodation:

	Spend	Budget
Year 2014/15	£46,300	£68,000
Year 2015/16	£37,926	£68,000
Year 2016/17	£43,000	£58,000

4 years ago the service spent approximately £250k on temporary accommodation.

7. Voids

	Target	Actual
Year 2015/16	17 days	16 days
Year 2016/17	16 days	16 days

NB Significant costs incurred for these reports with major units costing some £400k p.a.

8. Rent arrears

In year 2016/17 recovery of current tenants exceeded 100%

	Arrears
Year 2013/14	£100,661
Year 2014/15	£77,000
Year 2015/16	£85,310
Year 2016/17	£77,305

These arrears are now top of the top quartile for performance nationally.

9. Right to Buy

	Applicants	Granted	Sales
Year 2015/16	53	50	19
Year 2016/17			28

10. Housing list

Currently standing at approximately 1,738 applicants, of which 844 fall into Band E.

11. Management of tenancies

Eviction notices issued:

2014/15	7
2015/16	9

Court Orders for rent arrear payments:

2014/15	40
2015/16	24

NB 144 court actions taken in 2016/17 for various topics.

12. Risks to consider

- a) Effect of progressive 1% annual rent reviews
- b) Universal Credit – rent arrears
- c) Change in bandings

Ray Stanley – 29 August 2017

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SCRUTINY COMMITTEE 11 SEPTEMBER 2017

CAR PARKING UPDATE ON INCOME & VENDS

Cabinet Member Cllr Karl Busch
Responsible Officer Andrew Jarrett – Director of Finance, Assets & Resources

Reason for Report: To present a car parking outturn position for 2016/17 and an update on the first 3 months of 2017/18.

RECOMMENDATION(S): The Committee note the final position for 2016/17 and the current position on car parking vends and income for 2017/18.

Relationship to the Corporate Plan: The Council must ensure that it maximises the opportunity available from all of its property assets, however, it must also be mindful of the associated economic consequences that can be directly or indirectly related to major changes in any charging policy.

Financial Implications: The current car parking strategy introduced in April 2016 targeted better utilisation of the Councils car parks, introduced a more streamlined tariff system and looked to increase overall income from its 10 Pay & Display car parks by £141k.

Legal Implications: Any changes to car parking pricing must be subject to consultation via a formal Traffic Regulations Order (TRO).

Risk Assessment: Regular financial monitoring information will indicate to Members whether this strategy is achieving its objectives.

1.0 Introduction

- 1.1 To remind Members during 2015/16 the Managing the Environment Policy Development Group set up an officer and member working group to review our current car park charging policy and then make recommendations on a new one to be implemented on the 1/4/16. This review looked at: usage levels, benchmarked charges against neighbouring Councils, considered more free periods, reviewed concessions, considered economic consequence, etc.

2.0 The new charging strategy introduced in 2016/17

- 2.1 After an extensive consultation process, reported at all of our 34 car parks and advertised in the local press and at the Council offices, the main changes made to our new charging policy were:
- The removal of the £1 tariff for 5hrs parking in the 3 long stays
 - But freezing the £2 tariff for all day parking
 - Introducing a 30min free period during the evening and freezing the overnight charge at a £1

- Extending the free period at Westexe and PHouse to 30 mins
 - Introducing a 30 mins free period at William St and Wellbrook St
 - Reducing Sunday and BH charges to £1
- 2.2 It was then estimated that if current (15/16) vends remained at the same level for 2016/17 this new charging policy would generate circa £141k more income, when compared with the 2015/16 budget, from the Council's 10 P&D car parks.
- 2.3 When evaluating the impact of a new charging policy for any product, it is often made harder, as other variables may well have direct/indirect effects/consequences. This is particularly relevant to car parking. Variables such as weather, the economy, fuel prices, provision of alternative parking, availability and range of shops, level of ad hoc concessions granted, road closures, etc. will also affect usage levels and hence income generated.
- 2.4 The Scrutiny Committee was provided information with regard to the first 6 months of 2016/17 relating to both income received and vends purchased. Subsequent to this meeting we have been asked to provide a further update on income and vends and in addition information/data held on footfall and any relevant observations from officers in the Economic Development team. This information is attached as appendices 3 and 4

3.0 Car parking vends and income for 1/4/16 – 31/3/17

- 3.1 Table 1 below shows the total income from our 10 P&D car parks for 2016/17 compared against the income generated in 2015/16. In summary the new pricing strategy resulted in an increased income position of circa £73k.

Table 1 – Income for 2016/17

Month	Income 16/17	Income 15/16	Variance
April	£58,948	£47,349	£11,599
May	£52,273	£48,910	£3,363
June	£56,200	£49,833	£6,367
July	£59,452	£54,616	£4,836
August	£58,514	£51,190	£7,324
September	£56,939	£52,610	£4,329
October	£58,724	£54,509	£4,215
November	£57,595	£50,436	£7,159
December	£60,105	£52,895	£7,210
January	£51,195	£48,508	£2,687
February	£51,184	£47,167	£4,017
March	£58,314	£48,205	£10,109
Total	£679,443	£606,228	£73,215

- 3.2 In addition to the above table, Appendix 1 shows the total income per month per individual car park for 2016/17.
- 3.3 In order to fully evaluate the impact of the new pricing strategy the impact upon the number of vends purchased is also important. Table 2 below shows the total number of vends purchased in 2016/17 compared against the 2015/16 data.

Table 2 – Vends for 2016/17

Month	Vends 16/17	Vends 15/16	Variance
April	48,830	46,042	2,788
May (*)	41,396	46,808	(5,412)
June (*)	39,262	51,411	(12,149)
July	52,983	55,163	(2,180)
August	52,778	50,804	1,974
September	54,166	53,189	977
October	53,786	55,196	(1,410)
November	52,876	52,139	737
December	55,112	55,835	(723)
January	48,951	49,463	(512)
February	48,066	49,869	(1,803)
March	55,241	50,238	5,003
Total	603,447	616,157	(12,710)

Note – in May and June 2016 there were incomplete vend data from the Willian Street P&D machine.

- 3.2 In addition to the above table, Appendix 2 shows the total vends per month per individual car park for 2016/17.

4.0 Car parking vends and income for 1/4/17 – 31/7/17

- 4.1 In order to provide members with an update on the income and vend position for the first 3 months of 2017/18 the following 2 tables are provided.

Table 3 – Income for 1/4/17 – 31/7/17

Month	Income 17/18	Income 16/17	Variance
April	£50,678	£58,948	(£8,270)
May (*)	£56,109	£52,273	£3,836
June (*)	£54,815	£56,200	(£1,385)
July	£59,008	£59,452	(£444)
Total	£220,610	£226,873	(£6,263)

Table 4 – Vends for 1/4/17 – 31/7/17

Month	Vends 17/18	Vends 16/17	Variance
April	48,051	48,830	(779)
May (*)	53,937	41,396	12,541
June (*)	54,086	39,262	14,824
July	54,730	52,983	1,747
Total	210,804	182,471	28,333

Note – an individual breakdown per car park is shown in Appendix 1 & 2.

- 4.2 The above tables for 2017/18 reflect that income is slightly down against the same first 4 months of the financial year at a summary level and it is difficult to make any meaningful commentary around vends levels due to the incomplete data provided from one of the P&D machines.
- 4.3 The Economy PDG will be provided with regular updates on income performance against budget for P&D car parking throughout 2017/18 and will be able to consider changes to the existing pricing strategy as part of the 2018/19 budget setting process.
- 4.4 In early April 2017 the Council introduced new P&D machines in all of its car parks, which now require the customer to enter the last 3 digits of their car registration. It will be interesting to ascertain whether this has any impact on either income or vend numbers during 2017/18.

5.0 Conclusion

- 4.1 The car parking outturn figures for 2016/17 reflect a successful position where income was increased by £73k and the number of vends, notwithstanding the omissions in May and June were maintained broadly at 2015/16 levels. The position for 2017/18 is slightly below 2016/17 levels for income at the current stage.
- 4.2 Officers will continue to provide regular updates on car parking income and vend analysis to members.
- 4.3 Officers and members will review correspondence/feedback on the new charging strategy and consider whether any changes are required to our current strategy for 2018/19 and beyond.

Contact for more information:

Andrew Jarrett, 01884 23(4242),
ajarrett@middevon.gov.uk

Circulation of the Report:

Cllrs Richard Chesterton & Karl Busch,
Leadership Team

Parking Services Income Report

APPENDIX 1

2017-18	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total
	Apr-17				May-17				Jun-17				Jul-17			
Becks Square Tiverton	£6,384.63	£106.25	£70.42	£6,561.30	£7,072.71	£40.00	£202.50	£7,315.21	£6,510.96	£17.50	£247.08	£6,775.54	£7,582.21	£50.83	£246.67	£7,879.71
High Street Crediton	£4,714.46	£433.33	£135.00	£5,282.79	£5,650.58	£408.33	£385.83	£6,444.74	£6,249.04	£388.33	£455.00	£7,092.37	£5,531.58	£268.83	£445.00	£6,245.41
Market Place Tiverton	£15,816.25	£285.25	£288.75	£16,390.25	£16,229.88	£236.25	£797.95	£17,264.08	£15,064.08	£307.50	£822.08	£16,193.66	£17,162.00	£251.25	£817.92	£18,231.17
Market Street Crediton	£2,875.83	£83.75	£47.50	£3,007.08	£2,923.46	£17.08	£206.25	£3,146.79	£3,454.36	£14.17	£191.26	£3,659.79	£3,267.46	£35.00	£179.17	£3,481.63
Multi-Storey Tiverton	£7,662.50	£444.17	£225.83	£8,332.50	£9,162.79	£345.83	£693.33	£10,201.95	£9,374.17	£245.00	£838.33	£10,457.50	£9,945.42	£298.33	£839.16	£11,082.91
Phoenix House Tiverton	£343.79	£6.33	£7.50	£357.62	£473.58	£2.18	£11.67	£487.43	£291.75	£1.83	£16.33	£309.91	£419.92	£4.68	£24.17	£448.77
Station Road Cullompton	£2,854.33	£94.17	£87.50	£3,036.00	£2,685.63	£18.33	£380.00	£3,083.96	£2,852.13	£16.67	£216.67	£3,085.47	£2,772.58	£40.00	£178.33	£2,990.91
Wellbrook Street Tiverton	£1,013.38	£25.00	£43.34	£1,081.72	£1,221.21	£19.17	£48.33	£1,288.71	£1,108.29	£17.50	£70.00	£1,195.79	£1,207.75	£22.50	£73.33	£1,303.58
Westexe South Tiverton	£4,315.33	£51.67	£95.83	£4,462.83	£4,304.08	£40.83	£196.67	£4,541.58	£3,801.88	£37.50	£151.67	£3,991.05	£4,703.58	£64.17	£196.67	£4,964.42
William Street Tiverton	£1,968.88	£109.17	£87.50	£2,165.55	£2,146.29	£28.33	£160.00	£2,334.62	£1,893.29	£32.50	£128.33	£2,054.12	£2,086.38	£65.83	£227.50	£2,379.71
Totals	£47,949.38	£1,639.09	£1,089.17	£50,677.64	£51,870.21	£1,156.33	£3,082.53	£56,109.07	£50,599.95	£1,078.50	£3,136.75	£54,815.20	£54,678.88	£1,101.42	£3,227.92	£59,008.22
P&D Machine Replacemet																

2016-17	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total
	Apr-16				May-16				Jun-16				Jul-16			
Becks Square Tiverton	£ 7,389.17	£ 122.08	£ -	£ 7,511.25	£ 6,454.13	£ 94.58	£ -	£ 6,548.71	£ 7,615.25	£ 99.58	£ -	£ 7,714.83	£ 8,202.67	£ 117.50	£ -	£ 8,320.17
High Street Crediton	£ 5,812.71	£ 228.25	£ -	£ 6,040.96	£ 5,539.87	£ 242.17	£ -	£ 5,782.04	£ 4,921.54	£ 200.00	£ -	£ 5,121.54	£ 6,056.38	£ 224.83	£ -	£ 6,281.21
Market Place Tiverton	£ 18,627.21	£ 407.08	£ -	£ 19,034.29	£ 15,732.79	£ 321.67	£ -	£ 16,054.46	£ 16,993.08	£ 357.92	£ -	£ 17,351.00	£ 19,273.54	£ 355.42	£ -	£ 19,628.96
Market Street Crediton	£ 3,163.37	£ 109.18	£ -	£ 3,272.55	£ 3,206.96	£ 80.42	£ -	£ 3,287.38	£ 3,133.37	£ 104.17	£ -	£ 3,237.54	£ 3,473.50	£ 85.00	£ -	£ 3,558.50
Multi-Storey Tiverton	£ 10,297.38	£ 530.00	£ -	£ 10,827.38	£ 8,858.83	£ 493.33	£ -	£ 9,352.16	£ 11,105.33	£ 545.00	£ -	£ 11,650.33	£ 9,668.17	£ 614.17	£ -	£ 10,282.34
Phoenix House Tiverton	£ 281.37	£ 9.50	£ -	£ 290.87	£ 313.63	£ 2.00	£ -	£ 315.63	£ 363.33	£ 3.83	£ -	£ 367.16	£ 345.50	£ 6.67	£ -	£ 352.17
Station Road Cullompton	£ 3,861.62	£ 108.00	£ -	£ 3,969.62	£ 3,728.46	£ 140.00	£ -	£ 3,868.46	£ 3,213.08	£ 124.17	£ -	£ 3,337.25	£ 3,189.79	£ 109.17	£ -	£ 3,298.96
Wellbrook Street Tiverton	£ 1,197.92	£ 43.33	£ -	£ 1,241.25	£ 1,099.08	£ 47.50	£ -	£ 1,146.58	£ 1,377.08	£ 46.67	£ -	£ 1,423.75	£ 1,147.83	£ 45.00	£ -	£ 1,192.83
Westexe South Tiverton	£ 4,360.29	£ 90.83	£ -	£ 4,451.12	£ 3,729.21	£ 77.17	£ -	£ 3,806.38	£ 3,670.75	£ 54.17	£ -	£ 3,724.92	£ 4,194.67	£ 80.00	£ -	£ 4,274.67
William Street Tiverton	£ 2,184.46	£ 124.17	£ -	£ 2,308.63	£ 2,014.62	£ 106.67	£ -	£ 2,121.29	£ 2,170.42	£ 100.83	£ -	£ 2,271.25	£ 2,180.67	£ 81.67	£ -	£ 2,262.34
Totals	£ 57,175.50	£ 1,772.42	£ -	£ 58,947.92	£ 50,677.58	£ 1,605.51	£ -	£ 52,283.09	£ 54,563.23	£ 1,636.34	£ -	£ 56,199.57	£ 57,732.72	£ 1,719.43	£ -	£ 59,452.15

2015-16	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total
	Apr-15				May-15				Jun-15				Jul-15			
Becks Square Tiverton	£7,155.87	£76.17	£ -	£7,232.04	£7,260.25	£61.75	£ -	£7,322.00	£6,641.46	£59.75	£ -	£6,701.21	£7,294.83	£68.58	£ -	£7,363.41
High Street Crediton	£3,979.79	£232.17	£ -	£4,211.96	£4,501.92	£183.67	£ -	£4,685.59	£4,672.54	£99.67	£ -	£4,772.21	£4,418.71	£145.83	£ -	£4,564.54
Market Place Tiverton	£14,620.35	£216.17	£ -	£14,836.52	£15,938.08	£250.08	£ -	£16,188.16	£15,226.33	£238.33	£ -	£15,464.66	£17,405.38	£241.67	£ -	£17,647.05
Market Street Crediton	£2,553.29	£81.67	£ -	£2,634.96	£3,045.75	£73.58	£ -	£3,119.33	£2,909.67	£102.42	£ -	£3,012.09	£3,226.33	£107.50	£ -	£3,333.83
Multi-Storey Tiverton	£8,648.96	£262.83	£ -	£8,911.79	£7,965.87	£204.67	£ -	£8,170.54	£9,087.67	£288.33	£ -	£9,376.00	£9,470.04	£402.50	£ -	£9,872.54
Phoenix House Tiverton	£292.92	£0.50	£ -	£293.42	£240.96	£0.50	£ -	£241.46	£253.67	£0.00	£ -	£253.67	£244.75	£5.25	£ -	£250.00
Station Road Cullompton	£1,767.17	£79.83	£ -	£1,847.00	£2,507.75	£43.33	£ -	£2,551.08	£2,812.79	£67.67	£ -	£2,880.46	£2,777.33	£78.17	£ -	£2,855.50
Wellbrook Street Tiverton	£1,658.92	£27.42	£ -	£1,686.34	£1,008.75	£13.25	£ -	£1,022.00	£1,097.79	£35.00	£ -	£1,132.79	£1,380.58	£18.92	£ -	£1,399.50
Westexe South Tiverton	£4,105.46	£67.67	£ -	£4,173.13	£3,994.25	£58.75	£ -	£4,053.00	£3,519.33	£63.08	£ -	£3,582.41	£4,143.50	£75.25	£ -	£4,218.75
William Street Tiverton	£1,428.46	£93.67	£ -	£1,522.13	£1,416.17	£140.75	£ -	£1,556.92	£2,528.54	£128.50	£ -	£2,657.04	£2,944.37	£166.58	£ -	£3,110.95
Totals	£46,211.19	£1,138.10	£ -	£47,349.29	£47,879.75	£1,030.33	£ -	£48,910.08	£48,749.79	£1,082.75	£ -	£49,832.54	£53,305.82	£1,310.25	£ -	£54,616.07

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Parking Services Vend Report

APPENDIX 2

2017-18	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total
	Apr-17				May-17				Jun-17				Jul-17			
Becks Square Tiverton	5,403	79	251	5,733	6,028	31	584	6,643	5,822	14	586	6,422	6,247	38	563	6,848
High Street Crediton	3,233	255	180	3,668	3,431	250	500	4,181	3,669	237	501	4,407	3,557	164	519	4,240
Market Place Tiverton	12,960	229	925	14,114	13,787	187	2,197	16,171	13,786	237	2,166	16,189	13,835	197	1,990	16,022
Market Street Crediton	2,232	58	81	2,371	2,125	11	287	2,423	2,334	9	284	2,627	2,322	23	280	2,625
Multi-Storey Tiverton	4,650	258	115	5,023	5,309	206	374	5,889	5,520	147	468	6,135	5,550	173	451	6,174
Phoenix House Tiverton	1,289	5	1,150	2,444	591	2	2,151	2,744	579	3	2,024	2,606	638	4	2,172	2,814
Station Road Cullompton	1,856	61	154	2,071	1,673	12	570	2,255	1,780	11	442	2,233	1,830	28	413	2,271
Wellbrook Street Tiverton	782	12	148	942	657	8	255	920	726	8	279	1,013	645	11	278	934
Westexe South Tiverton	4,238	37	1,739	6,014	3,059	28	3,030	6,117	3,042	26	2,943	6,011	3,102	42	2,986	6,130
William Street Tiverton	3,406	75	2,190	5,671	1,474	19	5,101	6,594	1,461	24	4,958	6,443	1,332	44	5,296	6,672
Totals	40,049	1,069	6,933	48,051	38,134	754	15,049	53,937	38,719	716	14,651	54,086	39,058	724	14,948	54,730

Please note Car Parks that offer free parking vends are shown in the card section

2016-17	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total
	Apr-16				May-16				Jun-16				Jul-16			
Becks Square Tiverton	6,249	85	-	6,334	6,131	76	-	6,207	6,480	72	-	6,552	6,881	86	-	6,967
High Street Crediton	3,728	165	-	3,893	3,294	149	-	3,443	3,405	118	-	3,523	3,661	129	-	3,790
Market Place Tiverton	15,465	278	-	15,743	14,628	237	-	14,865	9,440	291	-	9,731	15,521	279	-	15,800
Market Street Crediton	2,291	71	-	2,362	2,211	52	-	2,263	2,485	70	-	2,555	2,463	55	-	2,518
Multi-Storey Tiverton	5,675	274	-	5,949	2,605	266	-	2,871	3,249	310	-	3,559	6,234	348	-	6,582
Phoenix House Tiverton	2,563	9	-	2,572	2,540	4	-	2,544	2,841	3	-	2,844	2,629	8	-	2,637
Station Road Cullompton	2,449	65	-	2,514	2,295	87	-	2,382	2,269	75	-	2,344	1,962	68	-	2,030
Wellbrook Street Tiverton	943	28	-	971	875	28	-	903	709	25	-	734	976	23	-	999
Westexe South Tiverton	5,911	59	-	5,970	5,796	53	-	5,849	5,434	38	-	5,472	6,241	50	-	6,291
William Street Tiverton	2,436	86	-	2,522	Not working	69	-	69	1,881	67	-	1,948	5,318	51	-	5,369
Totals	47,710	1,120	-	48,830	40,375	1,021	-	41,396	38,193	1,069	-	39,262	51,886	1,097	-	52,983

Error in vend
report

Error in vend
report

2015-16	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total	Coin	Ringo	Card	Total
	Apr-15				May-15				Jun-15				Jul-15			
Becks Square Tiverton	6,994	70	-	7,064	7,021	59	-	7,080	6,650	21	-	6,671	7,060	57	-	7,117
High Street Crediton	4,315	184	-	4,499	4,243	161	-	4,404	4,648	33	-	4,681	4,614	108	-	4,722
Market Place Tiverton	14,316	194	-	14,510	14,974	225	-	15,199	16,157	76	-	16,233	17,074	207	-	17,281
Market Street Crediton	2,240	56	-	2,296	2,306	52	-	2,358	2,322	29	-	2,351	2,545	73	-	2,618
Multi-Storey Tiverton	5,994	165	-	6,159	6,251	142	-	6,393	8,454	77	-	8,531	9,240	255	-	9,495
Phoenix House Tiverton	2,028	1	-	2,029	1,862	1	-	1,863	2,151	3	-	2,154	2,203	8	-	2,211
Station Road Cullompton	1,964	52	-	2,016	2,257	33	-	2,290	2,495	15	-	2,510	2,557	56	-	2,613
Wellbrook Street Tiverton	953	18	-	971	828	9	-	837	898	5	-	903	942	13	-	955
Westexe South Tiverton	4,932	63	-	4,995	4,789	59	-	4,848	4,770	21	-	4,791	5,113	65	-	5,178
William Street Tiverton	1,424	79	-	1,503	1,430	106	-	1,536	2,548	38	-	2,586	2,846	127	-	2,973
Totals	45,160	882	-	46,042	45,961	847	-	46,808	51,093	318	-	51,411	54,194	969	-	55,163

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MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

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)
Compensation Policy A report presenting the biannually updated Compensation Policy designed to be invoked when service standards are not met.	Homes Policy Development Group Cabinet	12 Sep 2017 28 Sep 2017	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Severe Weather Emergency Protocol and Extended Winter Provision Protocol 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	Homes Policy Development Group Cabinet	12 Sep 2017 28 Sep 2017	Michael Parker, Housing Options Manager Tel: 01884 234906	Cabinet Member for Housing (Councillor Ray Stanley)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
protocol needs to be agreed with the other LAs in the County.					
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
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 15th Sep 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242		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	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

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)
proportionate.					
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 Charter	Community Policy Development Group Cabinet	26 Sep 2017 26 Oct 2017	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Colin Slade) Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Gypsies and Travellers Policy To receive a report regarding a policy for Gypsy and Travellers.	Community Policy Development Group Cabinet	26 Sep 2017 26 Oct 2017	Simon Newcombe, Public Health and Professional Services Manager Tel: 01884 234615	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

Page 3

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Council	13 Dec 2017			
Local Enforcement Policy (post consultation) Report of the Head of Planning and Regeneration following the consultation process	Cabinet Council	28 Sep 2017 25 Oct 2017	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Lords Meadow Depot Sale of the Lords Meadow Depot	Cabinet	28 Sep 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt
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	Cabinet	28 Sep 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)
outlining the draft masterplan for consultation following deferral from the meeting on 11 May to allow for further consideration to take place.				Richard Chesterton)	
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 To receive a report seeking agreement on the context of the scheme.	Cabinet	28 Sep 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Insurance Tender To consider delegating authority to the Head of Finance, Assets and Resources in consultation with the Cabinet Member for Finance to decide the outcome of the insurance tender process due to time restrictions.	Cabinet	28 Sep 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)
Temporary Agency Staffing Contract To consider the outcome of the tender process	Cabinet	28 Sep 2017	Jane Cottrell, Group Human Resources Manager Tel: 01884 234919	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Council Offices, Crediton To consider a report of the Director of Finance, Assets and Resources	Cabinet	28 Sep 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>
Heart of the South West - Joint Committee To receive a report to formally agree the joint committee.	Cabinet Council	26 Oct 2017 13 Dec 2017	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Clive Eginton)	Open
Strategic Land Issues To receive a report of the Director of Finance, Assets and Resources advising on responses to the Town Centre Masterplanning.	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)
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
Draft 18/19 General Fund and Capital Programme Report considering options available in order for the Council to set a balanced	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)
budget for 2018/19					
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
10 Year Management Plan for Open Spaces The Open Spaces Manager will put forward provisional plans for a framework of development for open spaces, play areas and cemeteries in the District.	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
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

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)
Review of Bereavement Services To receive a report regarding a review of Bereavement Services, to include National Assisted Burials	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
Market Rights Policy A report proposing the adoption of a new Market Policy.	Economy Policy Development Group Cabinet Council	9 Nov 2017 23 Nov 2017 13 Dec 2017	Alan Ottey, Tiverton Town Centre and Market Manager	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	9 Nov 2017 23 Nov 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	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)
Mid Devon Destination Management Plan & Action Plan (report with recommendation to the Cabinet) 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	9 Nov 2017 23 Nov 2017	John Bodley-Scott, Economic Development Team Leader	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
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	Cabinet Council	23 Nov 2017 13 Dec 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel:	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)
determine the Tax Base for the Council Tax			01884 234242		
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
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	Community Policy Development		Andrew Pritchard, Director of Operations Tel:	Cabinet Member for Community Well Being	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)
2 yearly review	Group Cabinet	28 Nov 2017 4 Jan 2018	01884 234950	(Councillor Colin Slade)	
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 Chesterton)	Open
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
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
Economic Strategy To consider a new policy.	Economy Policy Development Group	11 Jan 2018	Adrian Welsh, Group Manager Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration	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)
	Cabinet Council	1 Feb 2018 21 Feb 2018		(Councillor Richard Chesterton)	
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	30 Jan 2018 1 Feb 2018	Liz Reeves, Head of Customer Services Tel: 01884 234371	Cabinet Member for Community Well Being (Councillor Colin Slade)	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 Capital Programme	Cabinet Council	1 Feb 2018 21 Feb 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open

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)
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