

Public Document Pack

Mid Devon District Council

Scrutiny Committee

**Monday, 9 October 2017 at 2.15 pm
Exe Room, Phoenix House, Tiverton**

**Next ordinary meeting
Monday, 6 November 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 A R Berry
Cllr Mrs C P Daw
Cllr Mrs G Doe
Cllr T G Hughes
Cllr Mrs B M Hull
Cllr Mrs J Roach
Cllr T W Snow
Cllr N A Way

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 **5 YEAR LAND SUPPLY** *(Pages 15 - 26)*

At the request of the Chairman the Head of Planning, Economy and Regeneration will provide an update on the position of the Council over 5 year housing land supply and any implications upon it of the recent deferment of Local Plan Review examination sessions. This report is an update to that provided in May 2016.

8 **PERFORMANCE AND RISK** *(Pages 27 - 56)*

To provide Members with an update on performance against the corporate plan and local service targets for 2017-18 as well as providing an update on the key business risks.

9 **UPDATE FROM WORKING GROUPS**

To receive a verbal update from the AD Working Group, Partnership Working Group, Consultation Working Group and Homelessness Working Group.

10 **FORWARD PLAN** *(Pages 57 - 70)*

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.

Cabinet Member for Finance
Performance and Risk

Stephen Walford
Chief Executive
Friday, 29 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.

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Tel: 01884 234209

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **SCRUTINY COMMITTEE** held on 11 September 2017 at 2.15 pm

Present Councillors

Mrs H Bainbridge, Mrs C P Daw,
T G Hughes, Mrs J Roach, T W Snow,
Mrs B M Hull, Mrs G Doe and F W Letch

Apologies Councillor(s)

F J Rosamond, N A Way and Mrs A R Berry

Also Present Councillor(s)

R L Stanley

Also Present Officer(s):

Andrew Pritchard (Director of Operations), Andrew Jarrett (Director of Finance, Assets and Resources), Kathryn Tebbey (Legal Services Manager and Monitoring Officer), Simon Newcombe (Public Health and Professional Services Manager) and Julia Stuckey (Member Services Officer)

51 **APOLOGIES AND SUBSTITUTE MEMBERS**

Apologies were received from the Chairman Cllr F J Rosamond (Cllr T G Hughes (Vice Chairman) in the Chair), Cllr Mrs A R Berry and Cllr N A Way who was substituted by Cllr F W Letch.

52 **PUBLIC QUESTION TIME**

Referring to item 8 (Crossparks) on the agenda Mrs Rowcliffe said we, the affected residents, had a meeting last week with the officers. The report written by Dr Louise Uffiindell flagged the presence of sulphur dioxide in Mike Hill's house, Palm Springs. Mr Pritchard categorically refused to consider the testing of SO₂ in the long term follow up tests. Perhaps the Scrutiny Committee will be able to ask for justification of this stance. In any case it is the officer's duty to declare a statutory nuisance. Enough is enough, the fumes are excessive. They affect our health and are an unacceptable interference with our existence in our properties around the pit.

Mrs Bickerstaff, also referring to item 8 on the agenda, informed the Committee that the officers said our borehole water failed tests because our ducks are splodging through 47 metres of soil. Surely they cannot be serious. Can the officers be asked for a better solution, pollution maybe? Is slurry leaking into the ground water? The bottom of the pit is not concrete, it was just excavated out of the subsoil. The stream by the pit has similar chemicals to those inside the pits Environment Agency sample. Could the pipe line be leaking? Do phenols, present in all samples, rot the plastic pipes of the pipeline? The Faulkner's water tested at the same time had coliform level greater than 300. But how much greater than? Their own private water test at

the same time revealed 1050. Their analyst could not understand why the level had increased by so much in just 2 years, unless the pollution was from an outside source. Can the Committee ask the officers why the readings are so bad and abnormal? Please declare a statutory nuisance on the pit and digestate.

Mr Leaming, referring to item 8 on the agenda asked are the committee aware that Templeton Parish Council is trying to obtain a definitive position regarding the Crossparks pit? The Parish Council has been repeatedly asked about inconsistencies in pit treatment by the authorities and parishioners feel they don't have the same level of protection as other locations. For example, the enforcement notices for Pulsards and Coleford pits also states 'the Officers quantified the intended storage of digestate in an already dug slurry pit (no planning permission) as a waste operation requiring a Transfer Operators Licence.' Crossparks has not been asked to apply for such a licence. Further, 'Officers consider this is justified in order to protect the amenity and living conditions of nearby residential properties'. Templeton has residential properties closer than either of these enforced sites. There are some inconsistencies. As a Parish Council, we await definitive guidance. As a finale, we now have a planning condition attached to an application of Crossparks to store potentially flammable materials even closer to residential property.

Referring to item 8 on the agenda Mrs Rose said that from the Scrutiny Committees point of view, complaints of nuisance at Crossparks have been ongoing since 2012 regarding noise, odour and flies, so this isn't a recent thing. Environmental Health has had plenty of opportunities but has let us down badly. Back then it was all slurry related issues from his mega dairy of 3000 cows.

Moving on to now and since Scrutiny's involvement Environmental Health do seem to be listening finally and have suggested they look at our medical records. My concern is this will take years to prove anything and as Pete Smith from Public Health told me 4 years ago, proving anything via ill health is very difficult and going for statutory nuisance is the only way to move forward.

I am unable to detect or smell these poisonous gases that we're being exposed to from digestate and have no idea what it's doing to my health but my garden is living proof and it has severely damaged plants. Plants don't lie. This began in January this year and we are nowhere near to resolving it, this problem isn't going away and we will not give up fighting for our rights to be forced to move house because we can no longer live there. We need your help, we need action now. Mrs Rose left some plant samples.

Referring to item 8 on the agenda, Mr Faulkner said that I asked Stephen Walford what is in the pit that is causing our distressing symptoms. After I had repeated the question several times he tetchily replied that I should just have to wait for Environmental Health to complete their investigations into the pit and its contents. This pit contains in the region of a million cubic feet of bubbling chemicals, it takes 39 articulated lorries and their attendant tankers to fill it. That is a large test tube of unknown reagents about which Mr Walford is waiting for an Environmental Health report. Environmental Health did commission official tests between 3 May and 17 May. On the first day 5 slurry kats, large industrial slurry tankers, quickly sucked out the last remaining artics worth of digestate/slurry. The pit was then virtually empty. During the testing fortnight there were no movements; neither in nor out. The fissured tongues of the nearby neighbours started healing. However, the residents still

complained as the fumes were now emanating from the heavily spread fields, as indicated in their logs with details of wind direction. Previously Mr Newcombe had insisted that whilst the testing took place the pit was operating in its normal cycle. We have informed him that this was not the case. Perhaps the Committee will be able to clarify that during the testing two weeks the pit was empty and inactive and therefore not emitting gases at the same rate as normal.

You may also be able to question the officers whether Dr Louise Uffindell and Pete Smith were told of this inactivity and the emptiness of the pit. Their report could and should be rewritten in the light of this knowledge. Even so, SO₂ and Hydrocarbons have been identified as chemicals present causing concerns. The statutory nuisance has yet to be declared. The gases emanating from the pit are spreading all over the countryside, killing the trees and plants, affecting our health and depriving us of our rights of simple enjoyment of our properties. Alors, quelle espece de faisances est ceux ci: c'est vraiment incroyable! I am sure the Committee can persuade the officers to declare a statutory nuisance against the pit and the spreading of digestate.

Mrs Faulkner, also referring to item 8 on the agenda, said that as you know the Environment Agency did a chemical test of the pit. It showed phenols at 23ppm. We also did a test of our bedroom which had a benzene ring compound TVL 5ppm and testing Mr Hill's house and Mr and Mrs Rose's houses which had phenols at different qualities also. Did we all have the same spray of aerosols as was suggested by Mr Newcombe? Was it far more possible that the pit was bubbling out hydrogen sulphide and sulphur dioxide and along with it other organic chemicals like phenols? I did ask a professional chemist and he said that this was possible. There are many other matching volatile organic chemicals on all the lists. There are slight variations of chemicals in the tests as they were not all done at the same time but as you know the digestate comes from many different AD's. Environmental Health are fully aware. They met and discussed it with Public Health England and Dr Virginia Pearson in April. Councillors Stanley and Moore asked to attend but they were refused. Our bedroom showed we had 1500ppm of phenoxyacetic acid in it, they said it was just a food preservative. But phenoxyacetic is linked to Agent Orange a broad leaf weed killer, hence our plants are dying and many showing discoloration. Environmental Health are negligent in not performing their duty and declaring a statutory nuisance. They have had evidence, they have ignored it.

The Chairman indicated that questions raised would be given due consideration from the Committee and thanked the public for their contribution.

53 **MEMBER FORUM**

Discussion took place regarding a verbal update on the agenda and the reasons for the update being verbal on this occasion rather than written, which was the preference of the Committee. These concerns were noted.

54 **MINUTES OF THE PREVIOUS MEETING**

Subject to an amendment to Minute 45 under discussion took place regarding, bullet point 1 to read "an information request for the hourly cost to the Council for agency staff and permanent staff" the Minutes were approved as a true record and signed by the Chairman.

55 DECISIONS OF THE CABINET

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

56 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements to make.

57 CROSSPARKS

The Public Health and Professional Services Manager explained that the update provided was verbal rather than written due to the timing of the meeting. Officers had met with local residents and Ward Members during the previous week and did not consider it appropriate to make the information that they were giving them public ahead of that meeting. Any documents issued with the agenda would have been made public in advance of that meeting date. The intention of the update was to give feedback on the investigation as a whole, liaison with other agencies and conclusions from monitoring and other assessment work.

The Officer informed the Committee that the Environmental Health team had undertaken an exceptional, detailed and systematic investigation and had worked very hard to get to the bottom of issues being raised by residents.

The officer reminded Members that under the provisions of statutory nuisance this had been a two-pronged approach, looking at nuisance to residents (principally from odour, activities at the pit and land surrounding) and prejudicial health.

The Service had continued regular liaison with the Environment Agency (EA) regarding air quality monitoring and toxicological assessment with Public Health England (PHE).

The EA, who permitted Anaerobic digestion (AD) plants had been asked if they had received complaints regarding similar activities elsewhere but they were only able to identify one other operation which concerned digestate spreading activities in Somerset. However the activities at that location did not involve a storage facility in the same manner as Crossparks and the AD plants were processing waste products. The local authority (Sedgemoor DC) had investigated issues in relation to odour nuisance only related to spreading activity with no complaint regarding symptoms of ill-health.

The Officer provided an update on monitoring and investigations that had been undertaken since the last briefing to Scrutiny in June 2017.

Odour nuisance

- Odour nuisance, previously reported 45 odour assessments – 96 had been carried out since February 2017, all of which had been unannounced;
- Assessments had been undertaken by 7 different officers, using national standard EA and Defra methodology ;

- A number of additional visits for other reasons where odour was assessed but not to formal method.

It had not been possible to establish statutory odour nuisance in connection with the pit, however statutory odour nuisance had been established due to spreading in a specific fields around Palm Springs. In April a notice had been served. However, this was not due to how the spreading was being carried out but rather the frequency/persistency in connection with weekends and bank holidays.

Prejudicial to health

The Service had ruled out a number of possible sources and pathways which left the focus on potential contamination to ground water and exposure via boreholes/wells. Testing focussed on the two known supplies closest to the pit (Palm Springs and Mount Pleasant Farm) and airborne pollution

- The water tested was untreated from source and results showed no unexpected results of concern. This included both samples of the untreated private water supplies (not currently being consumed by occupants) and the mains drinking water.

Air Quality:

- Air quality monitoring and clinical/toxicological assessment of results by PHE;
- A comprehensive monitoring programme completed independently by Somerset Scientific Services who had been reviewed and pre-approved by PHE, during a range of pit activity providing a full suite of potential inorganic and organic/volatile compounds of concern;
- Testing was undertaken adjacent to pit, between the pit and Palm Springs and inside Palm Springs and outside control over 1mile from pit;
- Testing looked for hundreds of different compounds and -
 - a) Identified traces of around 50 compounds
 - b) Many were exclusively found indoors and not found outside – ruling out the pit as a source
 - c) The assessment by PHE did not identify anything of toxicological concern
 - d) Marginal identification of SO₂, potentially from an indoor combustion source
 - e) Typical identification of ammonia across all samples including at the control site. There were a number of agricultural sources including slurry, livestock, crops and fertilisers, domestic pet especially dogs. Highest results were indoors but still only at the lower end of possible odour detection and not at concentrations of clinical concern;
- Also carried gas monitoring immediately over pit during a wide range of activities in and around the pit – 76 tests in total were completed or range of gases including Hydrogen sulphide (H₂S). No elevated concentrations found at all and oxygen levels were normal in all results;

- No clinical and/or toxicological information of concern had been found

The conclusion was that all environmental parameters and air quality around the pit entirety were considered normal for a rural area and nothing of concern.

On-going monitoring

The Public Health Manager assured the Committee that despite not identifying anything of concern he was committed to some on-going assurance monitoring adjacent to the pit for at least the next 12-months.

Testing would be undertaken regarding:

- Ammonia – monthly averages
- Nitrogen dioxide (NO₂) – monthly averages. This is a general, sometimes surrogate, indicator of pollution from a range of sources. It is also directly linked to transport emissions, which are relevant given the number of commercial/agricultural vehicles movement being reported. It's also a pollutant that can give rise to respiratory problems such as tightness of chest, which some of the residents have reported as experiencing. We also have around 20 other long-term NO₂ monitoring sites around the district so we can compare results easily over identical monitoring periods – again monthly.

Discussion took place regarding:

- The testing period and the fact that the pit was emptied during that period. The Public Health Manager explained that activity at the pit would normally go through a cycle and that they had tried to capture normal activity. The pit would normally be filled and then the contents would be spread locally. Although the pit was emptied during the testing period the contents would have been spread in the local area so any gases released would have been tested. The officer did not consider that the emptying of the pit undermined the testing as there would have been capture during the disturbance and spreading. The officer also confirmed that residents continued to report ill health symptoms during this period.
- Damage to plants and the fact that Defra, and the Animal and Plant Agency specifically, were responsible for this area of concern. Samples of vegetation were accepted from Mrs Rose and officers agreed to refer them to the relevant agency.
- The discrepancy between the results undertaken by the authority and those undertaken by residents;
- The working group and the work that they would be undertaking.

The Director of Operations provided an assurance that should residents report ill health via the health service in the future, that led to specific compounds of concern being identified by clinicians including GPs/NHS or PHE, then if notified the authority would investigate for possible sources in the local environment. He gave an open commitment to support the residents in whatever way he could.

58 CABINET MEMBER FOR HOUSING

The Committee had before it and NOTED a briefing paper * from the Cabinet Member for Housing updating it regarding areas covered by his remit.

The Cabinet Member outlined the contents of the report, explaining that the number of people sleeping rough in the District should read 4 rather than the 7 that was quoted within the report and that Private Sector Housing had returned 34 properties to use this year to date. The Cabinet Member also highlighted that the development at Birchen Lane was to be demolished and rebuilt. This followed the company that had been appointed to develop the site being put into administration and the site being open to the elements for such a long period of time. The development at Palmerston Park was progressing well but extra work was required to secure the bank, with some tree felling. These properties should be ready for occupation in the spring of next year.

The Cabinet Member explained that officers would be identifying the number and locations required for affordable housing, within the financial limitations of the Housing Revenue Account and that this information would be fed into the revised Corporate Plan. The Cabinet Member highlighted that future rent collection performance was a risk following the implementation of Universal Credit.

Discussion took place regarding:

- Sums of money paid by developers in lieu of affordable housing and what happened to those funds;
- Junction 28 and changes that were required prior to further development in Cullompton;
- Council garages and the fact that many were no longer large enough to house a car. There were plans to develop on some sites, rebuild garages on others and in some instances to remove garages and provide parking places;
- The quality of accommodation provided for homeless people and the cost of this;
- The Housing list and plans to revisit the E band to decide whether or not it should be removed.

The Chairman thanked the Cabinet Member for his report.

Note: - Briefing paper previously circulated and attached to the Minutes.

59 CAR PARKING UPDATE ON INCOME & VENDS

The Committee had before it and **NOTED** 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.

The Director reminded Members that during 2015/16 the Managing the Environment Policy Development Group had set up an officer and member working group to

review the 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 and considered economic consequence.

The Director also reminded Members that when evaluating the impact of a new charging policy for any product, it was often made harder, as other variables may well have direct/indirect effects/consequences. This was 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 and road closures for example could also affect usage levels and hence income generated.

The Director informed Members that he considered the changes implemented to have been reasonably successful as there had been an increase in income and that vends had remained relatively static. There was a wide range of car park type and there were major swings in vends in some with free vends increasing in short stay car parks and vends in some long stay car parks reducing. He would be asking the Economy PDG to look at the pricing strategy in the near future and to feedback any further tweaks that could be made.

Discussion took place regarding:

- The £2 vend was for all day parking but only covered the period until 6.00pm so an evening vend was also required for anyone staying beyond this time;
- A perceived loss of goodwill with local traders;
- Consideration for the local business community when setting parking fees;
- Cullompton Town Centre car park fees which were managed by the Town Council;
- The Premier Inn development might affect future pricing and opening hours for the multi-story car park in Tiverton.

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

60 FORWARD PLAN

The Committee had before it and **NOTED** the Cabinet Forward Plan *.

It was **RESOLVED** to recommend to the Cabinet that it acts upon the action plans to improve the Tiverton town centre and Pannier Market that were approved in 2011.

(Proposed by Cllr Mrs J Roach and seconded by Cllr T W Snow)

Note: Plan previously circulated and attached to Minutes.

61 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING

Performance and Risk

Traveller Sites

(The meeting ended at 4.40 pm)

CHAIRMAN

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SCRUTINY
9TH OCTOBER 2017

AGENDA ITEM:

REPORT OF JENNY CLIFFORD, HEAD OF PLANNING, ECONOMY AND REGENERATION

FIVE YEAR HOUSING LAND SUPPLY

Cabinet Member Cllr Richard Chesterton
Responsible Officer Mrs Jenny Clifford, Head of Planning, Economy and Regeneration

Reason for Report: To respond to Scrutiny Committee's request for a report on the position of the Council over 5 year housing land supply and any implications upon it of the recent deferment of Local Plan Review examination sessions. This report is an update to that provided in May 2016.

RECOMMENDATIONS: That the report be noted.

Relationship to Corporate Plan: Priorities within the 2016 – 2020 Corporate Plan are economy, homes, community and environment.

Financial Implications: Limited, but potential beneficial impact on staff resources by deterring major housing appeals.

Legal Implications: The Council is required to have a 5 year land supply of deliverable housing sites together with a buffer of either 5% or 20%, the latter being applied where there has been persistent undersupply of housing. We are considered an authority where the 5 year plus 20% requirement applies.

Risk Assessment: The risks are set out in the main body of the report.

1.0 BACKGROUND.

1.1 In respect of housing supply, the National Planning Policy Framework (NPPF) requires local planning authorities at paragraph 47 to:

Identify and update annually a supply of specific deliverable sites sufficient to provide five year's worth of housing against their housing requirements with an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition in the market for land. Where there has been a record of persistent under delivery of housing, local planning authorities should increase the buffer to 20% (moved forward from later in the plan period) to provide a realistic prospect of achieving the planned supply and to ensure choice and competition in the market for land;

1.2 In order to be considered deliverable, The NPPF advises that sites should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years and in particular that development of the site is viable. Sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within five years, for example they will not be viable, there is no longer a demand for the type of units or sites have long term phasing plans.

1.3 The NPPF also advises that where a five year land supply of deliverable housing sites cannot be demonstrated, policies on housing supply should not be considered up to date. In effect, therefore, unless the Council can identify a five year supply of housing land the existing Local Plan policies relating to the supply of housing (including, crucially, the definition of settlement limits identifying areas which are open countryside and those which are within defined settlements) may not be supported by Inspectors at appeal in the face of the short term need for housing in the area. Housing applications are then considered in the context of sustainable development.

2.0 **PREVIOUS MEASURES TO BOLSTER SUPPLY - BRINGING SITES FORWARD.**

2.1 Cabinet considered a report on five year housing land supply at the meeting of 7th August 2015. This report assessed our deliverable housing land supply requirements at that time as being met, but recommended emerging local plan allocations (see below) and one contingency site at Pedlars Pool, Crediton be brought forward for development from later in the plan period in order to add to the supply by accounting for 151 dwelling completions over the next 5 years. The emerging local plan allocations that this would applied to were listed as:

Barn Park, Crediton
Old Abattoir, Copplestone
Linhay Close, Culmstock
Hunters Hill, Culmstock
Court Orchard, Newton St Cyres,
South of Broadlands, Thorverton

Some of these sites have progressed to planning application stage.

3.0 **THE 2016 UFFCULME APPEAL DECISION.**

3.1 On 11th April 2016, an appeal was allowed for outline planning permission for 60 houses on approximately 3.5 hectares of agricultural land outside the defined settlement boundary of the Uffculme which is not allocated for development. The main issue in determination of the appeal was whether, having regard to the development plan, the National Planning Policy Framework (NPPF), the housing land supply of the Council and the scale and location of the development, the appeal scheme would constitute a sustainable form of development.

3.2 In summary the Inspector concluded that at that time:

- Mid Devon had a deliverable housing land supply of approximately 4 - 4.5 years as compared with a requirement for 5 years.
- Average annual housing completion rates (356) had under-delivered against targets(COR3 target of 390 and the full objectively assessed need (FOAN) of 370), therefore,
- There had been a persistent under delivery of housing (he acknowledged that this reflects the economic position nationally) and a buffer of 20% should be applied. (Therefore equivalent of 6 year housing land supply needed in total).
- The supply of housing policies in the Core Strategy were inconsistent with the National Planning Policy Framework as they were adopted before the framework was published in 2012. These policies were therefore not up to date and should be given limited weight.
- The emerging Local Plan Review carried very little weight in respect of key housing issues, as there were significant unresolved objections to proposed housing policy.

- The development in question would deliver social benefits through market and affordable dwellings, promote economic activity and no environmental harm was identified. The development was sustainable and the appeal should be allowed.
- The Inspector considered in some detail on a site by site basis whether they were deliverable and if so, when they would be likely to contribute to supply.

4.0 **CONTRIBUTING FACTORS.**

4.1 **Delivery.**

- 4.2.1 Demonstrating supply is not just about housing numbers. Deliverability is key. To be considered deliverable, sites should be available, be a suitable location for development, be achievable (ie with a realistic prospect that housing will be delivered within five years) and in particular that development is viable. Delivery is also important in the context of the record of delivering allocations in years prior to the point of appeal.
- 4.2.2 The existing local plan meets much of housing requirements by allocating land for development within two urban extension sites: east of Tiverton and at north west Cullompton. Whilst both sites now have adopted masterplans in place, neither have as yet contributed any housing completions. 1,030 houses at Tiverton Eastern Urban Extension have outline planning permission, whilst live planning applications are currently being considered for 600 houses at NW Cullompton. The rate of housing delivery set out in the Allocations and Infrastructure Development Plan Document 2011 anticipated the delivery of the first houses on each of these sites to take place in 14/15. By the end of 16/17 it was expected that 200 houses would have been delivered at Tiverton EUE and 225 at Cullompton NW. Delivery of our strategic sites has therefore been slower than expected.
- 4.2.3 One of the ways that a local planning authority can seek to maintain a supply of deliverable sites is through granting planning permission. The number of planning permissions in the District is currently standing at its highest figure since 2002/03 and 1665 dwellings with planning permission (Monitoring Report Summary to 31st March 2016). Whilst strategic sites have been slower to come forward than expected, this has been offset by the higher number of planning permissions granted overall. Despite this, average annual housing completions have not met the policy COR3 target of 390 or the FOAN target of 370. This lower rate of housing completion is to a large extent a result of factors outside the control of the Council such as the economy, the local housing market, the availability of mortgage funding and the commercial decisions by particularly national housebuilders over permission implementation and build out rates. The Inspector acknowledged a recent dip in completions was a likely result of economic recession and reflects the position nationally together with efforts to bring forward the urban extensions. Nevertheless, his judgement was still informed by past delivery rates.

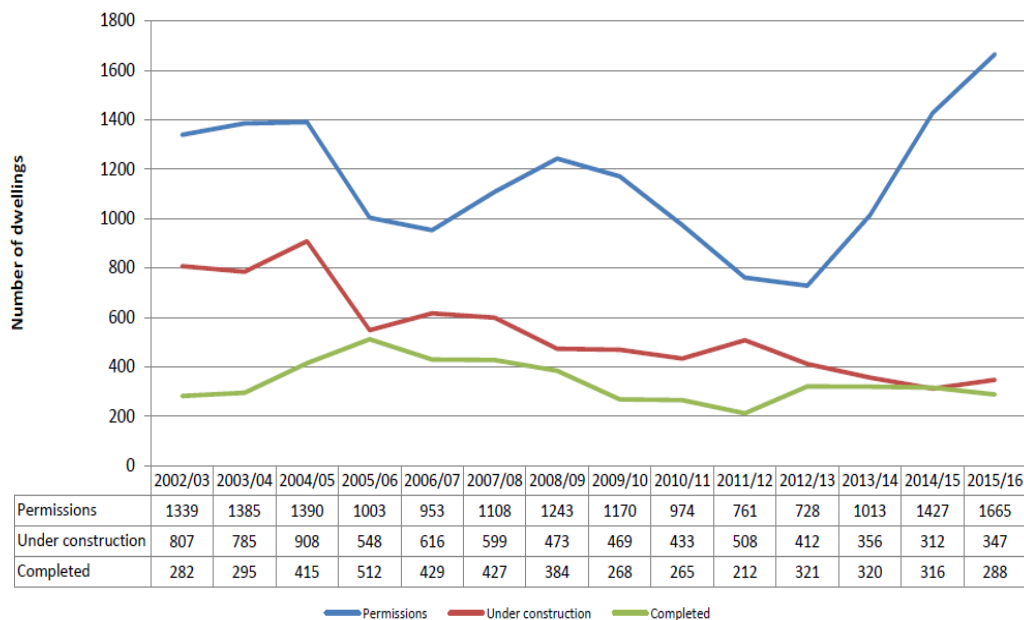


Chart 1

4.2.4 There will always be a time lag between the grant of planning permission and the completion of those houses. Accordingly the release of further sites for housing will not show in expected housing completion figures for several years, especially on largescale sites that require masterplanning or the delivery of infrastructure.

4.2.5 The Inspector considered in some detail the extent to which individual development sites could reasonably contribute to the deliverable housing land supply. This involved an analysis of factors such as the planning status, whether there were any potential delays in the site coming forward from the timescale expected and whether a developer was in control of the land and ready to deliver houses. The Inspector considered that several sites would come forward later than thought or that was uncertainty over their delivery. He discounted them from contributing to the supply with the consequence that our deliverable housing numbers were less than anticipated.

4.2 Evidence base.

4.2.1 A Strategic Housing Market Assessment reviews the whole housing market area within which Mid Devon is located and informs housing policies and strategies by identifying the future quantity of housing needed including breakdown by type, tenure and size. This was considered up to date and was accepted by the Inspector as being the best available evidence at the appeal and the basis upon which to assess housing need. It proposed a higher housing figure from 2013 onwards of 370 dwellings per annum compared with the Core Strategy of 290 dwellings per annum from 2016 onwards. In setting this higher requirement, an equivalent supply is needed. Our deliverable supply fell short of this.

4.2.2 A Strategic Housing Land Availability Assessment identifies specific, deliverable sites for housing that are ready for development. Dated February 2015 it was also considered up to date.

4.4 **Rate of plan production.**

- 4.4.1 Work stated on preparing the Local Plan Review in 2013 with its subsequent submission to the Planning Inspectorate at the end of March 2017. The plan now awaits examination.

4.3 **Methodology and assumptions.**

- 4.5.1 Calculating deliverable housing land supply, the housing requirement and the appropriate rate of delivery involves applying a series of assumptions and a complicated working methodology. The position on these differed between the Council and the applicant at the Uffculme appeal with the latter taking a more pessimistic stance on delivery and using a housing requirement calculation that resulted in more housing be needed within the early years of the current plan period. Differences between a Council and developers over such matters is common and resulted in each party going into the appeal with a different understanding of land supply available. It is common practice during appeal hearings for applicants to assess each site individually and to argue that a number of them are not genuinely deliverable and to seek to reduce the allowance for windfall sites.
- 4.5.2 The Government is currently consulting on a standard method for the calculation of a local authority's housing need, with the intention that a simpler, quicker and more transparent standard approach to assessing local housing need is applied.

5.0 **UPDATED SUPPLY POSITION.**

- 5.1 The Council intends to issue an update to its housing land availability in early October. At the time of writing this report, 5 year housing land supply calculations (including a 20% buffer) indicate that the Council is still currently not able to meet this requirement. Housing land supply is currently considered to be 4.15 years (as compared with the Inspector's estimate of between 4 -4.5 years in April 2016).

6.0 **RISK ASSESSMENT.**

6.1 **Housing on unplanned sites.**

- 6.1.1 Until the Council can demonstrate a 5 year land supply (with 20% buffer) there will be vulnerability to housing applications coming forward on sites that have not been planned for development. Appeal losses can result in unbalanced distribution of piecemeal development, development in areas considered unsuitable by the Council, a lower level of funding for affordable housing, community facilities and service infrastructure and additional costs to be borne by the Council. Decision making is also taken out of local control. Houses can now legitimately be provided by developers on sites not planned for until supply figures are next tested and a new Local Plan is adopted. However Inspector's will continue to assess the sustainability of housing sites coming forward and the extent to which any material harm will result. It is therefore not a free for all on any site.
- 6.1.2 Officers have been asked to provide information on the amount of such applications that have been received since April 2016. For ease of reporting, information within the table attached at **Appendix 1** to this report relates to major scale housing applications (10 or more dwellings). Other smaller scale applications between 1 – 9 houses have also been received where the application have cited lack of housing land supply as a reason to grant permission. Some of these would have come forward for application irrespective of housing land supply arguments.

6.2 Local Plan Review.

- 6.2.1 The Uffculme appeal Inspector gave little weight to the emerging Local Plan Review due to significant unresolved objections on key housing issues. Although it had not been submitted for examination at that stage, it remains subject to objection and has yet to be tested at appeal. In light of this, the Local Plan Review is not expected to be of substantial assistance to the Council's 5 year land supply until adoption or until the Inspector has heard the housing evidence and presented his findings. The period of vulnerability to the Council in terms of unplanned sites coming forward for housing is considered to be between now and plan adoption or when the Inspector's findings on housing matters are known.
- 6.2.2 Initial hearing in relation to the proposed allocation at Junction 27 of the M5 together with associated housing sites were due to be held on 26th and 27th, but have been deferred by the Inspector at the request of this Council. This is for an independent assessment of the Sustainability Appraisal to be carried out. This work is in the process of being commissioned. At the time of writing this report all tenders have not been received, nor contract awarded and the timescale for this work is therefore an estimate only.
- 6.2.3 Officers are of the view that a delay of in the order of 6 months can be expected. This will allow for the assessment to be carried out and reported upon, for a further period of consultation and for the Inspector to reconvene hearing dates having given the required notice period to participants. Efforts will be made to reduce the period of delay as far as possible where we have control. However it is the plan Inspector who sets dates for examination hearings. Assuming J27 hearings reconvene towards the end of March 2018, the main examination hearing could be in May with the Inspector's report received in September 2018. Members should note that this is an estimate only at this stage and has yet to be confirmed. The Council can expect to continue to receive housing applications on non-allocated sites during this period.

7.0 MITIGATION MEASURES.

1. First and foremost, **Advance the Local Plan Review to adoption.** However this would need to be in conjunction with being able to demonstrate an up-to-date deliverable five year housing land supply. An update on progress is set out above.
2. **Bring forward further sites for housing development.** However this does not overcome the immediate shortfall in completed dwellings that can contribute towards the first few years of the 5 year housing land supply. This is due to the inherent lead in time to prepare applications and go through the planning process together with construction. Encouraging planning applications on further sites in the emerging plan prior to the plan examination and Inspector's decision letter would also be a risk as they are subject to unresolved objections. Where suitable this is being done.
3. **Bring forward contingency sites at Tidcombe Hall, Tiverton and Colebrook, Cullompton.** However based on Devon County Council advice, it is proposed in the emerging plan that the Colbrook site should not come forward, even on a contingency basis until highway improvement works are completed. The Tidcombe Hall site has some potential to be brought forward.
4. **Continue efforts to deliver allocated or appropriate windfall sites, especially the urban extensions at Tiverton and NW Cullompton.** 1,030 houses now have outline planning permission at Tiverton Eastern Urban Extension and junction works have commenced on the A361. Applications for 600 houses have

been received at NW Cullompton and are being considered. Officers are continuing efforts to achieve housing delivery on these large scale allocated sites. Bids for funding have also been made to the Housing Infrastructure Fund in order to deliver highway infrastructure that would support housing delivery. The delivery of housing on other allocated and windfall sites is also important to assist supply. The Planning Service is seeking to accelerate delivery on planned for housing sites wherever possible.

5. **Enter into pre-application discussions on land not planned for housing to date** where approached by developers in order to understand wider issues of suitability and sustainability. This is taking place.
6. **Update the 5 year supply figures.** The latest figures are due to be released in early October (see above).

Contact for more Information: Mrs Jenny Clifford, Head of Planning and Regeneration (01884) 234346 jclifford@middevon.gov.uk

Circulation of the Report: Councillors Richard Chesterton

List of Background Papers:

National Planning Policy Framework

<http://planningguidance.communities.gov.uk/blog/policy/>

Cabinet report 7th August 2015

Monitoring Report 2015 Summary Leaflet 1st April 2014 – 31st March 2015

<https://new.middevon.gov.uk/media/205669/annual-monitoring-report-summary-leaflet-2015.pdf>

Scrutiny report 23rd May 2016

DCLG Consultation 'Planning for the right homes in the right places'

<https://www.gov.uk/government/consultations/planning-for-the-right-homes-in-the-right-places-consultation-proposals>

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MAJOR SCALE HOUSING SCHEMES SUBMITTED SINCE APRIL 2016 (Excludes allocated sites)

Application reference	Scheme and location	Decision	Notes
16/00918/MOUT	Outline for the erection of 22 dwellings Land at NGR 313224 113301 (West of Conigar Close) Culmstock Road Hemyock Devon	Granted	Non allocated
16/00924/MOUT	Outline for the erection of up to 60 dwellings and means of access Land and Buildings at NGR 277744 102582 (East of Dulings Farm) Coplestone Devon	Refused and appeal dismissed	Non allocated
16/01707/MOUT	Outline for the erection of 41 dwellings and formation of vehicular access Land at NGR 295527 113644 (South Of Lea Road) Tiverton Devon	Pending	Non allocated, but in settlement limits
16/01772/MOUT	Outline for the erection of up to 40 dwellings (including affordable housing), public open space and associated infrastructure Land at NGR 313382 113489 Culmstock Road Hemyock Devon	Resolution to grant subject to S106 agreement	Non allocated
16/01811/MOUT	Outline for the erection of up to 259 dwellings, with public open space, landscaping and associated infrastructure Land at NGR 303184 110348 Silver Street Willand Devon	Refused and currently at appeal	Non allocated
16/01888/MOUT	Outline for the erection of up to 40 dwellings, formation of 64 space car park to service Coplestone Railway Station, public open space, vehicular access from Shambles Drive, pedestrian links and associated infrastructure Land at NGR 276566 103177 (Old Abattoir Site) Shambles Drive Coplestone Devon	Resolution to grant subject to S106 agreement	Draft allocation for 30 dwellings – brought forward
17/00001/MOUT	Outline for the erection of 7 dwellings, improvements to access and change of use of agricultural land to community facility	Resolution to refuse. Withdrawn	Non allocated

	Land and Buildings at NGR 294119 106891 (Adjacent to Highfield) Bickleigh Devon		
17/00106/MOUT	Erection of 16 dwellings with formation of access and associated works Land at NGR 306965 113252 (North of Belle Vue) Ashley Road Uffculme Devon	Pending	Non allocated
17/00136/MOUT	Outline for the erection of up to 60 dwellings and means of access (Revised Scheme) Land and Buildings at NGR 277550 102582 (East of Dulings Farm) Coplestone Devon	Refused	Non allocated Duplicate application
17/00173/MOUT	Outline for the erection of up to 28 dwellings and up to 90 sq m of A1 retail floorspace, including incidental open space and car parking Land at NGR 287483 106365 (White Cross) Cheriton Fitzpaine Devon	Resolution to grant subject to S106 agreement	Non allocated
17/00300/MOUT	Outline for the erection of 30 dwellings and new vehicular and pedestrian accesses Land at NGR 305578 112053 Uffculme Road Uffculme Devon	Refused and currently at appeal	Non allocated
17/00348/MOUT	Residential development of up to 326 dwellings; 8.6 hectares of land made available to facilitate the relocation of Crediton Rugby Club; up to 1.1 hectares of land safeguarded for the delivery of a primary school; access arrangements from A3072 (Exhibition Way); pedestrian and cycle access on to Pounds Hill/Stonewall Cross junction, Old Tiverton Road and Pedlerspool Lane; landscaping and area of public open space; and other associated infrastructure and engineering operations Land at NGR 284185 101165 (Creedy Bridge) Crediton Devon	Pending	Released contingency site for 165 houses Proposed allocation for 200 houses
17/00652/MOUT	Outline for a mixed development of 30 dwellings, commercial buildings, access, public open space,	Pending	Non allocated

	landscaping, and associated works Land at NGR 303116 110179 (NE of Rydon House) Willand Devon		
17/00878/MOUT	Outline for the erection of up to 16 dwellings with associated access, landscaping and other ancillary development Land at NGR 292294 101802 (South of Broadlands) Thorverton Devon	Resolution to grant subject to S106 agreement	Proposed allocation
17/00886/MOUT	Outline for the erection of 30 dwellings and new vehicular and pedestrian accesses Land at NGR 305578 112053 Uffculme Road Uffculme Devon	Declined to determine	Non allocated Duplicate application
17/00942/MOUT	Outline for the erection of up to 50 dwellings with associated access Land at NGR 296202 112164 Exeter Hill Tiverton Devon	Pending	Non allocated
17/00982/MFUL	Erection of 54 dwellings, including associated public open space, landscaping and all other associated external works Land at NGR 284671 100838 Cromwells Meadow Crediton Devon	Pending	Existing allocation for 50 Proposed allocation for 35
17/01090/MOUT	Outline for the erection of up to 60 dwellings with associated access, parking, open space, landscaping and infrastructure (including retaining works) Land and Buildings at NGR 281938 100425 (Adjacent Brookdale, Threshers) Hollacombe, Crediton Devon	Pending	Non allocated
17/01359/MOUT	Outline for the erection of 84 dwellings and construction of new vehicular access onto Turnpike Road Land and Buildings at NGR 302469 114078 Higher Town Sampford Peverell Devon	Pending	Proposed allocation for 60
17/01511/MOUT	Outline application for the erection of up to 120 dwellings, public open space, vehicular access and associated infrastructure Land at NGR 282065 100892 (Chapel Downs Farm) North of Queen Elizabeth Drive Barnstaple Cross Devon	Pending	Non allocated

SCRUTINY COMMITTEE 9 OCTOBER 2017:

PERFORMANCE AND RISK FOR 2017-18

Cabinet Member Cllr Clive Eginton
Responsible Officer Director of Corporate Affairs & Business Transformation,
Jill May

Reason for Report: To provide Members with an update on performance against the corporate plan and local service targets for 2017-18 as well as providing an update on the key business risks.

RECOMMENDATION: That the Committee reviews the Performance Indicators and Risks that are outlined in this report and feeds back any areas of concern to Cabinet.

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

Financial Implications: None identified

Legal Implications: None

Risk Assessment: If performance is not monitored we may fail to meet our corporate and local service plan targets or to take appropriate corrective action where necessary. If key business risks are not identified and monitored they cannot be mitigated effectively.

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

1.0 Introduction

- 1.1 Appendices 1-5 provide Members with details of performance against the Corporate Plan and local service targets for the 2017-18 financial year.
- 1.2 When benchmarking information is available it is included.
- 1.3 Appendix 6 shows the higher impact risks from the Corporate Risk Register. This includes Operational and Health & Safety risks where the score meets the criteria for inclusion. See 3.0 below.
- 1.4 Appendix 7 shows the risk matrix for the Council.
- 1.5 All appendices are produced from the Corporate Service Performance And Risk Management system (SPAR).

2.0 Performance

Environment Portfolio - Appendix 1

- 2.1 Regarding the Corporate Plan Aim: **Increase recycling and reduce the amount of waste**: The Council is on track with **Residual household waste per household (measured in Kilograms)** in total until June of just under 99kg against a profiled target of 105kg. We are a little below target with the **% of household waste reused, recycled and composted** and the % tends to be lower later in the year due to the reduction in garden waste tonnage. However recycling income was above budget in July.
- 2.2 The transfer station is under construction at Carlu Close and should be in operation before the end of September.
- 2.3 **Number of Households on Chargeable Garden Waste**; sales/renewals exceeded the target of 9,000 by the end of June. We would expect the increase in numbers to slow now the peak growing season has passed but income is on budget for the year.
- 2.4 For trade waste we have lost a couple of significant customers but the loss of income has been offset by reduced landfill disposal charges.
- 2.5 Regarding the Corporate Plan Aim: **Reduce our carbon footprint**: We will be reporting the number of units sold to the National Grid as an indicator of the Council's fuel efficiency going forward when the figures are available as agreed.
- 2.6 Regarding the Corporate Plan Aim: **Protect the natural environment**: the Council launched **Litter Busters** in May since then they have cleared the Tiverton part of the A361, some villages and lots of fly tipping.

Homes Portfolio - Appendix 2

- 2.7 Regarding the Corporate Plan Aim: **Build more council houses**: No new **Council Houses** were completed in 2016/17 nor so far in 2017/18 however work has re-commenced on Birchen Lane and Palmerston Park.
- 2.8 Regarding the Corporate Plan Aim: **Facilitate the housing growth that Mid Devon needs, including affordable housing**: **23 empty homes** have been brought back into use against an annual target of 25 for 2017/18 so far which is excellent. **Number of Affordable Homes Delivered** was 26 for the first quarter of 2017/18, the first time target has been exceeded for over 2 years.
- 2.9 Regarding the Corporate Plan Aim: **Planning and enhancing the built environment**: The Local Plan is now at the Examination stage with preliminary hearings scheduled for September at Phoenix House.
- 2.10 **Percentage of Properties with a Valid Gas Safety Certificate (LGSR)**: 4 properties have expired certification, an increase of 1 from last month, 2 of

these are unoccupied, the other 2 are being pursued in accordance with our policy.

- 2.11 The **Rent Collected as a Proportion of Rent Owed** was 96.87% in July against a target of 100% however, **Rent Arrears as a Proportion of Annual Rent Debit** was 1.30%, against a target of 1%; this is still in the top quartile when compared with HouseMark. The impact of welfare reform is now being felt the service will be looking at ways to mitigate this in the Service Business Plan for next year. Over the next couple of years as the effects of the introduction of Universal Credit are finally felt we cannot expect to continue achieving collection rates of 100%.

Economy Portfolio - Appendix 3

- 2.12 Regarding the Corporate Plan Aim: **Attract new businesses to the District:** The last 12 months have seen a high volume of enquiries; the M5 corridor in particular is proving popular now that some of the larger employment land allocations have been unlocked. Businesses have grown into Mid Devon from surrounding local authority areas, parts of Wales, Somerset, and Peterborough.
- 2.13 Regarding the Corporate Plan Aim: **Focus on business retention and growth of existing businesses:** The target for the number of **Apprentice starts** is the government target of 2.3% of FTEs. We had 9 apprentices @ 31 March 2017 with 5 starters during 2016/17, we haven't had any new apprentices so far this year but several apprentices will be recruited at the start of the academic year; we are working closely with our local college on this.
- 2.14 Regarding the Corporate Plan Aim: **Improve and regenerate our town centres with the aim of increasing footfall, dwell-time and spend in our town centres:** for **Empty shops**, which are counted at the start of each quarter, the position has deteriorated from last year with only Cullompton having fewer empty units and Tiverton markedly more.
- 2.15 Regarding the Corporate Plan Aim: **Grow the tourism sector:** Tiverton Pannier Market has held another 4 successful Electric Nights events with 2 more planned for this year.
- 2.16 Other: The Local Plan is now at the Examination stage with preliminary hearings scheduled for September at Phoenix House. The draft Tiverton Town Masterplan is due to go before Cabinet in September prior to consultation.

Community Portfolio - Appendix 4

- 2.17 Regarding the Corporate Plan Aim: **Promote physical activity, health and wellbeing:** The GP referrals across the district; the 22 surgeries signed up since January have referred 61 people between them to the 3 Leisure Centres.

- 2.18 It was **AGREED** at the 1 August meeting that the Audit Team Leader be tasked to provide a performance indicator regarding other methods of improving health and wellbeing within the District: This is being pursued.
- 2.1 Other: **Compliance with food safety law** is 89%, which is just below the target i.e. 90%, of premises being rated 4 or above under the Food Hygiene Rating Scheme. Responsibility for compliance rests with the business; MDDC's responsibility is to carry out the food premises inspections that should be carried out (for A & B - High Risk premises) this is an annual figure for 2016/17 it was 100%.

Corporate - Appendix 5

- 2.19 The **working days lost due to sickness** is a little below target.
- 2.20 The **Response to FOI requests** is well below target. At present there is no dedicated member of staff, Customer First are holding onto things and recruitment for a replacement member of staff is expected later in the month.
- 2.21 The **Performance Planning Guarantee determined within 26 weeks** and **major applications determined within 13 weeks** were slightly below target but the other speed and quality measures are well above the required target.
- 2.22 The PIs for Customer First are generally on or above target except complaints resolved within timescales.

3.0 Risk

- 3.1 The Corporate risk register is reviewed by Management Team (MT) and updated, risk reports to committees include risks with a total score of 10 or more. (Appendix 6)
- 3.2 Appendix 7 shows the risk matrix for MDDC for this quarter. If risks are not scored they are included in the matrix at their inherent score which will be higher than their current score would be.

4.0 Conclusion and Recommendation

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

Contact for more Information: Catherine Yandle Group Manager for Performance, Governance and Data Security ext 4975

Circulation of the Report: Management Team and Cabinet Member

Corporate Plan PI Report Environment

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

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* Indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Environment

Priorities: Environment

Aims: Increase recycling and reduce the amount of waste

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
<u>Residual household waste per household (measured in Kilograms)</u>	94.50 (3/12)	374.20	420.00	32.80	63.57	98.59										98.59 (3/12)	Stuart Noyce	(April - July) Figures supplied by DCC one month behind reporting cycle. (LD)
<u>% of Household Waste Reuse, Recycled and Composted</u>	55.80% (3/12)	53.29%	53.0%	51.3%	52.6%	51.3%										51.3% (3/12)	Stuart Noyce	(July) Figures supplied by DCC one month behind reporting cycle. (LD)
<u>Net annual cost of waste service per household</u>		£56.37	£50.35	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Stuart Noyce	
<u>Number of Households on Chargeable Garden Waste</u>	0 (4/12)	8,536	9,000	8,692	8,973	9,107	9,343									9,343 (4/12)	Stuart Noyce	
<u>% of missed collections reported (refuse and organic waste)</u>	0.03% (4/12)	0.04%	0.03%	0.04%	0.03%	0.03%	0.03%									0.03% (4/12)	Stuart Noyce	(July) Continue to remain on target (LD)
<u>% of Missed Collections logged (recycling)</u>	0.04% (4/12)	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%									0.03% (4/12)	Stuart Noyce	(July) Continue to remain on target (LD)

Aims: Protect the natural environment

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
<u>Number of Fixed Penalty Notices (FPNs) Issued (Environment)</u>	2 (4/12)	10		5	9	10	13									13 (4/12)	Jan Norman	

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Corporate Plan PI Report Homes

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

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* Indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Homes

Priorities: Homes

Aims: Build more council houses

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
Build Council Houses	0 (1/4)	0	13	0	0	0	0								0 (4/12)	Angela Haigh		

Aims: Facilitate the housing growth that Mid devon needs, including affordable housing

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
Number of affordable homes delivered (gross)	16 (1/4)	31	80	n/a	n/a	26	n/a	n/a		n/a	n/a		n/a	n/a		26 (1/4)	Angela Haigh	(Quarter 1) Please note 1 subject to verification, wa and Cornwall Housing A confirm if they had more completed in Cullompton
Deliver 15 homes per year by bringing Empty Houses into use	3 (4/12)	33	25	7	11	13	23									23 (4/12)	Simon Newcombe	

Aims: Other

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Officer Notes
Number of Successful Homelessness Prevention Cases	70 (1/4)	295	No Target - for information only			n/a		n/a		99		n/a	n/a			99 (1/4)	
% Decent Council Homes	100.00% (4/12)	100.00%	100.00%	99.93%	99.93%	99.97%	99.93%									99.93% (4/12)	
% Properties With a Valid Gas Safety Certificate	99.87% (4/12)	99.86%	100.00%	99.95%	99.64%	99.87%	99.82%									99.82% (4/12)	
Rent Collected as a Proportion of Rent Owed	97.77% (4/12)	100.18%	100.00%	93.76%	95.18%	96.25%	96.87%									96.87% (4/12)	
Current Tenant Arrears as a Proportion of Annual Rent Debit	1.08% (4/12)	0.60%	1.00%	0.93%	1.06%	1.16%	1.30%									1.30% (4/12)	
Dwelling rent lost due to voids	0.7% (4/12)	0.5%	no target - for information only	0.4%	0.5%	0.5%	0.5%									0.5% (4/12)	
Average Days to Re-Let Local Authority Housing	18.0days (4/12)	15.7days	16.0days	14.0days	13.9days	14.9days	14.1days									14.1days (4/12)	

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Corporate Plan PI Report Economy

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

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* Indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Economy

Priorities: Economy

Aims: Attract new businesses to the District

Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
Number of business rate accounts	2,868 (3/12)	2,930	2,975	2,933	2,936	2,942										2,942 (3/12)	John Chumbley, Andrew Jarrett	

Aims: Focus on business retention and growth of existing businesses

Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
Number of Apprentice starts at MDDC	1 (4/12)	5	10	0	0	0	0									0 (4/12)	Jane Cottrell	

Aims: Improve and regenerate our town centres

Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
Increase in Car Parking Vends	52,983 (4/12)	55,241		48,051	53,937	54,086	54,730									54,730 (4/12)	Andrew Jarrett	
The Number of Empty Shops (TIVERTON)	17 (2/4)	16	18	n/a	n/a		19	n/a	n/a	25	n/a	n/a	n/a	n/a	n/a	25 (2/4)	Adrian Welsh	(Quarter 11% of retail uni (JB)
The Number of Empty Shops (CREDITON)	7 (2/4)	7	8	n/a	n/a			n/a	n/a	8	n/a	n/a	n/a	n/a	n/a	8 (2/4)	Adrian Welsh	(Quarter 8 vacant units represent 6.8% of number retail uni (JB)
The Number of Empty Shops (CULLOMPTON)	10 (2/4)	8	8	n/a	n/a		11	n/a	n/a	9	n/a	n/a	n/a	n/a	n/a	9 (2/4)	Adrian Welsh	(Quarter 9 vacant units represent 10.5% of the total retail uni (JB)

Aims: Other

Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
Funding awarded to support economic projects	£53,092 (1/4)	£61,842		n/a	n/a	£0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	£0 (1/4)	Adrian Welsh	

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Corporate Plan PI Report Community

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

Key to Performance Status:

Performance Indicators:

No Data	Well below target	Below target	On target	Above target	Well above target
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* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Community

Priorities: Community

Aims: Promote physical activity, health and wellbeing

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
GP Referrals	n/a	n/a		18				22								22 (5/12)	Corinne Parnall	(August) Out of a possible 28 (CY)
<u>Introduce Trimtrails across the District</u>		0	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	Simon Newcombe	

Aims: Other

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes

Corporate Plan PI Report Community

Priorities: Community

Aims: Other

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
<u>Number of social media communications MDDC send out</u>	86 (4/12)	191	For information only	87	129	101	152									152 (4/12)	Liz Reeves	(July) No. of Facebook Posts Published = 81 No. of Tweets Tweeted = 71 (MA)
<u>Number of web hits per month</u>	9,389 (4/12)	28,543	***For information only***	30,041	32,545	28,620	28,208									28,208 (4/12)	Liz Reeves	
<u>Compliance with food safety law</u>	91% (5/12)	89%	90%	90%	90%	90%	89%	89%								89% (5/12)	Simon Newcombe	

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Corporate Plan PI Report Corporate

Monthly report for 2017-2018
 Arranged by Aims
 Filtered by Aim: Priorities Delivering a Well-Managed Council
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Corporate																
Priorities: Delivering a Well-Managed Council																
Aims: Put customers first																
Performance Indicators																
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date
<u>% of complaints resolved w/in timescales (10 days - 12 weeks)</u>	94% (4/12)	92%	90%	100%	96%	88%	83%									83% (4/12)
<u>Number of Complaints</u>	16 (4/12)	21	For information only	13	13	23	15									15 (4/12)
<u>New Performance Planning Guarantee determine within 26 weeks</u>	93% (1/4)	98%	100%	n/a	n/a	99%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	99% (1/4)
<u>Major applications determined within 13 weeks (over last 2 years)</u>	51% (1/4)	74%	50%	n/a	n/a	47%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	47% (1/4)
<u>Minor applications determined within 8 weeks (over last 2 years)</u>	(1/4)	76%	65%	n/a	n/a	79%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	79% (1/4)
<u>Major applications overturned at appeal (over last 2 years)</u>	14% (1/4)	9%	10%	n/a	n/a	4%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	4% (1/4)
<u>Minor applications overturned at appeal (over last 2 years)</u>	n/a	n/a	10%	n/a	n/a	0%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0% (1/4)
<u>Response to FOI Requests (within 20 working</u>	97% (4/12)	94%	100%	79%	85%	82%	80%									80% (4/12)

Corporate Plan PI Report Corporate																
Priorities: Delivering a Well-Managed Council																
Aims: Put customers first																
Performance Indicators																
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date
<u>days)</u>																
<u>Working Days Lost Due to Sickness Absence</u>	2.23days (4/12)	7.89days	7.00days	0.61days	1.25days	1.88days	2.54days									2.54days (4/12)
<u>Return on Commercial Portfolio</u>		8.6%	7.5%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<u>% total Council tax collected - monthly</u>	47.82% (5/12)	98.10%	98.50%	11.34%	20.61%	29.74%	38.73%	51.60%								51.60% (5/12)
<u>% total NNDR collected - monthly</u>	49.64% (5/12)	99.18%	99.20%	12.20%	19.88%	33.72%	40.57%	50.41%								50.41% (5/12)
<u>Number of visitors per month</u>	3,014 (3/12)	2,761	3,000	2,351	2,673	2,784										2,784 (3/12)
<u>Satisfaction with front-line services</u>	75.68% (3/12)	81.58%	80.00%	0.00%	0.00%	97.59%										97.59% (3/12)
<u>Increase Number of Digital payments</u>	17,622 (3/12)	69,567	70,960	5,927	11,973	17,839										17,839 (3/12)

Risk Report Appendix 6

Report for 2017-2018

Filtered by Flag: Include: * CRR 5+ / 15+

For MDDC - Services

Filtered by Performance Status: Exclude Risk Status: Low

Not Including Risk Child Projects records or Mitigating Action records

Key to Performance Status:

Risks: No Data (0+) High (15+) Medium (6+) Low (1+)

Risk Report Appendix 6

Risk: Affordable and Council Housing Demand Housing supply does not meet local demand or reflect demographic shifts like increased demand for single occupancy

Effects (Impact/Severity):

- Increased costs for paying for private accommodation to house homeless
- Increase in number of homeless people in Mid Devon

Causes (Likelihood):

- Impact of economic downturn and reduced funding has reduced number of affordable housing units being built
- Under-occupation in existing stock
- Reduction in number of Right to Buys results in less HRA funding available for new builds

Service: Housing Services

Current Status: Medium (12)	Current Risk Severity: 4 - High	Current Risk Likelihood: 3 - Medium
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Service Manager: Claire Fry

Review Note: There is still a significant deficit between permissions granted and build-out rates

Risk Report Appendix 6

Risk: Asset Management • The Council may not be optimising its portfolio of assets

- Assets purchased without prior approval may not be supported by Council policies and systems
- Misuse of assets could have a financial impact to the Council
- Inadequate inventory records could invalidate insurance claims, disrupt the business continuity process and hide instances of theft
- Failure to maintain the Asset Management Strategy could result in an inefficient use of resources

Not making a commercial ROI

Effects (Impact/Severity): • Theft of stocks and stores

Causes (Likelihood): • Mismanagement of stocks and stores

Service: Property Services

Current Status:
Medium (12)

Current Risk Severity: 3 -
Medium

Current Risk Likelihood: 4 -
High

Service Manager: Andrew Busby

Review Note: Capital Asset Management Strategy 2016-2020 on the website

Risk: Car Parks Car Park Overcrowding

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status: No
Data

Current Risk Severity: 4 -
High

Current Risk Likelihood: 3 -
Medium

Service Manager: Darren Beer

Review Note:

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

There are risks that some equipment may produce electromagnetic interference with pace-makers.

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

Causes (Likelihood): medium if procedures followed.

Service: Property Services

Current Status:
Medium (12)

Current Risk Severity: 4 -
High

Current Risk Likelihood: 3 -
Medium

Service Manager: Andrew Busby

Review Note:

Risk Report Appendix 6

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

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

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

Service: Community Development

Current Status: Medium (12)	Current Risk Severity: 4 - High	Current Risk Likelihood: 3 - Medium
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Service Manager: John Bodley-Scott

Review Note:

Risk: Economic Development Service Failure to promote economic activity within the District will suppress the potential for new jobs and increased prosperity for residents

A continuing economic recession could jeopardise our ability to achieve corporate objective of 'A Thriving Economy'

Effects (Impact/Severity): - Inability to meet Council objectives

- A lack of inward investment

- Uncertain economic recovery, impact on employment and infrastructure development

Causes (Likelihood): - Decline in national macro-economics

Service: Community Development

Current Status: Medium (12)	Current Risk Severity: 4 - High	Current Risk Likelihood: 3 - Medium
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Service Manager: Adrian Welsh

Review Note: Economic Strategy currently being prepared which will focus the District Council's intervention in a more focused way and will also enable improved monitoring for this risk.

Risk: Evictions Tenants being evicted could become violent.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

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

Review Note:

Risk Report Appendix 6

Risk: Failure to deliver Transfer Station at Carlu Close Loss would relate to financial penalties for late delivery, loss of savings, increased mileage

Effects (Impact/Severity):

Causes (Likelihood):

Service: Property Services

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Andrew Busby

Review Note:

Risk: Fire and Explosion Risks associated with storage of combustible materials, fuels and flammable substances and sources of ignition, as well as emergency procedures (existence, display and knowledge of), accessibility (or obstruction) of emergency exits and walkways to. Also, risks associated with use of fire extinguishers, having correct type in location, in date and trained operatives on site.

Effects (Impact/Severity): Very High (5) – Although the risk is low, a fire in the server or storage room could potentially cause loss of life, have serious financial implications and severely impact the councils ability to provide services due to loss of IT infrastructure.

Causes (Likelihood): Very Low (1) – The likelihood of a fire within ICT is extremely low. No quantities of combustible materials are stored within the work area. There is easy access to the emergency exit and all staff have received fire awareness training.

Service: I C T

Current Status: No Data

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 1 - Very Low

Service Manager: Liz Reeves

Review Note:

Risk: Five Year Commercial Land supply Failure to identify a 5 year land supply will stunt economic growth

Effects (Impact/Severity):

Causes (Likelihood):

Service: Planning

Current Status: High (20)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 4 - High

Service Manager: Jenny Clifford

Review Note:

Risk Report Appendix 6

Risk: Five year housing land Supply Risk: Housing land supply. Inability to demonstrate the required 5 year housing land supply (+20%) until Local Plan Review approved

Effects (Impact/Severity): Effects (Impact /severity):

- Receipt of speculative housing applications in unplanned locations with less community benefit and less infrastructure / coordination compared with allocated sites.
- Objections
- Pressure on major application appeal performance (Government indicator of quality of decision making). Risk of intervention: loss of fee and less local control over major application decision making.

Causes (Likelihood): - Lack of sufficient housing completions, housing market conditions.

Service: Planning

Current Status: High (15)

Current Risk Severity: 3 - Medium

Current Risk Likelihood: 5 - Very High

Service Manager: Jenny Clifford

Review Note: Found to not have sufficient housing supply at appeal. Mitigation principally via new Local Plan once adopted. Close monitoring of applications, decisions and associated appeal performance.

Risk: Green Spaces Green Spaces - arborist team

Effects (Impact/Severity):

Causes (Likelihood):

Service: Grounds Maintenance

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Joe Scully

Review Note: Because of the nature of the work which can be in areas of limited access to emergency services and of a high risk all team members should be First Aid at Work (FAW)

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

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Stuart Noyce

Review Note: No incidents or further mitigating actions added.

Risk Report Appendix 6

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

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status:
Medium (10)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 2 -
Low

Service Manager: Stuart Noyce

Review Note: Annual review - No incidents or further mitigating actions added.

Risk: H&S RA - Street Cleansing Operative Risk assessment for role - highest risk from role - Risk of RTA from severe weather conditions

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status:
Medium (10)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 2 -
Low

Service Manager: Stuart Noyce

Review Note: Risk with control measures added

Risk: Hoarding Some tenants are known hoarders but we have policies in place and we do regular inspections.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status:
Medium (10)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 2 -
Low

Service Manager: Claire Fry

Review Note:

Risk Report Appendix 6

Risk: Homelessness Insufficient resources to support an increased homeless population could result in failure to meet statutory duty to provide advice and assistance to anyone who is homeless.

Effects (Impact/Severity): - Dissatisfied customers and increase in complaints.
 - This will involve an increase in officer time in dealing with Homelessness prevention and early intervention.
 - Possible increase in temporary accommodation usage.

Causes (Likelihood): - Social and economic factors like the recession and mortgage repossessions increase the number of homeless.
 - Lack of private sector housing.

Service: Housing Services

Current Status: High (16)

Current Risk Severity: 4 - High

Current Risk Likelihood: 4 - High

Service Manager: Michael Parker

Review Note: It is likely that the new Homelessness Reduction Act 2017 will place additional responsibilities on the Council.

Risk: Impact of Welfare Reform and other emerging National Housing

Policy Changes to benefits available to tenants could impact upon their ability to pay. Other initiatives could impact upon our ability to deliver our 30 year Business Plan.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status: High (15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Claire Fry

Review Note:

Risk Report Appendix 6

Risk: Information Security Inadequate Information Security could lead to breaches of confidential information, damaged or corrupted data and ultimately Denial of Service. If the council fails to have an effective information strategy in place.

Risk of monetary penalties and fines, and legal action by affected parties

Effects (Impact/Severity):

Causes (Likelihood):

Service: I C T

Current Status: High (20)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 4 - High

Service Manager: Liz Reeves

Review Note: Increased awareness training for all staff and members, Information Security training calendar to ensure all year reminders.

Trialling systems to send phishing emails to staff as training tool.

Risk: Legionella Legionella

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Darren Beer

Review Note:

Risk: Local Plan Whether the Inspector will find the Plan unsound

Effects (Impact/Severity):

Causes (Likelihood):

Service: Planning

Current Status: High (15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Jenny Clifford

Review Note: Some mitigation is possible important to be as well prepared for the hearing in September as possible.

Risk Report Appendix 6

Risk: Lone Working Risks associated with working alone (eg on site visits, call-outs, evening, weekend and emergency work and working from home).

Effects (Impact/Severity):

Causes (Likelihood):

Service: Property Services

Current Status:
Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Andrew Busby

Review Note:

Risk: New Homes A low housing build rate would equal less affordable housing resulting in a reduction in potential New Homes Bonus

Effects (Impact/Severity): - Loss of Affordable Housing Income Section 106

- Failure to meet targets in Development Plan

- Potentially unallocated sites being developed as 5-year housing supply reduces

Causes (Likelihood):

Service: Planning

Current Status:
Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Jenny Clifford

Review Note:

Risk: Pannier market general risk assessment General risk assessment for the market's day to day operation

Effects (Impact/Severity): Score of 5 as their appears to be a movement in the structure causing the glass doors to bow

Causes (Likelihood): Survey done, not weight bearing. Market manager is inspecting regularly.

Service: Pannier Market

Current Status:
Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Zoë Lentell

Review Note:

Risk Report Appendix 6

Risk: Phoenix Lane Car Park Increased difficulty in management of the facility while the Premier Inn is being built

Effects (Impact/Severity):

Causes (Likelihood):

Service: Property Services

Current Status:
Medium (10)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 2 -
Low

Service Manager: Andrew Busby

Review Note: Enabling meeting with the contractor 24 July 2017

Risk: Plant Room Plant Room

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status:
Medium (12)

Current Risk Severity: 4 -
High

Current Risk Likelihood: 3 -
Medium

Service Manager: Darren Beer

Review Note:

Risk: Pool Inflatable Pool Activities

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status:
Medium (10)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 2 -
Low

Service Manager: Darren Beer

Review Note:

Risk: Power Take Off (PTO)shaft use That the PTO shaft is not correctly guarded

Effects (Impact/Severity):

Causes (Likelihood):

Service: Grounds Maintenance

Current Status:
Medium (10)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 2 -
Low

Service Manager: Joe Scully

Review Note: Locking mechanism on the universal joint must be engaged successfully before engaging the PTO. Safe systems of work item

Risk Report Appendix 6

Risk: Reputational damage cyber security impact of reputational damage through social media is a significant risk that warrants inclusion on the Authority's risk register.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Communications

Current Status:
Medium (10)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 2 -
Low

Service Manager: None

Review Note:

Risk: Reputational re Council Housing Stock Handling a disaster/mistake properly would prevent any reputation damage.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status:
Medium (10)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 2 -
Low

Service Manager: Claire Fry

Review Note:

Risk: School Swimming Sessions School Swimming Sessions

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status:
Medium (10)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 2 -
Low

Service Manager: Darren Beer

Review Note:

Risk: Stress The physical and mental well-being of Officers could be affected by work environment and pressures caused by work demands and work relationships.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status:
Medium (12)

Current Risk Severity: 3 -
Medium

Current Risk Likelihood: 4 -
High

Service Manager: Claire Fry

Review Note:

Risk Report Appendix 6

Risk: Swimming Lessons Swimming Lessons

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status:
Medium (10)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 2 -
Low

Service Manager: Darren Beer

Review Note:

Risk: Swimming Pool Swimming pool & spectator walkway

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status:
Medium (10)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 2 -
Low

Service Manager: Darren Beer

Review Note:

Risk: Tenants with Complex Needs As our housing stock shrinks, the proportion of such tenants will increase.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status:
Medium (12)

Current Risk Severity: 4 -
High

Current Risk Likelihood: 3 -
Medium

Service Manager: Claire Fry

Review Note:

Risk: Welfare Reform Act - Benefits Failure to implement and communicate the new benefits framework effectively could result in applications not being completed in time

Effects (Impact/Severity): If the changes from current benefits system to Universal Credit go ahead, the system will require greater staff resource

Causes (Likelihood): Will now happen

Service: Revenues - Benefits

Current Status: No
Data

Current Risk Severity: 4 -
High

Current Risk Likelihood: 3 -
Medium

Service Manager: Andrew Jarrett

Review Note:

Risk Report Appendix 6

Risk: Widespread fire in block of flats Fire in our multiple occupancy properties, could result in widespread damage, injury or even death

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status: No Data

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Mark Baglow

Review Note: The Corporate H & S Officer has now carried out Fire Risk Assessments in the common rooms at Broad Lane and Westfield Road.

Housing Caretakers inspect communal areas on a 5 week cycle, which includes checking fire exit doors and signage.

Any issues are reported to the relevant Neighbourhood Officer.

Risk: Workplace Welfare The provision of adequate welfare arrangements is important both in terms of complying with the law and keeping the workforce happy. People tend to perform better and be happier at their work if they are working in a safe and healthy environment.

Workplace welfare includes the working environment (such as ventilation, noise, temperature, lighting, humidity, space, workstations and seating), welfare facilities (provision of drinking water, rest room and sanitary facilities including toilets, wash basins and showers), workplace safety and housekeeping (cleanliness and waste disposal).

Effects (Impact/Severity):

Causes (Likelihood):

Service: Legal Services

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Kathryn Tebbey

Review Note: The risk is not well-related to Legal Services. The risk for Legal Services is from a constant high workload leading to burnout and stress. Some of this will be alleviated through improved systems, but this may prove insufficient mitigation.

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Print Date: 06 September 2017 17:58

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Risk Matrix

Report
For MDDC - Services
Current settings

Risk Likelihood	5 - Very High	No Risks	No Risks	1 Risk	No Risks	No Risks
	4 - High	No Risks	No Risks	2 Risks	1 Risk	2 Risks
	3 - Medium	No Risks	5 Risks	10 Risks	9 Risks	3 Risks
	2 - Low	3 Risks	17 Risks	27 Risks	30 Risks	17 Risks
	1 - Very Low	7 Risks	10 Risks	8 Risks	14 Risks	19 Risks
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
		Risk Severity				

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MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

October 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)
Air Quality To consider the formation of a new policy.	Community Policy Development Group	26 Sep 2017	Simon Newcombe, Public Health and Professional Services Manager Tel: 01884 234615	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
	Cabinet	26 Oct 2017			
	Council	13 Dec 2017			
Area B, Eastern Urban Extension, Tiverton To seek authority to tender for consultants to undertake the masterplanning exercise.	Cabinet	26 Oct 2017	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	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	Cabinet	26 Oct 2017	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

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Agenda Item 10

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)
11 May to allow for further consideration to take place.					
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
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 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

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)
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
Wireless Broadband update	Cabinet	26 Oct 2017	Adrian Welsh, Group Manager Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Local Enforcement Policy (post consultation) Report of the Head of Planning and Regeneration following the consultation process	Cabinet Council	26 Oct 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
Land for Affordable Housing To acquire land (in consultation with the Cabinet Member for Housing) for the	Director of Finance, Assets and Resources	Not before 27th Oct 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242		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)
provision of affordable housing (under the scheme of delegation) at Waddeton Park, Post Hill, Tiverton					
<p>10 Year Management Plan for Open Spaces</p> <p>The Open Spaces Manager will put forward provisional plans for a framework of development for open spaces, play areas and cemeteries in the District.</p>	<p>Environment Policy Development Group</p> <p>Cabinet</p>	<p>7 Nov 2017</p> <p>23 Nov 2017</p>	<p>Joe Scully, Operations Manager Tel: 01884 234339</p>	<p>Cabinet Member for the Environment (Councillor Karl Busch)</p>	<p>Open</p>
<p>Cemetery Works</p> <p>To receive a report detailing proposed works for the cemeteries in Tiverton and Crediton regarding concrete bases as foundations for headstones.</p>	<p>Environment Policy Development Group</p> <p>Cabinet</p>	<p>7 Nov 2017</p> <p>23 Nov 2017</p>	<p>Joe Scully, Operations Manager Tel: 01884 234339</p>	<p>Cabinet Member for the Environment (Councillor Karl Busch)</p>	<p>Open</p>
<p>Market Rights Policy</p> <p>A report proposing the adoption of a new Market Policy.</p>	<p>Economy Policy Development Group</p> <p>Cabinet</p>	<p>9 Nov 2017</p> <p>23 Nov 2017</p>	<p>Alan Ottey, Tiverton Town Centre and Market Manager</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Richard)</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)
	Council	13 Dec 2017		Chesterton)	
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
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	9 Nov 2017 23 Nov 2017	John Bodley-Scott, Economic Development Team Leader	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Market Environmental Strategy To receive a report considering the	Economy Policy Development Group	9 Nov 2017	Adrian Welsh, Group Manager Growth, Economy and Delivery	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)
Environmental Strategy for the Tiverton Pannier Market	Cabinet Council	23 Nov 2017 13 Dec 2017		Richard Chesterton)	
<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>	Homes Policy Development Group Cabinet	14 Nov 2017 23 Nov 2017	Michael Parker, Housing Options Manager Tel: 01884 234906	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<p>Gas Safety Policy</p> <p>To consider a report regarding the revised Gas Safety Policy.</p>	Homes Policy Development Group Cabinet	14 Nov 2017 23 Nov 2017	Mark Baglow, Building Services Manager Tel: 01884 233011	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)
<p>Tenancy Policy</p> <p>To consider a report regarding the revised Policy.</p>	<p>Homes Policy Development Group</p> <p>Cabinet</p>	<p>14 Nov 2017</p> <p>23 Nov 2017</p>	<p>Claire Fry, Housing Services Manager Tel: 01884 234920</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>
<p>Tenancy Strategy</p> <p>To consider a report regarding the revised strategy.</p>	<p>Homes Policy Development Group</p> <p>Cabinet</p>	<p>14 Nov 2017</p> <p>23 Nov 2017</p>	<p>Claire Fry, Housing Services Manager Tel: 01884 234920</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>
<p>Community Housing Fund Grant Policy</p> <p>To receive a report from the Housing Services Manager regarding the new Community Housing Fund Policy.</p>	<p>Homes Policy Development Group</p> <p>Cabinet</p> <p>Council</p>	<p>14 Nov 2017</p> <p>23 Nov 2017</p> <p>13 Dec 2017</p>	<p>Claire Fry, Housing Services Manager Tel: 01884 234920</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>
<p>Rechargeable Repairs</p> <p>To receive a report reviewing the Rechargeable Repairs policy.</p>	<p>Homes Policy Development Group</p> <p>Cabinet</p>	<p>14 Nov 2017</p> <p>23 Nov 2017</p>	<p>Mark Baglow, Building Services Manager Tel: 01884 233011</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)
Corporate Debt Recovery Policy To consider a revised policy.	Audit Committee Cabinet	21 Nov 2017 4 Jan 2018	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Supply of Kitchens To consider the outcome of the procurement exercise for the supply of kitchens to Council property.	Cabinet	23 Nov 2017	Andrew Pritchard, Director of Operations Tel: 01884 234950	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
Greater Exeter Strategic Plan	Cabinet Council	23 Nov 2017 13 Dec 2017	Jenny Clifford, Head of Planning, Economy and	Cabinet Member for Planning and Economic	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 consider a report of the Head of Planning, Economy and Regeneration regarding a draft strategic plan.			Regeneration Tel: 01884 234346	Regeneration (Councillor Richard Chesterton)	
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	23 Nov 2017	Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Town and Parish Charter To undertake a four yearly review the Town and Parish Charter	Community Policy Development Group Cabinet	28 Nov 2017 4 Jan 2018	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Gypsies and Travellers Policy	Community Policy Development		Simon Newcombe, Public Health and Professional	Cabinet Member for Planning and Economic	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 regarding a policy for Gypsy and Travellers.	Group Cabinet Council	28 Nov 2017 4 Jan 2018 21 Feb 2018	Services Manager Tel: 01884 234615	Regeneration (Councillor Richard Chesterton)	
Corporate Anti Social Behaviour Policy 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 Chesterton)	Open
Cleaning Contractors	Cabinet	4 Jan 2018	Andrew Jarrett,	Cabinet for the	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 approve the outcome of the procurement exercise.			Director of Finance, Assets and Resources Tel: 01884 234242	Working Environment and Support Services (Councillor Margaret Squires)	
ICT Strategy Report of the Head of Customer Services regarding review of the ICT Strategy	Cabinet	4 Jan 2018	Liz Reeves, Head of Customer Services Tel: 01884 234371	Cabinet Member for Community Well Being (Councillor Colin Slade)	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		Adrian Welsh, Group Manager Growth, Economy	Cabinet Member for Planning and Economic	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)
	Group Cabinet Council	11 Jan 2018 1 Feb 2018 21 Feb 2018	and Delivery	Regeneration (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
Play Area Contractors To consider the outcome of the procurement exercise for the provision of play area contractors	Cabinet	1 Feb 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	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)
<p>Capital Programme</p> <p>Report seeking Council approval for the 2018/19 Capital Programme</p>	<p>Cabinet</p> <p>Council</p>	<p>1 Feb 2018</p> <p>21 Feb 2018</p>	<p>Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242</p>	<p>Cabinet Member for Finance (Councillor Peter Hare-Scott)</p>	<p>Open</p>
<p>National Non - Domestic Rates</p> <p>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.</p>	<p>Cabinet</p>	<p>1 Feb 2018</p>	<p>Andrew Jarrett, Director of Finance, Assets and Resources Tel: 01884 234242</p>	<p>Cabinet Member for Finance (Councillor Peter Hare-Scott)</p>	<p>Open</p>
<p>Policy Framework</p> <p>Report outlining the Policy Framework for the year</p>	<p>Cabinet</p> <p>Council</p>	<p>1 Feb 2018</p> <p>21 Feb 2018</p>	<p>Stephen Walford, Chief Executive Tel: 01884 234201</p>	<p>Leader of the Council (Councillor Clive Eginton)</p>	<p>Open</p>
<p>Establishment</p> <p>Report outlining the overall structure of the Council</p>	<p>Cabinet</p> <p>Council</p>	<p>1 Feb 2018</p> <p>21 Feb 2018</p>	<p>Jane Cottrell, Group Human Resources Manager Tel: 01884 234919</p>	<p>Cabinet for the Working Environment and Support Services</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)
				(Councillor Margaret Squires)	
Review of Bereavement Services To receive a report regarding review of Bereavement Services, to include National Assisted Burials	Environment Policy Development Group Cabinet	6 Mar 2018 10 May 2018	Joe Scully, Operations Manager Tel: 01884 234339	Cabinet Member for the Environment (Councillor Karl Busch)	Open