

Public Document Pack

Mid Devon District Council

Cabinet

Thursday, 9 August 2018 at 2.15 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Thursday, 30 August 2018 at 2.15 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr C J Eginton	Leader and Environment
Cllr R J Chesterton	Deputy Leader and Planning and Economic Regeneration
Cllr P H D Hare-Scott	Finance
Cllr C R Slade	Community Well Being
Cllr Mrs M E Squires	Working Environment and Support Services
Cllr R L Stanley	Housing

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**
To receive any apologies for absence.
- 2. Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
- 3. Declarations of Interest under the Code of Conduct**
Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 4. Minutes of the Previous Meeting (Pages 5 - 16)**
Members to consider whether to approve the minutes as a correct record of the meeting held on 5 July 2018.

Members are also requested to reconsider the minutes of the Cabinet meeting held on 23 May 2018, following an issue raised at Full Council where Cllr Mrs N Woollatt felt that Minute 16 (page 10) the 5th bullet point was incorrect and should read "The details within the North West Cullompton Masterplan regarding the release of funding upon the sale of

the land and prior to construction”.

5. **Repairing Footpaths and Roads Policy** *(Pages 17 - 22)*
Arising from a report of the Director of Operations, the Environment Policy Development Group had recommended that the revised Repairing Footpaths and Roads Policy as outlined in the report be approved and that the number of inspections be added to the Performance and Risk Report.
6. **Single Equalities Policy and Equality Objective** *(Pages 23 - 48)*
Following a report of the Group Manager for Performance, Governance and Data Security, the Community Policy Development Group had made the following recommendation that the Single Equality Scheme and Equality Objective as attached in Annexe A be approved subject to the amendment to Appendix B – Summary of Equalities Legislation to remove the extra line.
7. **Custom and Self Build** *(Pages 49 - 54)*
To consider a report of the Head of Planning, Economy and Regeneration requesting approval of the use of consultancy support to help the Council move the agenda forward for Custom and Self Build homes in Mid Devon.
8. **Financial Monitoring** *(Pages 55 - 72)*
To receive a report of the Deputy Chief Executive (S151) presenting a financial update in respect of the income and expenditure so far in the year.
9. **Performance and Risk** *(Pages 73 - 104)*
To consider a report of the Director of Corporate Affairs and Business Transformation providing Members with an update on the performance against the Corporate Plan and local service targets.
10. **Notification of Key Decisions** *(Pages 105 - 118)*
To note the contents of the Forward Plan.

Stephen Walford

Chief Executive

Wednesday, 1 August 2018

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

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An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, or

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

Tel: 01884 234229

E-Mail: sgabriel@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **CABINET** held on 5 July 2018 at 2.15 pm

Present

Councillors

C J Eginton (Leader)
R J Chesterton, P H D Hare-Scott,
C R Slade, Mrs M E Squires and
R L Stanley

Also Present

Councillor(s)

F W Letch and F J Rosamond

Also Present

Officer(s):

Andrew Jarrett (Deputy Chief Executive (S151)), Jill May (Director of Corporate Affairs and Business Transformation), Kathryn Tebbey (Group Manager for Legal Services and Monitoring Officer), Jenny Clifford (Head of Planning, Economy and Regeneration), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Tristan Peat (Forward Planning Team Leader) and Sally Gabriel (Member Services Manager)

37. **APOLOGIES**

There were no apologies.

38. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**

Members were reminded of the need to declare any interests when appropriate.

39. **PUBLIC QUESTION TIME**

There were no members of the public present.

40. **MINUTES OF THE PREVIOUS MEETING (00-01-05)**

The minutes of the previous meeting were approved as a correct record and signed by the Chairman.

41. **LOCAL PLAN EXAMINATION HEARING (00-02-18)**

The Cabinet had before it a * report of the Head of Planning, Economy and Regeneration requesting delegated authority to follow instructions from the appointed Inspector to assist with the examination of the Local Plan Review.

Forward Planning Team Leader stated that the requests within the report were necessary for the smooth running of the examination process and that the necessary delegated authority would allow Planning Officers and others to work with the Inspector if required. Throughout the course of the examination, the Inspector may ask for additional information, this could include papers and statements with

responses required on specific issues and could include responses to supplementary questions not previously responded to in hearing statements. It was possible that the Inspector may ask officers to undertake additional work and also engage with other participants in providing information to assist the Inspectors examination of the Local Plan.

Consideration was given to:

- The need to be prepared to work with the Inspector effectively
- How Members would be kept informed
- The possible timings for the rest of the examination process and why 2013 was still mentioned in the title of the Plan.

RECOMMENDED to Council that:

Delegated authority be given to:

- i) Officers to follow instructions from the appointed Inspector to assist with the examination of the Local Plan Review.
- ii) The Head of Planning, Economy and Regeneration in consultation with the Cabinet Member for Planning and Economic Regeneration to agree upon a set of proposed main modifications if arising during the examination process (most likely at the very end of the examination process) and if asked by the Inspector to do so, and seek approval from the Council to consult on these together with any updated Sustainability Appraisal.
- (iii) The Head of Planning, Economy and Regeneration the ability to make any presentational improvements or other consequential minor changes (e.g. correcting typographical errors or factual inaccuracies and matters of clarification) to the Local Plan or its Policies Map prior to the consultation on proposed main modifications commencing.

(Proposed by Cllr R J Chesterton and seconded by Cllr Mrs M E Squires)

Note: * Report previously circulated, copy attached to minutes.

42. **RECORDS MANAGEMENT ACTION PLAN (00-10-53)**

The Cabinet had before it a *report of the Group Manager for Performance, Governance and Data Security setting out a revised Records Management Action Plan.

She outlined the contents of the report stating that in accordance with the new Data Protection legislation it was vital that records handling happened as part of a managed process and was logged, this was a new and significant legal requirement. The Records Management Policy had previously been approved and the Action Plan would reinforce the requirements of the GDPR and Data Protection Act 2018

Consideration was given to possible over reaction with regard to the sharing of information.

RESOLVED that the Records Management Action Plan be approved.

(Proposed by the Chairman)

Note: *Report previously circulated, copy attached to minutes.

43. **NOTIFICATION OF KEY DECISIONS (00-13-44)**

The Cabinet had before it, and **NOTED**, its rolling plan * for July 2018 containing future key decisions.

Note: *Plan previously circulated, copy attached to minutes

44. **ACCESS TO INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC (00-15-48)**

Prior to considering the following item on the agenda, discussion took place as to whether it was necessary to pass the following resolution to exclude the press and public having reflected on Article 15 15.02(d) (a presumption in favour of openness) of the Constitution. The Cabinet decided that in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

It was therefore:

RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 respectively of Part 1 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information)

(Proposed by the Chairman)

45. **THE GREEN, PUBLIC CONVENIENCE, CREDITON**

The Cabinet had before it a report * of the Deputy Chief Executive (S151), outlining options for the disposal of an asset.

The Cabinet Member for Housing outlined the contents of the report and a full discussion took place.

Returning to open session the Cabinet:

RESOLVED that the asset disposal of the closed Public Convenience at St Lawrence Green, Crediton be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr P H D Hare-Scott)

Notes:-

- i) Cllr R J Chesterton declared a personal interest as the proposed purchaser was known to him;
- ii) *Report previously circulated.

(The meeting ended at 2.40 pm)

CHAIRMAN

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **CABINET** held on 23 May 2018 at 10.00 am

Present

Councillors

C J Eginton (Leader)
R J Chesterton, P H D Hare-Scott,
C R Slade, Mrs M E Squires and
R L Stanley

Also Present

Councillor(s)

Mrs E M Andrews, Mrs A R Berry, F J Rosamond and
Mrs N Woollatt

Also Present

Officer(s):

Andrew Jarrett (Director of Finance, Assets and Resources), Jill May (Director of Corporate Affairs and Business Transformation), Andrew Pritchard (Director of Operations), Kathryn Tebbey (Group Manager for Legal Services and Monitoring Officer), Jenny Clifford (Head of Planning, Economy and Regeneration), Adrian Welsh (Group Manager for Growth, Economy and Delivery) and Sally Gabriel (Member Services Manager)

Also in

Attendance:

Ian Sorenson (Devon County Council, Highway Authority)

12. APOLOGIES

There were no apologies.

13. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT

Members were reminded of the need to declare any interests when appropriate.

14. PUBLIC QUESTION TIME (00- 01-17)

Mr Warren referring to item 5 on the agenda (Housing Infrastructure Fund) stated that in September 2017 a bid was made to the fund in relation to two projects in Mid Devon. On 1 February 2018 a press release from MDDC stated "Today the Council learned it was successful with its bids for both Tiverton and Cullompton, unlocking growth potential for both towns. Cullompton will receive £10 million to undertake short term improvements to Junction 28". It goes on to describe those works. Comments are also included which are attributed to Councillors Chesterton and Eginton. Councillor Eginton is quoted as saying "this shows not only the quality of our own bids, but with success being repeated across the greater area".

The report before you today, under risk assessment, contains the words “lead us now to believe that the scheme as initially submitted under the HIF MV fund is not deliverable and will not achieve the desired outcomes”.

At paragraphs 4.1.1 it states “It is therefore concluded by the highway authorities that the scheme of works at the junction as submitted under the HIF scheme is both undeliverable and would not represent value for money.

How can the Leader substantiate his quote that the original bid was one of quality?

Having read the report before you and the requirement of due diligence and further assessments needed, was it not premature to advise members of the public that the original bid was successful?

The latest press release dated 15 May 2018 concludes with the words “The Council learned it was successful in principle with both its bids in February, subject to further stages of evaluation by Homes England prior to a final decision in summer/autumn 2018”.

Now that we have the words ‘in principle’ included was the press release in February misleading the public as it now appears the funding was not definite as more work and discussions were needed?

Is the statement by Councillor Chesterton in that May 2018 press release predetermining the outcome of your discussions and decision today?

Catherine Penharris again referring to item 5 on the agenda (Housing Infrastructure Fund) stated that in your report and in particular the risk assessment, I cannot see anything about earmarking the land, if the land (you are proposing to use for the relief road) is not available for the relief road what are you proposing to do? You state that discussions are well advanced, what are the options and what other options do you have?

The Chairman indicated that answers would be provided when the item was discussed.

15. MINUTES OF THE PREVIOUS MEETING (00-06-07)

The minutes of the previous meeting were approved as a correct record and signed by the Chairman.

16. HOUSING INFRASTRUCTURE FUND (00-07-08)

The Cabinet had before it a report* of the Head of Planning, Economy and Regeneration updating Members on the latest position with regard to the Housing Infrastructure Fund (HIF) bid for Cullompton and to seek approval to pursue opportunities to use the Government investment on an amended transport intervention to bring forward housing development and address congestion and air quality problems in the Cullompton area and seek approval to fund related work.

The Cabinet Member for Planning and Economic Regeneration initially asked the Monitoring officer if she felt that he was predetermining the outcome of the

discussions and the decision that would be made today. The Monitoring Officer advised that as long as the Member was satisfied that he was willing to listen to the discussion then predetermination was unlikely. He therefore outlined the contents of the report stating that in July 2017 the Government launched its £2.3 billion Housing Infrastructure Fund to finance infrastructure to unlock housing delivery.

The Marginal Viability part of the fund would be used to provide the final, or missing, piece of infrastructure funding in order to get existing sites unblocked quickly or new sites allocated. The Government expected the infrastructure to be built soon after schemes had been awarded funding and for the homes to follow at pace.

Bids to the fund were assessed against three criteria:

- Value for money
- Strategic approach to delivering housing growth
- That the scheme and homes could be delivered.

Mid Devon District Council submitted marginal viability bids in relation to two schemes for highways infrastructure which would unlock development sites identified within both the adopted Local Plan and the emerging Local Plan Review:

1. J28 M5 Cullompton - A £10m scheme for improvements at the junction itself to increase its capacity through the creation of an additional lane on the bridges, new footbridges and full signalisation.
2. A361 junction east of Tiverton – A £8.2m scheme for phase 2 covering the bridge across the A361, the north side slip roads and associated landscaping.

The Government had announced the success of both schemes in early 2018. This was subject to a process of further assessment and due diligence by Homes England which was still ongoing. Assessment was currently focussed on value for money (cost/benefit) and delivery. A final decision over whether the funding would be awarded was expected within the next few months.

Since the original bid submission, further transport analysis and further discussions had taken place with Devon County Council officers and Highways England over the proposed scheme for Cullompton. This has resulted in advice that:

1. The scheme at the junction would not achieve the benefits to traffic flows and junction operation initially expected.
2. The highway authorities had expressed strong concern over the ability for the scheme as submitted to be constructed.
3. Neither authority therefore wished to take responsibility for the delivery of the scheme which was now considered to be undeliverable and not to represent value for money.

Officers had therefore concluded that the scheme as submitted would not now satisfy Homes England and would not be funded. Officers considered there was an opportunity to evolve the proposed highway scheme in order to better address the issues of traffic flows and junction operation, unlock the same number of homes and

delivery better value for money. This would be through the delivery of a relief road for Cullompton rather than the previously proposed scheme located at the motorway junction itself. A relief road would provide:

1. Better management of queueing in the PM peak on the north bound off-slip at J28, removing a potential safety concern;
2. Reduction of traffic from Cullompton High Street which was an existing Air Quality Management Area;
3. Delivery of a long-standing community aspiration for a town centre relief road to support economic and environmental regeneration of Cullompton High Street; and
4. Early delivery of the first part of the longer term strategic solution which would be required to unlock the full potential for homes and growth at Culm Garden Village.
5. Less disruption to the operation of the motorway junction during construction as the original proposal.

Amending the £10m HIF bid to deliver a relief road for Cullompton did have the support of Highways England and Devon County Council.

The route and precise alignment of the relief road was yet to be determined and would be subject to public consultation before the submission of a planning application. Officers were working on a project programme to meet the Homes England requirement that money was spent and schemes delivered by 2020/21. To meet the tight timetable, some work would need to be financed in advance of final confirmation of the bid outcome from Homes England. A budget of £100,000 for the work would be needed and was therefore at risk should Homes England not agree to support the intervention. A further £300,000 budget was proposed within the recommendation, but this would only be sought in the event that Homes England confirmed approval of the funding and that spend was eligible to be reimbursed through the Housing Infrastructure Fund.

The Council was therefore:

1. Seeking to secure investment in Cullompton's infrastructure;
2. Trying to find the best way to not just deliver the housing, but to also meet the long term needs and ambitions of the town; and
3. The views of local people on potential road alignment would be sought over the following months if the funding was secured.

The Head of Planning Economy and Regeneration answered the questions posed in public question time; she stated that this was an evolving situation; the timescales that Mr Warren referred to were correct and that the press release was as a response to the ministerial announcement which listed the successful projects. What was not clear at that time was the extent of further assessment and due diligence required; the press release was written and published in good faith. What was unknown at the time was the extent of the further processes that were required and that the approval was only in principle and that more work and engagement with Homes England was required. The report before you reflected the evolving situation. She reported that work was taking place with Devon County Council, Highway

Authority and Highways England and through the local authority's due diligence it was now clear that the scheme at Junction 28 would not achieve the extent of benefits originally identified. There was now the opportunity to capture the greatest benefit for Cullompton by delivering a relief road and that was now the preference of Highways England. She outlined the concerns of the Highway Authorities with regard to PM peak congestion backing up on to the motorway and the wider benefits that the relief road could produce. Referring to the question regarding the routes of the relief road, she was aware that the land was in different ownership and there would be a need to secure the land, the precise route had not been decided in the current Local Plan policy it was described as an eastern relief road from Station Road to Meadow Lane and therefore the route had been identified as going through the CCA fields, however subject to technical constraints, whether there was potential for another option on the other side of the motorway was being investigated. A public consultation process would take place to consider options for the route.

The Leader added that with regard to the press release, he still believed that they were quality bids and that the press release was not misleading but based on information that was available at the time.

The Cabinet Member for Planning and Regeneration also highlighted a recent planning appeal which had questioned the impact of new development on the junction and that it was unlikely that substantial S106 funding from the North Western Cullompton development would be made available for improvements to J28.

Consideration was given to:

- The initial funding requirement of £100k and where that money would come from
- The overall cost of the road, funding streams and the timetable for delivering a relief road
- The cost benefit ratio
- Initial works already planned by Devon County Council, Highway Authority for the summer for J28 to widen the carriageway on the eastern side of the junction.
- The details within the North West Cullompton Masterplan regarding the release of funding upon land same and prior to development.
- The views of local Ward Members: Cllr Mrs Woollatt stated that the report did not fully address the risks involved, there was a lack of data with regard to housing growth in the area and that she felt that the scheme would not stand up to due diligence by Homes England. The relief road would cause more congestion as Junction 28 would still be a bottleneck and that the relief road would only deal with town centre congestion; the original plan was deemed to be unsatisfactory and therefore there was a need for a Plan B, she questioned the outcome of the Environment Agency report of flood issues, the landowners on the proposed route options for the relief road were stakeholders and would have to be consulted, the timescales were too tight and that an additional junction on the M5 would be the best option. She also requested that any decision be deferred to allow for better modelling data to be supplied. The

representative from Devon County Council Highway Authority stated that a new relief road would remove the congestion within the town centre and that the modelling outcomes would be better served by an eastern relief road and would reduce the safety concerns of Highways England with regard to queuing back onto the motorway at PM peak times. Cllr Mrs Woollatt also questioned how long a compulsory purchase order would take and the impact that would have on the scheme.

Cllr Mrs Berry stated that the residents of Cullompton were desperate for a relief road and that there was a need to grab the opportunity before Members today; if the scheme was deliverable then there was a need to welcome it.

Cllr Mrs Andrews stated that there was a need for a relief road but it had to be in the right place, there was a need to consider the impact of a relief road crossing the CCA fields and the impact that this would have on the school and the residents of Meadow Lane and Duke Street. Should the relief road be established on the other side of the motorway which would be nearer to the Garden Village? She spoke about the congestion in the High Street and the large vehicles that travelled through the town, the flood issues in the area of the CCA fields and the need for the scheme to cover all the issues in Cullompton.

The Chairman of the Scrutiny Committee highlighted the preliminary informal discussions that had taken place with Homes England.

- If the relief road did pass through the CCA fields it would be raised, if that option was agreed it was a critical infrastructure and therefore allowed in a flood plain
- The relief road would not replace a future junction/significant junction improvement to the M5 which had been proposed as part of the Garden Village scheme, this would be a different stage of intervention.

It was therefore

RESOLVED that:

- a) Delegated authority be given to the Head of Planning, Economy and Regeneration to pursue further discussions over Housing Infrastructure Fund Marginal Viability (HIF MV) with Homes England on the basis of an amended highway intervention at Cullompton to deliver the town centre relief road;
- b) A budget of £100,000 be approved to progress development of a relief road scheme and delegated authority be granted to the Head of Planning, Economy and Regeneration in consultation with the Cabinet Member for Planning and Regeneration to commission associated work up to this value;
- c) In the event that HIF funding from Homes England is confirmed, delegated authority be granted to the Head of Planning, Economy and Regeneration and the Director of Finance, Assets and Resources (Section 151 Officer), in consultation with the Cabinet Member for Planning and Regeneration, to

approve a further budget of up to £300,000 to support pre-application work which would then be reimbursed through the HIF fund.

(Proposed by Cllr R J Chesterton and seconded by Cllr R L Stanley)

Note: *Report previously circulated copy attached to minutes.

(The meeting ended at 11.25 am)

CHAIRMAN

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ENVIRONMENT PDG

10 July 2018

Roads and Footpaths Inspection and Maintenance Regime

Cabinet Member: Cllr Ray Stanley, Cabinet Member Housing and Property Services

Responsible Officer: Andrew Jarrett, Director of Finance, Assets and Resources

Reason for Report: To review and approve the regime for the inspection and maintenance of the Council's property as detailed in 1.3.

RECOMMENDATION(S): That the Council continue to inspect and maintain its roads, footways and car parks in accordance with the Devon County Council Highway Safety Inspection Manual as detailed in 4.0.

Relationship to Corporate Plan: Priority 5 - Corporate

Financial Implications: There is not a direct financial implication upon approval of this report, other than the risk of a potential accident claim and deterioration of condition leading to more significant unplanned works. It is therefore essential that a robust inspection regime is maintained. The 2018-19 budget for the inspection of roads and footpaths is £49k that includes 0.75 of an FTE. The expenditure for essential repairs in the previous financial year (2017-18) that excludes Capital projects was circa £27k. The Council spent £0 in insurance claims within the 2017-18 financial year.

Legal Implications: The Council must maintain an inspection record of its assets for public or communal use to an appropriate standard to mitigate risk of litigation.

Risk Assessment: A risk assessment is integral with the Devon County Council Highway Safety Inspection Manual. In addition to this the Property Services team complete site specific risk assessments.

Equality Impact Assessment: No specific assessment has been deemed necessary, but to ensure that Council facilities are accessible its assets must be appropriately maintained.

1.0 Introduction

- 1.1 The Council has previously operated a Highway Agency function on behalf of Devon County Council for the urban roads within Tiverton and Crediton. That Agency function obligated the Council to apply Devon County Council standards and policy to those roads. The Council applied the same standards to its own similar assets across the District. On the cessation of the Agency the application of those standards and policy continued. This report seeks to endorse that principle and approve the continuing inspection and maintenance of the Council's similar assets on the basis of the Devon County Council Highway Safety Inspection Manual.

- 1.2 The current Devon County Council Highway Safety Inspection Manual can be found attached to this report as Annex A.
- 1.3 The Council's assets in this regard are unadopted roads and footways on both our General Fund and HRA assets, including Council housing estates. This includes parking areas, garage forecourts, communal paths, walks, cycle ways, paths in parks and cemeteries, car parks, access roads to corporate property, shopping precincts and yards.

2.0 Safety inspections

- 2.1 Table 1 has been extracted from the Highway Safety Inspection Manual and the frequency of safety inspections assigned to each maintenance category has been detailed.

Table 1

Safety Inspection Frequency		
Maintenance Category		Frequency
3	National Primary Route	1 month
4	County Primary Route	1 month
5	Secondary County Route	1 month
6	Local distributor	6 month
7	Collector road	6 month
8	Minor collector road	annual
9	Service road	annual
10	Minor service road	annual
11	Minor lane	every 2 years
Footway		
F1	Primary walking route	1 month
F2	Secondary walking route	3 month
F3	Link footway	6 month
F4	Local access footway	annual
	Urban metalled PROW's	Every 3 years
Cycleway		
A	Part of carriageway	as carriageway
B	Remote from carriageway	6 month
C	Cycle trails	annual
Park & Ride Sites		
P1	Park & Ride	1 month

2.2 Categories that are listed in Table 1 and are applicable to the Council are:

2.2.1 Carriageway (including associated footway)

- Minor collector road, service road and minor service road – annual
- Minor lane – every 2 years

2.2.2 Footway

- Link footway – 6 monthly
- Local access footway – annually

2.2.3 Cycleway

- Cycle trails – annually

2.2.4 Park and Ride Sites – Car Parks

- Paying and Permit Car Parks – monthly
- Amenity and HRA Estate car parks – 6 monthly

3.0 Defect Investigatory Criteria

3.1 The following is extracted from the Highway Safety Inspection Manual that the District refers to and will continue to following the approval of this report.

- The following defect descriptions are used to determine what defects within the highway networks requires investigation.
- The criteria has been developed using a mixture of best practice, risk assessment and benchmarking.
- Defects take into account policies of neighbouring highway authorities and where possible similar parameters have been adopted to ensure consistency

3.2 Defects are listed below and will be applied to the appropriate element of the highway regardless of position. A more detailed description of each defect and the position within the highway is provided defect by defect.

- Pothole
- Standing/running water
- Embankment or bank slips
- Spillages
- Obstructions
- Overriding
- Defective high friction surface
- Dangerous or obstructing trees
- Obscured visibility and overgrown hedges and bushes
- Defective road markings
- Defective ironwork
- Defective cattlegrids
- Defective overhead cables
- Defective road markings

- Missing pre-formed modules
- Obstructions – materials, goods, equipment and signs
- Cracks and gaps
- Abrupt level differences/trip
- Rocking flag
- Damaged road restraint systems
- Defective boundary fences
- Streetlights, illuminated or Variable Message Traffic Signs & Illuminated Bollards
- Defective road signs
- Defective traffic signals
- Damaged steps
- Damaged handrails
- Defective escape lanes /arrester beds
- Cracking/Defective surfacing joints
- Defective traffic calming features
- Damaged kerb
- Depression and humps

- 3.3 Principle defects applicable to the Council include Pothole (and definition)
- Carriageway (and car parks)– 40mm deep and 300mm in any horizontal direction
 - Footway – 20mm deep and 50mm in any horizontal direction

4.0 Safety Inspection Regime

- 4.1 The following is extracted from the Highway Safety Inspection manual, the safety inspection regime uses a risk assessment process as recommended in the NCoP to determine the degree of risk a defect which meets as investigation criterion impacts upon highway users. The result of this assessment defines an appropriate response from immediate to no further action and is detailed in Table 2 below.

Table 2 Risk Matrix

RISK MATRIX						
		PROBABILITY / LIKELIHOOD OF INTERACTION WITH HIGHWAY USER				
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Impact	None (1)	1	2	3	4	5
	Negligible (2)	2	4	6	8	10
	Minor (3)	3	6	9	12	15
	Moderate (4)	4	8	12	16	20
	Serious (5)	5	10	15	20	25

Category 4 (Low Risk) Consider an appropriate response including no further action/monitor	Category (Medium Risk) Repair within 28 days	Category 2 (High Risk) Make Safe or repair within 7 days	Category 1 Make safe or repair end of next working day
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Note:

Defects identified that pose a threat to life are considered an emergency and to be responded to, normally within 2 hours and made safe or repaired urgently.

5.0 Existing Arrangements

5.1 Personnel involved in safety inspections are trained and their names retained on a National Register. Property Services recognise the importance of an inspection regime and assign 0.75 of a F.T.E to providing this service across the General Fund and HRA estate. Inspection and any remedial action records retained for evidential purposes and are completed on site by the inspector in a hard copy format; this is converted to soft copy by the business support team that can be used in evidence in the event of a claim being submitted to the Council. The Property Services team have identified that the Access database for Roads and Footpaths is out of date and no longer supported. This work will be included and prioritised within the project planner for the Group Managers Team. We also plan to update the reporting system so that inspections can be completed in 'real time' and defects acted on promptly.

6.0 Financial information.

6.1 Financial information taken from the 2018-19 budgets includes the following:

- Direct costs- £28k
- Officer allocation -£22k
- Sinking fund provisions for car park resurfacing - £67k
- Sinking fund provisions for footpaths in and around cemeteries and parks and open spaces- £50k.
- Sinking fund for Tiverton bus station- £16k

6.2 The Property Services unit plan to tender the contract for repairs to our footpaths and roadways so that Key Performance Indicators can be introduced as well as demonstrating value for money. Reaction to any defects found is based on risk assessment of likelihood of incident and its impact using the following categories:

- At Category 1 – Make safe or repair by end the next working day
- At Category 2 – Make safe or repair within 7 days
- At Category 3 – Repair within 28 days
- At Category 4 – Monitor

7.0 Summary

- 7.1 The inspection and maintenance of Council assets is essential for public safety and longevity of the asset. A reduction in standard will impact on asset quality, quality of life for residents, supports decent homes requirements, attractiveness for visitors and Council reputation. It is also essential that a standard and policy is adopted to protect the Councils position should a claim be made against it in this regard. Continuing to adopt the Devon County Council Highway Safety Inspection Manual ensures a consistency across the District.

Contact for more Information: Andrew Busby, Group Manager Corporate Property & Commercial Assets - 01884 234948 (abusby@middevon.gov.uk).

Circulation of the Report: Leadership Team, Cabinet member

COMMUNITY PDG
24 JULY 2018

AGENDA ITEM:

SINGLE EQUALITY SCHEME

Cabinet Member: Cllr Colin Slade

Responsible Officer: Catherine Yandle, Group Manager for Performance, Governance and Data Security

Reason for Report: To remind Members of the Council's statutory duties under the Equality Act 2010, and to seek Members' approval for the revised Single Equality Scheme and Equality Objective.

RECOMMENDATION(S): That Members recommend to Cabinet that they approve the Single Equality Scheme together with the Equality Objective for 2018-19.

Relationship to Corporate Plan: The Equality Objective reflects the Corporate Plan aims under the Community priority.

Financial Implications: The Single Equality Scheme does not have any financial implications itself beyond those identified in individual service's equality impact assessments.

Legal Implications: Not complying with the Council's statutory duties with regard to equality could open the Council to legal challenge.

Risk Assessment: Approving the Single Equality Scheme and Equality Objective reduces the risk of legal challenge.

Equality Impact Assessment: Equality issues are the subject of this report.

1.0 Introduction

1.1 Under the Equality Act 2010 local authorities have a duty to have 'due regard' to:

Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;

Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and

Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

1.2 The way a local authority shows it has 'due regard' is by evidencing how equality is considered as part of its decision-making processes. The Single Equality Scheme indicates how this should be done. (Appendix B attached with tracked changes from when it was approved last year).

- 1.3 Case law over the last few years has clarified that considerations of equality should not only be placed at the centre of policy development but that bodies subject to the Public Sector Equality Duty, of which we are one, must apply this duty to the carrying out of any functions of a public body not just statutory functions.
- 1.4 Local authorities also have specific duties under the Act to publish Equality Information annually and 'Equality Objectives' at least every four years. The Equality Information is available on the Mid Devon District Council website Equality pages. (Attached Appendix A)
- 2.0 **Equality Objective**
- 2.1 The Council's 'Equality Objective' set 3 years ago was to focus on the training needs of staff and members, to ensure they have the right knowledge and tools to fulfil their responsibilities under the Act:
- “To ensure all staff and members of the Council receive the appropriate level of training on equality issues.”
- 2.2 Equality and diversity training was rolled out to staff, managers and Members throughout 2017-18 and this will be followed up to ensure we continue to achieve this objective going forward.
- 2.3 Templates for reports and Equality Impact Assessments have also been reviewed and reinforced. An Internal Audit into this area had a main recommendation; that the Corporate Equalities Group was revived, that is one of the reasons for setting this as the Equality objective for 2018-19.
- 2.4 With the Committee's approval the Equality Objective for 2018-19 will be to review the work of, and work towards the revival of, the Corporate Equalities Group.

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

Circulation of the Report: Members of Community PDG, Cllr Slade, Leadership Team

Basic facts about Mid Devon by Ward



Written by LGA Research from Local Government
Association

Basic facts about Mid Devon by Ward

This report provides a summary of the latest available information on the demographic and socio-economic make-up of the 24 wards in Mid Devon. It looks at the population structure and provides information on the economic, housing and educational achievement of each ward.

This sample report is one of a series of reports available from the Local Government Association's LG Inform Plus service. Other free reports include demographic and economic profiles of individual wards and health and wellbeing profiles which enable a side by side comparison of all ward(s) in Mid Devon.

With a subscription to LG Inform Plus there are many more reports about your area available to you. You can also see detailed maps, charts, tables and reports about any of nearly 1500 metric types from the LG Inform Plus database showing statistics such as the population, health, economy and facilities in your area (and many others).

A subscription also allows you to create your own tables, charts and maps for ward(s) and other areas within your authority's boundary or build a custom area report using the full set of national and local data stored in our database, as well as giving you access to many other useful tools.

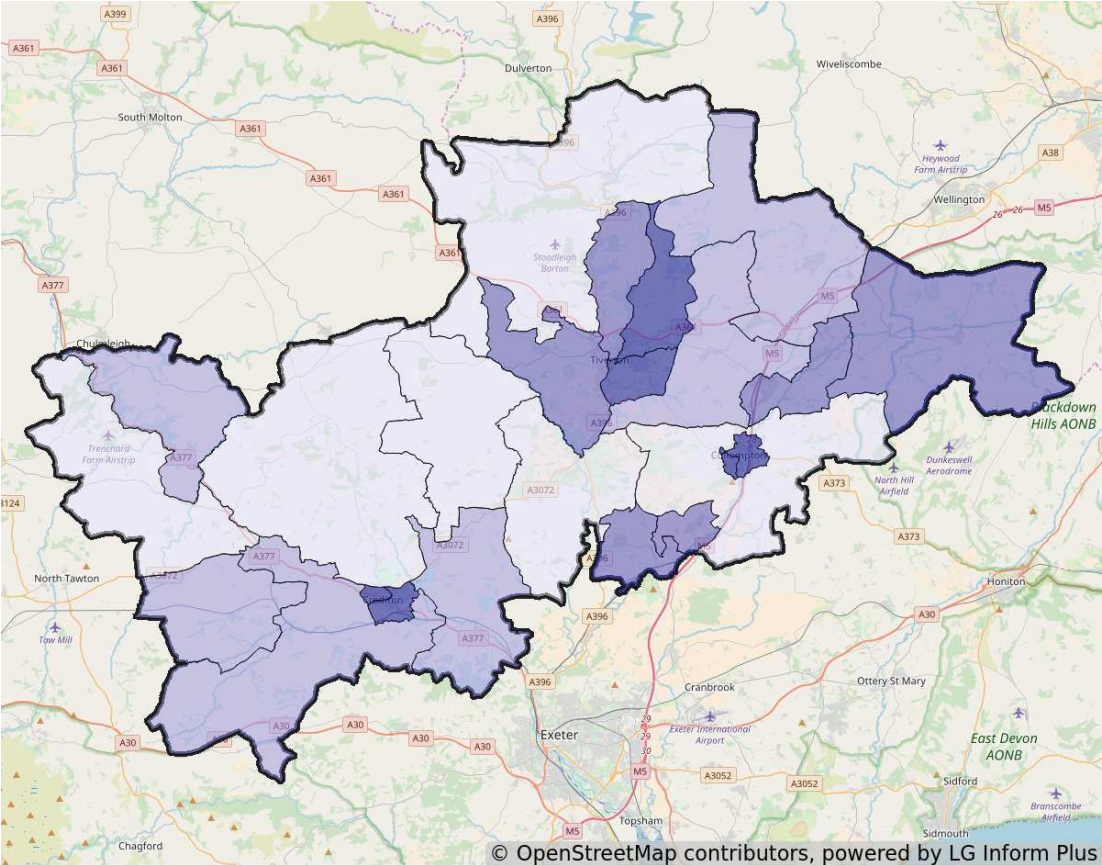
To find out more about our service please telephone 020 7664 3195 or email:
lginformplus@local.gov.uk.

Geography and population

Here is a breakdown of Mid Devon giving the area, population size and gender split of each ward.

The total area of Mid Devon district is 91,289.78 hectares. The ward with the largest area is Clare and Shuttern, representing 12.45% of all Wards in the district.

The most densely populated ward is Cullompton South with 51.78 persons per hectare , the least densely populated ward is Taw with 0.29 persons per hectare .



Population density (2016)

- $\geq 3.97 \leq 51.78$ persons per hectare
- $\geq 0.55 < 3.97$ persons per hectare
- $\geq 0.38 < 0.55$ persons per hectare
- $\geq 0.29 < 0.38$ persons per hectare

The total resident population of Mid Devon is 79,900. The ward with the largest population is Lowman, representing 9.02% of the total resident population of all Wards in Mid Devon.

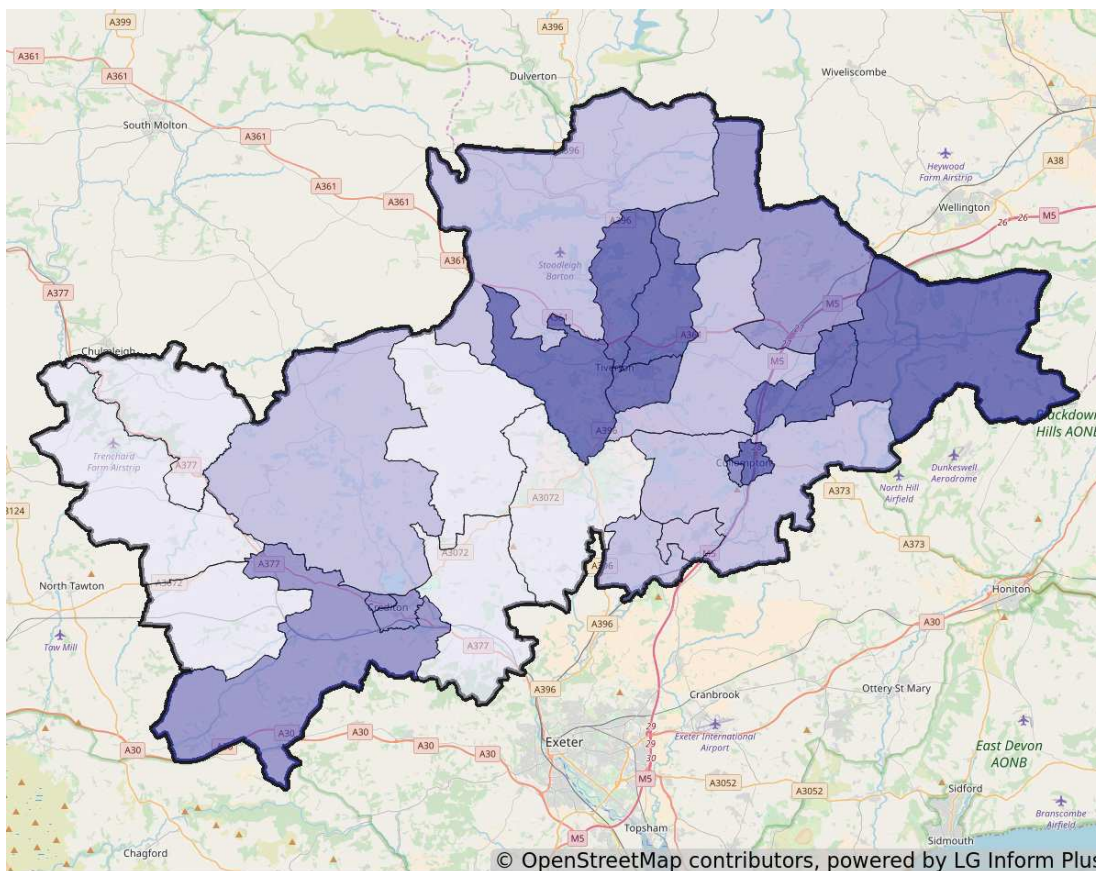
	Geographical area, land only measurements	Total resident population	Percentage Of all usual residents - male	Percentage Of all usual residents - female
	2016	2015	2011	2011
	Hectares	People	%	%
Boniface	350.63	3,921	49.9	50.1
Bradninch	625.11	2,073	47.8	52.2
Cadbury	4,684.83	1,658	48.9	51.1
Canon-sleigh	6,191.34	3,182	49.4	50.6
Castle	1,785.86	4,256	48.8	51.2
Clare and Shuttern	11,362.11	3,455	48.7	51.3
Cranmore	789.29	5,065	47.9	52.1
Cullompton North	303.83	4,188	48.3	51.7
Cullompton Outer	6,095.07	2,175	49.5	50.5
Cullompton South	78.16	3,986	48.9	51.1
Halberton	4,416.52	2,114	49.9	50.1
Lawrence	108.05	3,812	47.8	52.2
Lower Culm	1,523.24	5,928	49.0	51.0
Lowman	1,685.03	7,175	49.2	50.8
Newbrooke	4,024.17	1,534	48.6	51.4
Sandford and Creedy	10,703.00	3,436	49.4	50.6
Silverton	1,268.54	1,895	47.6	52.4
Taw	5,781.08	1,692	48.0	52.0
Taw Vale	3,689.81	1,662	49.8	50.2
Upper Culm	7,158.90	4,108	49.3	50.7
Upper Yeo	3,390.21	1,764	48.7	51.3
Way	5,109.83	1,621	50.2	49.8
Westexe	2,890.94	5,227	48.9	51.1
Yeo	7,274.23	3,583	50.9	49.1

Age

This table gives a broad age breakdown by ward in Mid Devon. Lowman ward has the highest number of 0-17 year olds representing 11.77% of that age group within Wards in the ward.

Lower Culm ward has the highest number of people aged 65 and over representing 7.69% of that age group in Wards in Mid Devon.

	Population aged 0 to 17 (census)	Population aged 18 to 64 (census)	Population aged 65 and over (census)
	2011	2011	2011
	People	People	People
Boniface	774	2,359	691
Bradninch	517	1,131	393
Cadbury	328	917	357
Canonsleigh	690	1,907	621
Castle	806	2,512	907
Clare and Shuttern	562	1,931	919
Cranmore	1,011	2,848	1,191
Cullompton North	842	2,445	712
Cullompton Outer	418	1,238	388
Cullompton South	739	2,218	687
Halberton	497	1,213	386
Lawrence	719	2,163	894
Lower Culm	1,231	3,357	1,220
Lowman	1,941	3,916	928
Newbrooke	269	890	361
Sandford and Creedy	717	1,995	717
Silverton	379	1,061	435
Taw	330	994	336
Taw Vale	260	933	436
Upper Culm	856	2,347	836
Upper Yeo	374	1,034	300
Way	342	948	313
Westexe	1,138	2,920	1,217
Yeo	751	2,117	620



Dependent children: All ages (2011)

- $\geq 463 \leq 951$
- $\geq 375 < 463$
- $\geq 205 < 375$
- $\geq 144 < 205$

This map shows numbers of households with dependent children for all Wards in Mid Devon.

Lowman is the ward with the highest number of households (951) with dependent children in the district and Taw Vale is the ward with the lowest number of households with dependent children (144).

Ethnic mix

This table shows the ethnic mix of each ward in Mid Devon. Lowman ward has the highest number of Asian / Asian British residents in the ward.

Cullompton South ward has the highest number of Black / African / Caribbean /Black British residents in Mid Devon.

	Residents who are White	Residents who are Mixed/multiple ethnic groups	Residents who are Asian/Asian British	Residents who are Black/ African/Caribbean/Black British	Residents who are Other ethnic group
	2011	2011	2011	2011	2011
	People	People	People	People	People
Boniface	3,755	20	33	9	7
Brad-ninch	2,023	15	1	0	2
Cadbury	1,586	12	4	0	0
Canon-sleigh	3,191	16	9	2	0
Castle	4,154	23	36	7	5
Clare and Shuttern	3,389	10	8	4	1
Cran-more	4,992	25	20	10	3
Cullompton North	3,923	17	49	7	3
Cullompton Outer	2,017	14	11	1	1
Cullompton South	3,586	24	18	14	2
Halberton	2,069	20	4	2	1
Lawrence	3,714	15	35	5	7
Lower Culm	5,729	50	22	4	3
Lowman	6,636	47	90	11	1
New-brooke	1,481	16	17	5	1
Sandford and Creedy	3,388	26	14	1	0
Silverton	1,860	9	4	0	2
Taw	1,645	10	3	1	1
Taw Vale	1,617	8	3	0	1
Upper Culm	3,999	25	10	2	3
Upper Yeo	1,684	20	2	2	0
Way	1,589	8	6	0	0
Westexe	5,215	29	22	6	3
Yeo	3,454	25	7	1	1

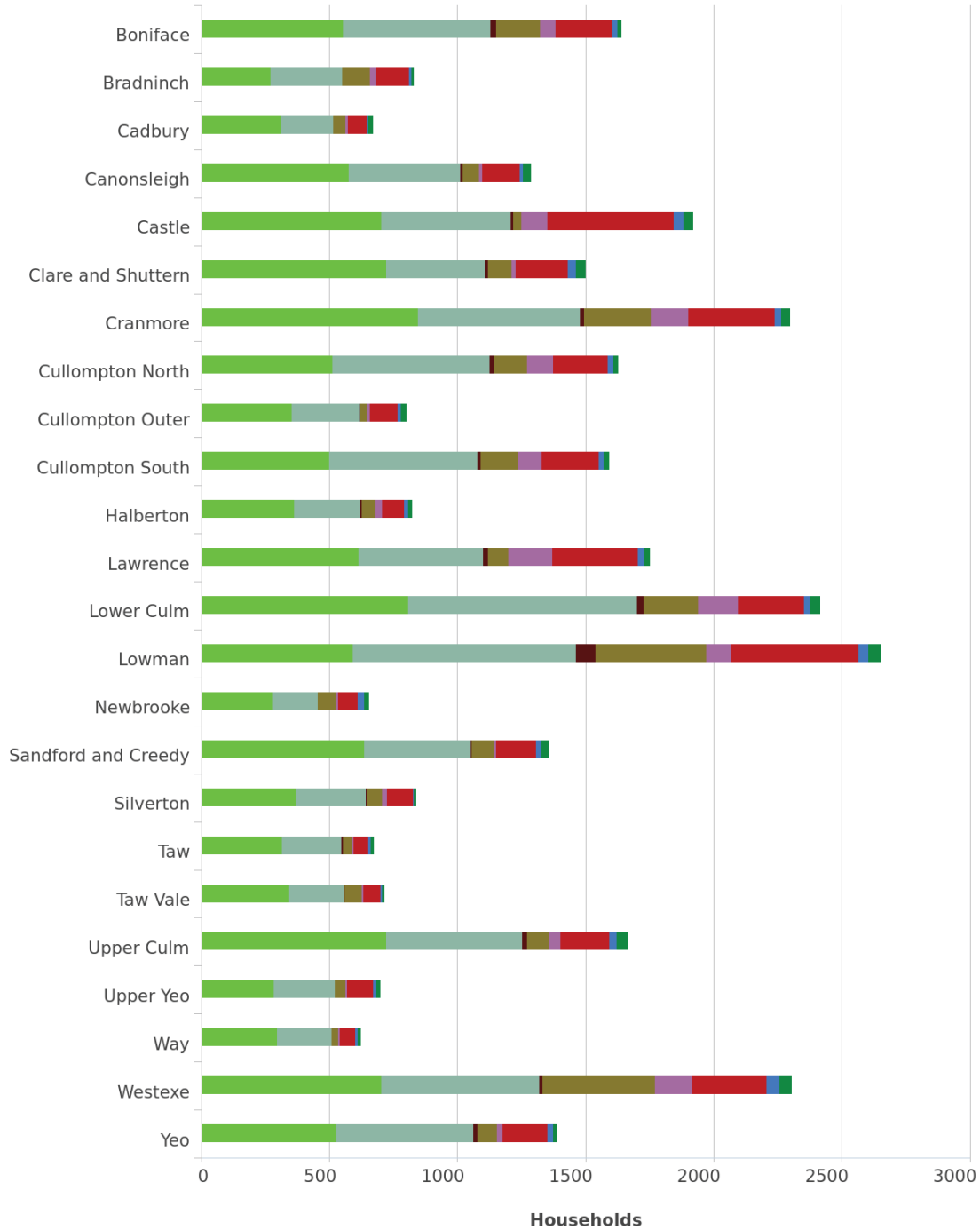
Housing

There are 32,758 households in Mid Devon, this chart shows the households of each ward in Mid Devon broken down by tenure. Westex ward has 440 households rented from the council, which is the highest number for any ward in Mid Devon.

Lawrence ward has 170 households of other types of social renting, which is the highest number for any ward in Mid Devon.

Households (Census)

source: Census 2011



■ Households where occupiers living rent free, 2011
■ Households rented from other private owners, 2011
■ Households rented from private landlord or letting agency, 2011
■ Households rented from other social landlords, 2011
■ Households rented from council or equivalent, 2011
■ Households in shared ownership, 2011
■ Households owned with a mortgage or loan, 2011
■ Households owned outright, 2011

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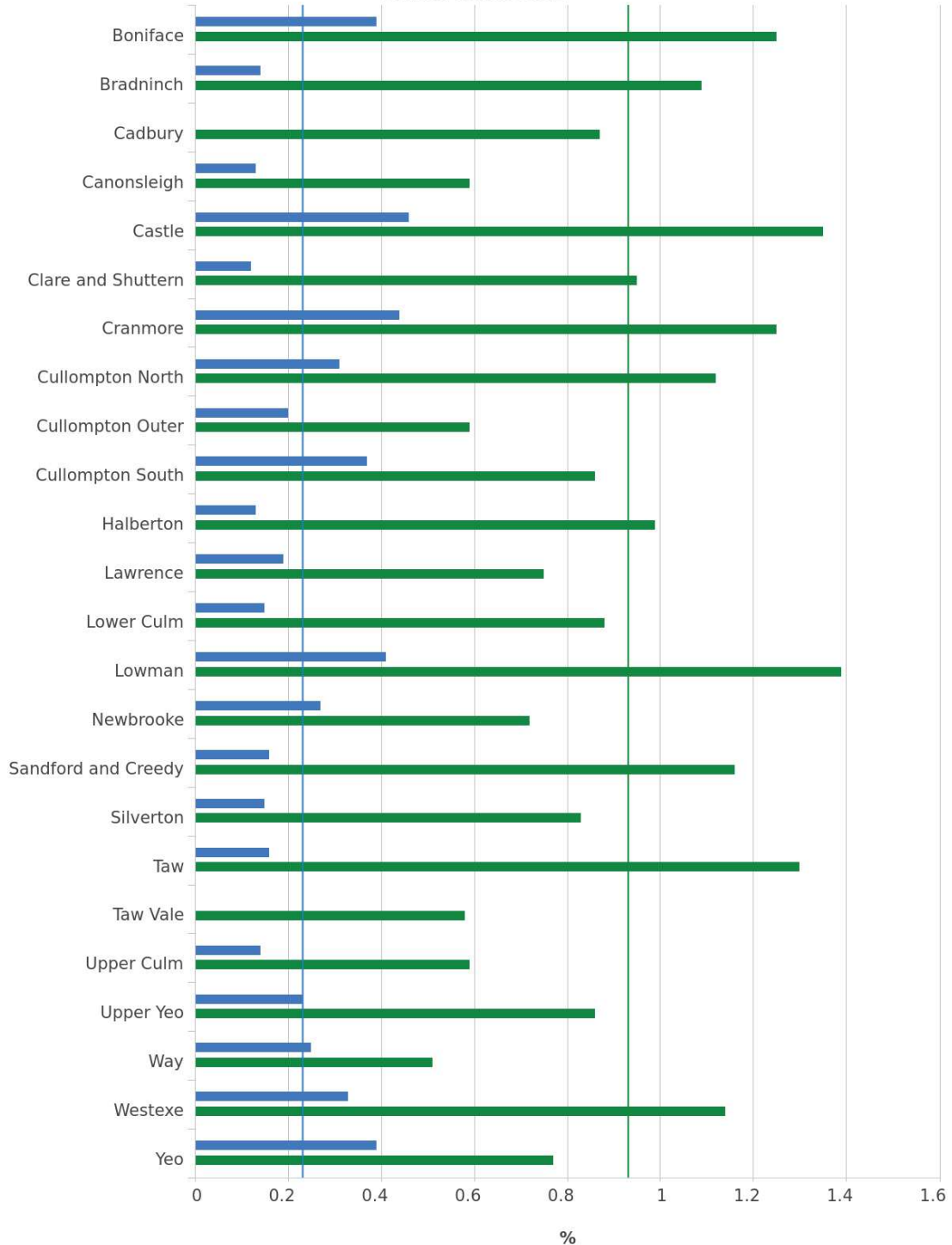
Employment

Cullompton North ward has the highest percentage of residents in Mid Devon who are long term unemployed or who have never worked.

The bar chart below shows the size of these two groups separately for each ward in Mid Devon against the average for the district.

Economic activity

source: Census 2011



■ Long-term unemployed (%), 2011
 ■ Unemployed: Never worked (%), 2011
— Long-term unemployed (%), Mean for Mid Devon Wards, 2011
— Unemployed: Never worked (%), Mean for Mid Devon Wards, 2011

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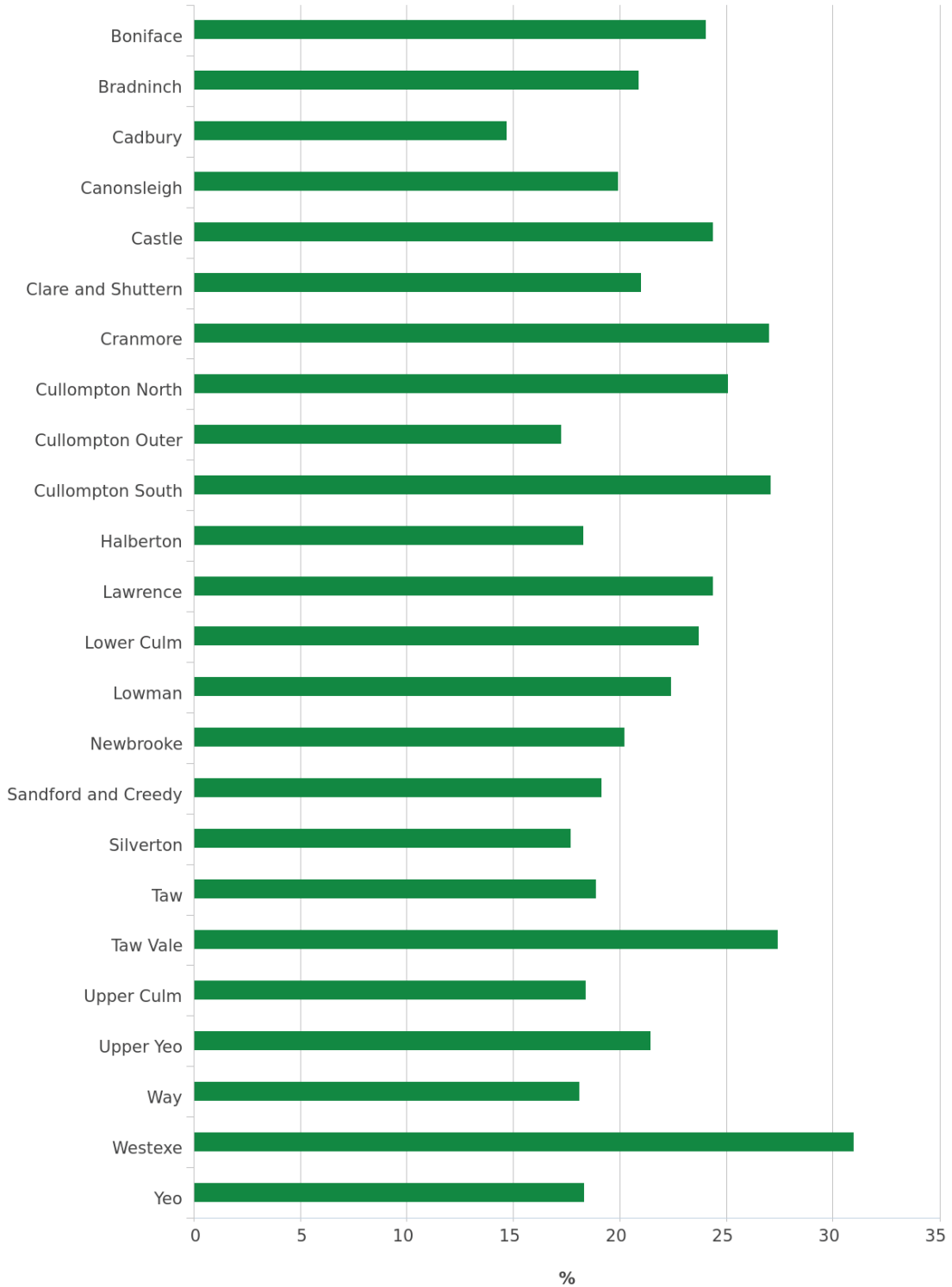
Education

The 2011 Census recorded the educational achievement of residents; this chart shows the proportion of residents split by each ward reporting to have no qualifications.

Westex ward has the highest percentage of residents in Mid Devon who have no qualifications (31.01%) compared to 22.70% for Mid Devon as a whole.

Educational qualifications

source: Census 2011



■ No qualifications (%), 2011

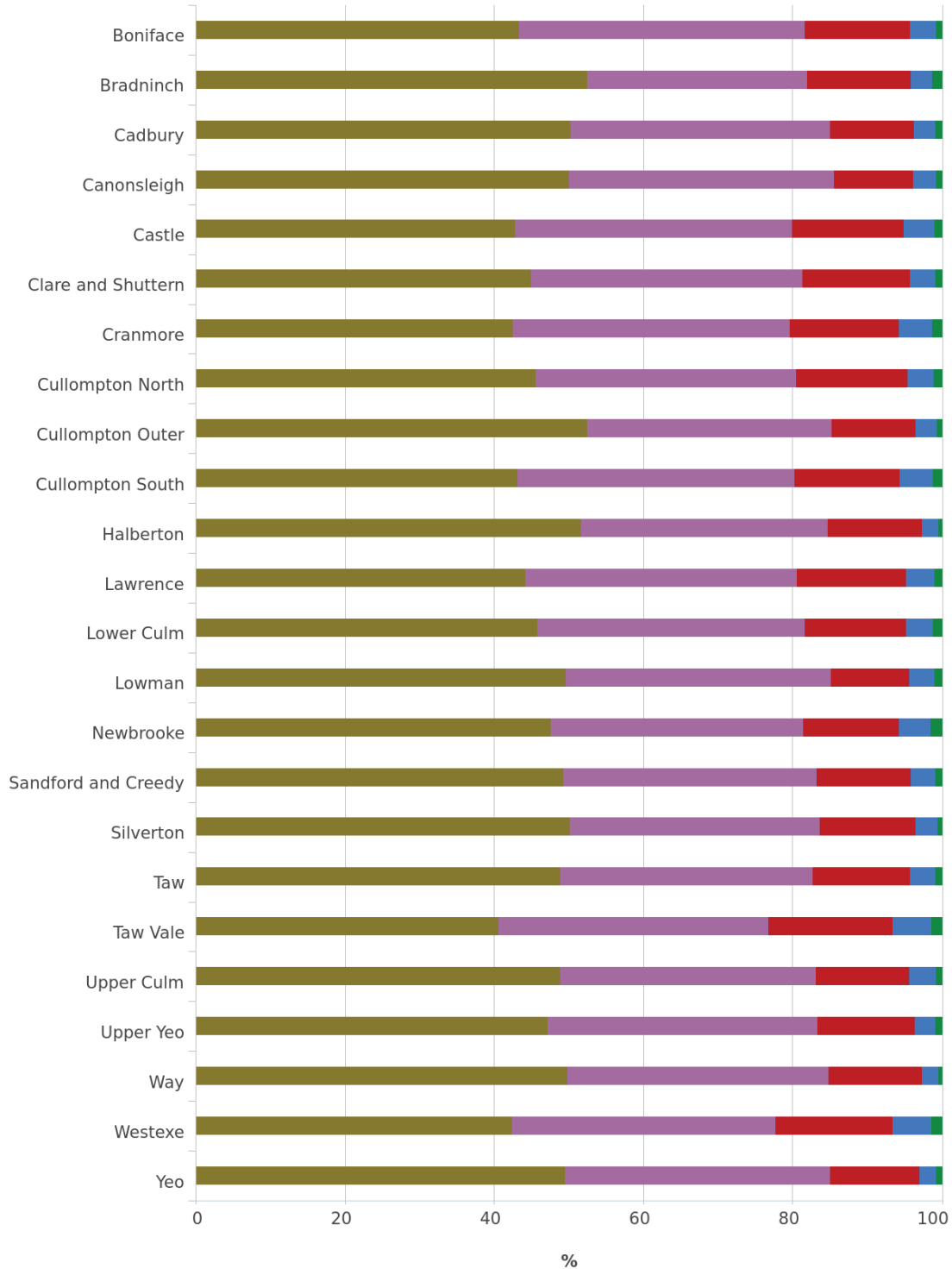
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Health

This chart shows the general health of residents by each ward in Mid Devon, as self-reported in the 2011 Census. Newbrooke ward has the highest percentage of residents in Mid Devon who report they are in very bad health (1.5%).

Health of the population

source: Census 2011



■ Very bad health (%), 2011
 ■ Bad health (%), 2011
 ■ Fair health (%), 2011
 ■ Good health (%), 2011
 ■ Very good health (%), 2011

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Further information

This report provides a selection of information about Wards within your authority. To get more information and create charts, tables and maps for your own reports, you could consider subscribing to LG Inform Plus. See <http://about.esd.org.uk/subscription-benefits> or contact the LG Inform Plus team at lginformplus@local.gov.uk with any queries. Subscriptions go towards supporting the sustainability of the local government information standards and LG Inform Plus tools for the benefit of the whole sector.

References

This report was generated using data from:

[Nomis; mid-year population estimates](#)

[Office for National Statistics; Census 2011](#)

[Office for National Statistics; UK Standard Area Measurements \(SAM\)](#)

Single Equality Scheme

Mid Devon District Council's Single Equality Scheme (SES) sets out how we are working to implement the equality duties that are set out in the Equality Act 2010.

Section 149 of the Act imposes a duty on 'public authorities' and other bodies when exercising public functions to have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

These are the three aims of the general equality duty.

1.0 Our Vision

Mid Devon District Council is committed to providing quality services delivered in a fair and equitable way and to promoting good relations between different groups within the community. We value the positive contribution that all our residents bring to the district, and want to work with individuals and groups to continue to improve our services and to promote equality.

2.0 How will we achieve this?

In order to achieve our vision we will:

- Seek to understand the needs of our community
- Know our customers and their specific needs
- Involve the community in changes that might affect them
- Develop services that can respond to the requirements of different residents
- Develop an inclusive working environment
- Ensure equality in procurement and commissioning
- Promote equality through working with others
- Recognise the needs of specific equality groups

3.0 Understanding our community

In order to develop services that meet people's needs we must first of all understand our community. The following gives a brief profile of the district.

An equality profile of Mid Devon

Mid Devon is a rural district lying equidistant between the north and south coasts. It has three principle towns, Tiverton, Cullompton and Crediton, serving an extensive rural hinterland.

Population

The population of Mid Devon, currently around 79,900¹, has grown by 11% over the last 10 years. Much of this increase is due to inward migration from other parts of the UK. The largest increase is among those of retirement age, who now make up 23%¹ of the population. A significant proportion of young people move out of the area for education or work.

The Black and Minority Ethnic population is now 1.4% of the population, ~~with a further 2.3% 'Other White Ethnic Groups' which includes significant number of migrant workers, mostly from Eastern Europe 5% of the population were born outside of the UK.~~^{2,1}

The key issues for the population of Mid Devon are:

Economy

Mid Devon is an area of low unemployment 0.8% for 2015/16 compared to an average of 1.8% (comparison for England only), but jobs tend to be poorly paid and low skilled. Average earnings of employed people are almost 8% lower than the national average - £499 compared to £541 nationally. Over a third of the resident population commutes out of the District for work, particularly from the Crediton and Cullompton areas. There are a high proportion of part-time and self-employed workers. There are also a growing number of older people who are dependent on benefits and pensions for their income.

Housing

House prices have more than doubled in the last ten years, far outstripping local average wages. The average house price in 2015 was £233,123, representing nearly 10 times the average full time wage. The situation is considerably worse in the rural areas of the District. This makes it extremely difficult for first time buyers and people on low incomes. 14% of households live in social housing. There is also an increasing aging population who require support to live in their own homes, and suitably adapted accommodation when they are unable to manage on their own.

Crime

Mid Devon is an area of low crime. The incidence of all major crime (theft, burglary, violent crime) is well below national averages. However, concerns about crime and anti-social behaviour remain high particularly amongst the most vulnerable.

Education

Most Mid Devon schools perform well against national averages, but there are concerns about the aspirations of young people in certain areas. 62.5% of 16-year old pupils achieved 5 GCSE or equivalent at grades A* - C including English and Maths in 2014 compared to 57.9% Devon-wide. However, the proportion of people of working age who lack any qualifications is higher than the Devon average at 22.7%.

¹ 2011 Census

^{2,1} Office of National Statistics 2015 LG Inform Plus

Access

In a rural district access to vital services can be a significant problem for some people, particularly those on low income. Some 60% of the district falls into the bottom quartile of deprivation for 'Access to Housing and Services'. Over half of rural parishes do not have a post office, and access to scheduled public transport is a problem in many areas, including the edges of market towns. Despite regional programmes to increase speeds, broadband speeds remain low in many rural areas limiting the growth of home-based businesses and increasing the digital divide.

Health

The residents of Mid Devon are generally healthier than the rest of the population in the UK. Life expectancy is higher than the national average both for men and women, and mortality rates for all major diseases are lower. However, there are pockets where life expectancy and mortality rates are considerably lower than would be expected. There is a growing proportion of over 75s who will put increasing demands on health and social care services, and a number of people with physical, sensory and learning disabilities whose needs and those of their carers, must be met.

Multiple disadvantage

Although Mid Devon generally rates very well in national statistics, small parts of Tiverton, Cullompton and Crediton do disproportionately badly for income, education, skills and training when compared to other areas nationally. [Mid Devon ranked just above the half way point on the Index of Multiple Deprivation. Mid Devon had a slightly lower than average income deprivation index in 2015 at 0.103 compared to the England average of 0.109¹](#)

Similarly, some people in Mid Devon, because of their condition or circumstances, are more vulnerable to disadvantage and poor health outcomes than the rest of the population. This may be due to their age, gender, physical, sensory or learning disability, mental illness, sexuality, race, religion or social circumstances. There are a variety of organisations that provide support to these individuals and their families, including education and training providers, health and social care agencies, employers, voluntary sector organisations.

Equality Priorities

From this profile the Council recognises that there are three main equality priorities for the district:

1. Meeting the needs of an aging population
2. Overcoming the problems to vulnerable individuals caused by rural isolation
3. Overcoming the effects of multiple disadvantage in families with complex needs.

4.0 Knowing our customers – equality monitoring

Mid Devon District Council recognises that it is important to know who uses our services. By comparing this with what we know about the community as a whole, we can see if there are any groups who are under-represented, highlighting where there may be barriers to overcome.

We regularly monitor the age, disability, gender, and ethnicity of our customers. Where appropriate and relevant, we also monitor religion or belief, and sexual orientation.

The equality information collected can be used to:

- review service delivery
- compare our performance over time
- assist in the development of services in line with people's needs
- monitor the impact of any service changes.

In line with current legislation we will publish relevant equality information, while maintaining customer and employee confidentiality. This information will include:

- an equality profile of the district
- workforce information, and
- service-level information for services most relevant to equality.

5.0 Involving the community

As part of our commitment to good consultation, ~~we have developed a the Communications and~~ Engagement Strategy ~~and Action Plan are both being fully reviewed and are due to improve how the Council engages with the community progress was reported to~~ Cabinet ~~on 2 March 2017~~ in September 2018. The Council is keen to make sure that people from different equality groups take part in consultation, and will try to find the most appropriate way to consult with them according to their needs.

Mid Devon District Council will:

- work with groups representing the interests of people from different equality groups to get feedback on proposed service changes particularly relevant to them
- develop and support forms of consultation that are appropriate to the communication needs of different groups within the community
- monitor and assess the consultation methods used and where necessary adapt them to meet the needs of different participants
- publish the results of these consultations and feed them back into our decision-making processes in an open and responsible way.

Customer feedback

Mid Devon District Council positively welcomes feedback. We want to ensure residents' views, whether positive or negative, are noted and their concerns are addressed. We are aware that the Council's formal feedback process may be inaccessible to those sections of the community who have difficulties in accessing services. The Council encourages helper organisations to act as advocates for a complainant if necessary.

6.0 Developing responsive services

The Council undertakes Equality Impact Assessments on those service most likely to impact on the wellbeing of individuals. The impact assessment process asks 'How does this service or policy affect different groups in the community', and 'how can any adverse effects be reduced?' Each Equality Impact Assessment includes

an action plan on how we will try to reduce any inequalities identified and promote equality.

A primary factor in making a service accessible is providing information and advice in a usable and convenient format.

We seek to ensure that all users:

- know about the relevant services they might need.
- are given support where necessary i.e. with completing forms
- are confident about using and contacting a service and, if necessary, complaining about it.

We will do this by:

- communicating clearly both internally and externally
- providing information in plain English
- making as many services as internet accessible as possible
- offering information in different formats on request
- providing interpretation and translation services when deemed appropriate
- ensuring that buildings that are open to the public, including leisure and community facilities, can be accessed and used by all residents
- making sure that our employees are trained and supported to deliver the highest possible levels of customer service in line with this policy.

Changing services and policies

Mid Devon District Council has a responsibility to assess the likely impact on residents and employees of policies or services it is proposing to change or introduce before they are adopted. This is to make sure that any changes do not disproportionately affect any particular group, and any adverse impacts can be reduced as much as possible.

Policies, in particular, are frequently adapted or replaced to reflect changes in the legal, social and political environment. Our objective is to build equality and diversity into the policy making process and to make that process clear, open and inclusive.

7.0 Developing an inclusive working environment

The Council considers equality and diversity in all aspects of employment, from advertising vacancies, recruitment and selection, terms and conditions of employment, training and personal development, to reasons for ending employment.

We will promote equality in recruitment by:

- advertising jobs as widely as possible
- providing job details and accepting job applications in alternative formats on request as appropriate to the needs of the applicant
- monitoring recruitment processes and taking action as a result of the findings
- acknowledging that recruitment and selection decisions should be based upon objective, measurable and reasonable selection criteria
- asking only for the skills and qualities actually needed to do the job
- commitment to equality in employment and in service delivery will be reinforced in staff induction programmes for new staff

- training managers on how to recruit in a non-discriminatory way, making sure that all job applicants, whether redeployment candidates, existing employees or people who do not currently work for the District Council, demonstrate that they are qualified, motivated and competent to do the job.

We will promote equality in disciplinary procedures by:

- regularly reviewing our disciplinary and grievance procedures to ensure an appropriate mechanism is in place to deal with bullying and harassment at work.

We will promote equality in pay and conditions by:

- using a pay structure that makes sure employees are rewarded fairly and equitably.

We will promote equality in training and development by:

- providing training programmes for staff to raise awareness of equality issues and assist them in applying equality principles to their role within the Council
- recognising and supporting the potential of all employees by offering opportunities for training and personal development
- monitoring employee development to make sure that training and development opportunities continue to be open to all employees.

8.0 Ensuring equality in procurement and commissioning

Mid Devon District Council is a major purchaser of services. Every year we spend over £5 million with businesses so that we can deliver our services. We recognise that our spending power gives us the chance to influence how others work and to promote equality. We will:

- require any company or business that wishes to be one of our contractors or suppliers to demonstrate appropriate consideration in their policies on equality in relation to employment and service delivery
- seek to encourage any company, business or individual wishing to provide goods or services to Mid Devon District Council, to contribute to our policy by implementing fair practices in employment and training
- review our own policies and practices and where necessary make changes to them to ensure they do not discriminate or place unfair requirements on small businesses from Mid Devon
- cease issuing contracts to, purchasing from or commissioning any contractor, business or organisation, where we believe they fail to comply with our values in relation to equality and diversity
- follow good practice by having a procurement strategy that gives a clear commitment to equality of opportunity and to tackling discrimination and disadvantage.

9.0 Promoting equality through working with others

The Council recognises that it cannot meet its equality responsibilities without working closely with other public bodies, community groups and individuals.

Mid Devon District Council will:

- use our standing in the area to help shape public opinion to promote understanding between different sections of the community
- work with other public, private, voluntary and community groups in Mid Devon to ensure that equality and diversity policies and plans similar to our own are adopted and implemented more widely
- share information, experience and examples of good practice on equality through links with other public, private, voluntary and community organisations in the region
- promote equality and diversity within partnership working and in our dealings with the media
- involve people from different equality groups in influencing our work and progress on equality
- learn from the equality and diversity policies and plans of other local authorities and organisations.

10.0 Meeting the needs of specific equality groups

The Council is aware that certain groups within society are particularly vulnerable to discrimination because of age, disability, gender, marital status, race, belief or sexual orientation. In order to eliminate discrimination and promote equality we recognise the need to work with representatives who can advocate on behalf of particular equality groups in order to develop services that meet their specific requirements. We also recognise that people are individuals, and that although they may be included within a particular equality group they also have individual needs that may differ from the rest of the group. We are committed to dealing with every resident as an individual with their own particular needs.

11.0 Monitoring

We will monitor the progress of this Single Equality Scheme, reporting on it to our Scrutiny Committee.

Monitoring Impact and Acting on Results

Mid Devon District Council recognises that monitoring is an important way of assessing the effects of policies in practice and is a vital part of any strategy to promote equality.

Monitoring will help us check whether our policies, operations and organisational culture are discriminating against some groups and individuals. This will help us find out why and how discrimination takes place. Where we see that any of our policies or procedures have a negative impact we will investigate the reasons for this and revise them accordingly.

Publishing Results

If Mid Devon District Council is to be successful and keep public confidence, we need not only to promote equality but also to be seen to be doing so. The Council will therefore publish the results of its monitoring, assessment and consultation activities.

Appendices

Appendix 1 Summary of Equalities Legislation

Mid Devon District Council Equality Strategy complies with the following Equal Opportunities Legislation, Codes of Practice and recommendations:

- The Sex Discrimination Act 1975
- Sex Discrimination (Gender Reassignment) Regulations 1999
- The Protection from Harassment Act 1997
- Employment Equality (Sexual Orientation) Regulations 2003
- Gender Equality Duty
- Equal Pay (Amendment) Regulations 1983
- Codes of Practice, including on Equal Pay
- The Race Relations (Amendment) Act 2000
- Employment Equality (Religion or Belief) Regulations 2003
-
- Racial and Religious Hatred Act 2006
- The Macpherson Recommendations, Stephen Lawrence Inquiry
- The Disability Discrimination Act 1995 and 2005
- Disability Equality Duty
- Special Educational Needs and Disability Regulations 2014
- Equal Opportunities Commission and Commission for Racial Equality Codes of Practices
- The Human Rights Act 1998.
- The Work and Families Act 2006
- Equality Act 2010

Appendix 2 Protected Characteristics

We understand we have a duty to promote equality and eradicate discrimination in relation to the nine protected characteristics outlined in the Equality Act 2010.

- Age
- Disability (including people with learning disabilities, people with a mental illness, and people living with HIV and/or AIDS)
- Gender reassignment
- Marital status, family circumstances, or caring responsibilities
- Pregnant women and mothers with young children (under 5's)
- Race, including nationality, national or ethnic origin, being a traveller or gypsy
- Religion or belief
- Sex
- Sexual orientation

CABINET
9TH AUGUST 2018

REPORT OF THE HEAD OF PLANNING, ECONOMY AND REGENERATION

CONSULTANCY SUPPORT FOR CUSTOM AND SELF-BUILD

Portfolio Holder: Cllr Richard Chesterton
Responsible Officer: Mrs Jenny Clifford, Head of Planning, Economy and Regeneration

Reason for Report: To approve the use of consultancy support to help the Council move the agenda forward for Custom and Self Build homes in Mid Devon.

RECOMMENDATIONS:

That Cabinet approves:

- i) **The appointment of the Right To Build Task Force to provide consultancy support to the Council, including the secondment of a Self Build Officer from Teignbridge District Council on a short term basis,**
- ii) **Annual membership of the National Custom and Self Build Association.**

Relationship to Corporate Plan: The appointment of a suitable consultant to assist the Council will help meet the Corporate Plan priorities: 'Economy', 'Homes', and 'Community'.

Financial Implications: The Council has received sufficient funding through the Government's new burdens payment for self and custom build in Mid Devon.

Legal Implications: The Council is required by legislation to keep a Self Build register and give suitable development permission to enough serviced plots of land to meet the demand for self-build and custom housebuilding in the district.

Risk Assessment: There is limited in-house expertise in custom and self-build. Evidence of need is currently based on the Council's existing register. There is a risk that without consultancy support to help built in-house capacity, and also review the evidence of demand, the Council will be less effective in its negotiations with applicants for planning permission and developers and ability to justify relevant policies (S3 and DM6) at the Mid Devon Local Plan Review examination. Officers are satisfied of the professional capabilities of the Right To Build Task Force and its professional indemnity insurance and public liability.

1.0 Introduction

National context

- 1.1 It is recognised that housing is increasingly unaffordable. There is a need to increase the supply of new homes to help slow down the rise in housing costs, and to help meet local housing needs. This includes the provision of homes of the right type, tenure and in the right places where people want to live.
- 1.2 The Government's housing white paper "Fixing our Broken Housing Market" (February 2017) makes clear the intention to support small and medium-sized builders to diversify the housing providers, to accelerate housing delivery and also to give people more choice over the design of their home. The Government is therefore supporting the growth of custom built homes nationally. This stance is reiterated in the Government's recent consultation on proposals for the revised National Planning Policy Framework where there is reference to the need for plan policies to have regard to different groups in the community, including people wishing to commission or build their own homes.
- 1.3 A definition of self-build and custom housebuilding is included in the Housing and Planning Act 2016 (in Part 1, Chapter 2, section 9):

"(A1) In this Act "self-build and custom housebuilding" means the building or completion by—

(a) individuals,

(b) associations of individuals, or

(c) persons working with or for individuals or associations of individuals, of houses to be occupied as homes by those individuals.

(A2) But it does not include the building of a house on a plot acquired from a person who builds the house wholly or mainly to plans or specifications decided or offered by that person."

Legal requirements

- 1.4 The Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) places a legal requirement on the Council to:
- To keep a register of individuals and associations of individuals who are seeking to acquire serviced plots of land in the district, and

- To give suitable development permission to enough serviced plots of land to meet the demand for self-build and custom housebuilding in the district.

Funding

- 1.5 The Council received a payment of £5,850 from the Government in 2016 to help set up a Self Build Register. The Government subsequently announced it would award £90,000 of New Burdens funding to each authority between 2016/17 and 2019/20 to take account of additional dedicated resource required to identify land to satisfy the demand on the register. The funding assessment is based on a FTE planning officer for 3 years. The funding is not ring-fenced and the first payment of £15,000 was paid on 17 March 2017. The Council has since received payment of £30,000 and a further £45,000 is expected for the period going forward to 2020.

Current Mid Devon resource and policy

- 1.6 The Council does not currently have an in-house relevant specialist / expert officer resource. Preparatory work in setting up a register has been taken forward by a planning officer in the Forward Planning Team. Whilst there is information about custom and self-build on the Council's website it is currently limited. It is recognised there is a need to update the register to meet legal requirements, and also to move the Self / Custom Build agenda forward through the Council working more pro-actively with applicants for permission and the development industry. There is also a need to review the evidence of demand for custom and self-build in Mid Devon, which can be used to support relevant policies S3 Meeting Housing Needs (5% on sites 20 or more new homes) and DM6 Rural Exception Sites as part of the examination of the Mid Devon Local Plan Review. The successful delivery of custom and self-build plots will widen the supply of new homes and contribute to housing completion figures.

2.0 Consultancy Support

- 2.1 Officers recognise there is a need for expert support from a suitable external consultant in order to help the Council meet legal requirements placed through the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016). It is envisaged this would be short term to help build sufficient capacity (knowledge and some experience) in the Planning and other relevant service areas of the Council. It would also include written technical advice to the Council to help advance its Self Build Register and to help prepare relevant planning documents.
- 2.2 Discussions have been held with the Self Build Project Officer for Teignbridge District Council and representatives from the national Right to Build Task Force to scope out the potential to provide consultancy support to the Council. Teignbridge District Council is a Right to Build Vanguard Authority and a national leader with relevant expertise in facilitating the delivery of custom and self-build plots in new housing schemes. The Self Build Project Officer has

over 30 years' experience in the construction industry and has been in post since early 2015 to enable / promote specific projects and more recently to work through the Right To Build Task Force.

2.3 These discussions have culminated with a work proposal which broadly includes:

- The secondment of the Self Build Project Officer from Teignbridge District Council (through the Right to Build Task Force), for 2 days per month over an initial 6 month period;
- Facilitating workshop / seminars with Members and Officers, and Town and Parish Councils;
- Providing written technical advice in relation to Self Build Register and monitoring permissioned plots;
- Providing specific advice that can assist shaping the Council's emerging proposals for the Culm Garden Village;
- A review of evidence base supporting the Mid Devon Local Plan Review and technical support for the preparation of examination hearing statements;
- Preparatory work to support the preparation of a future Custom and Self-Build Supplementary Planning Document;
- Providing advice on suitable funding options for the Council to pay for up-front site procurement, access and servicing and available funding sources for developers and community groups to bring forward projects;
- Providing further technical advice on a call-off basis – written and secondment support;

2.4 The total cost for this consultancy support is £18,750 (excluding VAT), plus travel expenses for the secondment. The timeframe for the consultancy support would run from August 2018 to April 2019. The cost of this support is fully covered by the new burdens payment.

2.5 Should the Council have annual membership of the National Custom and Self Build Association (NaCSBA), which will cost £195 (excluding VAT) annually, there will be discounted rate for an additional day of support at £250 and other benefits, including:

- Use of the NaCSBA logo on the Council's business letterhead and website,
- Opportunity to network with other leading self-build practitioners and companies,

- Opportunity to contribute to NaCSBA lobbying and position papers,
- Monthly NaCSBA News email providing updates and feedback on NaCSBA's progress with Government departments and agencies,
- Opportunity to attend the NaCSBA AGM to help elect executive committee and help steer general direction,
- Opportunities to contribute in establishing NaCSBA's best practice information,
- Discounts for some self-build conferences, events and training courses.

3.0 **Summary**

- 3.1 Officers consider this offer will provide best value for the Council given there are no other known suitable potential providers. A request has been authorised for a waiver of the Council's financial procedure rules since there is no merit in seeking three potential quotes in this instance. Award of contract to the Right to Build Task Force will be subject to the Council's standard terms and conditions of contract, supplemented by the Right to Build Task Force's work proposal.
- 3.2 Cabinet is recommended to approve the appointment of the Right to Build Task Force to provide consultancy support to the Council and that the Council has annual membership of the National Custom and Self Build Association so that it can take advantage of the benefits of membership.

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Circulation of the Report: Cabinet
Planning Policy Advisory Group

List of Background Papers: Self-build and Custom Housebuilding Act (as amended by the Housing and Planning Act 2016)
<https://www.gov.uk/guidance/self-build-and-custom-housebuilding>

National Custom and Self-Build Association
<http://www.nacsba.org.uk/>

Mid Devon Local Plan Review

<https://www.middevon.gov.uk/residents/planning-policy/local-plan-review/>

CABINET
9 August 2018

FINANCIAL UPDATE FOR THE THREE MONTHS TO 30 JUNE 2018

Cabinet Member Cllr Peter Hare-Scott
Responsible Officer Andrew Jarrett – Deputy Chief Executive (S151)

Reason for Report: To present a financial update in respect of the income and expenditure so far in the year.

RECOMMENDATION(S): 1. The Cabinet note the financial monitoring information for the income and expenditure for the three months to 30 June 2018.

Relationship to the Corporate Plan: The financial resources of the Council impact directly on its ability to deliver the corporate plan; prioritising the use of available resources brought forward and any future spending will be closely linked to key Council pledges from the updated Corporate Plan.

Financial Implications: Good financial management and administration underpins the entire document.

Legal Implications: None.

Risk Assessment: Regular financial monitoring information mitigates the risk of over or underspends at year end and allows the Council to direct its resources to key corporate priorities.

Equality Impact Assessment: It is considered that the impact of this report on equality related issues will be nil.

1.0 Introduction

- 1.1 The purpose of this report is to highlight to Cabinet our current financial status and the likely reserve balances at 31 March 2019. It embraces both revenue, in respect of the General Fund and the Housing Revenue Account (HRA), and capital and aims to focus attention on those areas which are unlikely to achieve budget. It is particularly important for next year's budget setting and, looking further ahead, with the medium term financial plan.
- 1.2 Favourable variances generating either increased income or cost savings are expressed as credits (negative numbers), whilst unfavourable overspends or incomes below budget are debits (positive numbers).

2.0 Executive Summary of 2018/19

- 2.1 The table below shows the opening position of key operational balances of the Council, the forecast in year movements and final predicted position at 31 March 2019:

Usable Reserves	31/03/2018	Forecast in year movement	31/03/2019
	£k	£k	£k
Revenue			
General Fund (see paragraph 3.2)	(2,690)	11	(2,679)
Housing Revenue Account (see paragraph 4.2)	(2,000)	0	(2,000)
Capital			
Capital Receipts Reserve	(3,501)	1,904	(1,597)
Capital Contingency Reserve	(482)	188	(294)

3.0 The General Fund Reserve

- 3.1 This is the major revenue reserve of the Council. It is increased or decreased by the surplus or deficit generated on the General Fund in the year. This reserve held a balance of £2.690m as at 31/03/18.
- 3.2 The forecast General fund deficit for the current year is £11k as shown at Appendix A. The **most significant variances** comprise:

	£k
Legal - agency staff	18
Car parks – reduction in income/offset by 24 hrs opening (Premier Inn)	28
Trade Waste – additional income	(10)
Waste – lower return on recycling materials	15
Leisure – Business Rates Saving – Exe Valley	(14)
Leisure – Staffing underspend and additional income	
IT - GDPR compliance and extended lease fees	31
Business Rates Retention – updated forecast offset by	(27)
transfer to EMR (£806k - £758k)	(48)

- 3.3 The major variances are highlighted at Appendix B. The current incomes from our major funding streams are shown at Appendix C, whilst current employee costs are shown at Appendix D.

4.0 Housing Revenue Account (HRA)

- 4.1 This is a ring-fenced account in respect of the Council's social housing function. Major variances and proposed corrective action are highlighted at Appendix F.
- 4.2 Appendix E shows that the reserve opening balance is £2m. It is anticipated that the forecast variance of £35k surplus will increase the budgeted transfer to the Housing Maintenance Fund and so the HRA reserve balance should remain at £2m.
- 4.3 Overall, the HRA is forecast to underspend by £35k in 2018/19, made up of several deficits and surpluses, the most significant of which comprise the following:
- £40k rent shortfall is due to dwelling rents being 0.3% behind target. Universal Credit will add to the uncertainty of collection.
 - £20k relates to major works. £2.081m is planned to be spent against the £2.101m budget. The variance is less than 1% of the budget.
 - £55k of surplus across Repairs & Maintenance, made up of the following
 - Planned Works Revenue to underspend by £55k relating to £50k Gas servicing and £5k Door Entry repairs. Surveyors to work with contractors to monitor delivery against plan.
- 4.4 The following works are expected to be funded from the Housing Maintenance Fund during 2018/19. The forecast outturn will be updated when the latest position has been established.

Description	Budget £'000	Forecast Outturn £'000	Variance £'000
Birchen Lane re-development	318	TBC	(318)
Palmerston Park	878	TBC	(878)
Queensway development	205	TBC	(205)
Burlescombe development	215	TBC	(215)
Land Acquisition for Affordable Housing	1,851	TBC	(1,851)
	3,467	TBC	(3,467)

In addition, £25k is planned to be spent on sewage treatment works and funded by an earmarked reserve.

5.0 Capital Programme

- 5.1 Capital projects, by their very nature, often overlap financial years. In some cases it is known from the outset that the construction of buildings may fall into 3 separate accounting years. The status of this year's capital programme is shown at Appendix G.
- 5.2 Committed and Actual expenditure is currently £3.592m against a budgeted Capital Programme of £16.122m. (Note this includes £5.874m of Slippage rolled forward from 17/18 and an additional £0.244m in respect of two additional HRA properties purchased this year, which will be funded by S106 Affordable Housing receipts).
- 5.3 Further work is required on the Capital Programme to establish a realistic 'deliverable' programme for 18/19 and future monitoring reports will be reported against this deliverable budget.
- 5.4 As mentioned in 5.2, slippage from 17/18 to 18/19 has also been reviewed; this amounts to £5.874m. Of this £1.360m relates to the council house build project at Palmerston Park and £2.100m in relation to Affordable Housing land acquisition. Again please refer to Appendix G for a full breakdown.

6.0 Capital Contingency Reserve

- 6.1 The Capital Earmarked Reserve has been set aside from Revenue to fund Capital Projects; the movement on this reserve is projected below:

	£k
Capital Earmarked Reserve at 1 April 2018	(482)
Funding required to support 2018/19 Capital Programme	188
Forecast Balance at 31 March 2019	(294)

7.0 Capital Receipts Reserve (Used to fund future capital programmes)

- 7.1 Unapplied useable capital receipts are used to part fund the capital programme, the movement on this account for the year to date is given below:

	£k
Unapplied Useable Capital Receipts at 1 April 2018	(3,501)
Net Receipts to Q1 (includes 2 "Right to Buy" Council House sales which are subject to completion of the Pooling Return - therefore net receipt estimated)	(50)

Current Balance	(3,551)
Forecast further capital receipts in year	(300)
Forecast capital receipts required to support 2018/19 Capital Programme	2,254
Forecast Unapplied Capital Receipts c/fwd. 31 March 2019	(1,597)

- 7.2 Please note the majority of these balances on the Capital Contingency Reserve and the Capital Receipts Reserve are required to balance the Medium Term Financial Strategy.

8.0 Treasury Management

- 8.1 The interest position so far this financial year can be summarised as follows:

Interest Receivable:

	Budget £k	Forecast outturn £k	Forecast variance £k
Investment Income Received	(304)	(304)	0
Interest from HRA funding	(51)	(51)	0
Total Interest Receivable	(355)	(355)	0

9.0 Conclusion

- 9.1 Members are asked to note the revenue and capital forecasts for the financial year. Managers are working hard to offset overspends, many unavoidable or unforeseen, with budget savings to deliver an outturn close to the budget.
- 9.2 The work undertaken to produce this monitoring information to 30 June 2018 has been used to inform the 2019/20 Budget setting process and Medium Term Financial Plan.

Contact for more information:

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Circulation of the Report:

Cllr Peter Hare-Scott, Management Team

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GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 JUNE 2018

Com	General Fund Summary	Note	2018/2019 Annual Budget	Full Year Forecast	Variance
			£	(0 = On budget) £	%
	Cllr C J Eginton				
CM	Corporate Management	A	1,650,320	0	0.0%
LD	Legal & Democratic Services: Member/Election Services	B	612,500	(6,300)	-1.0%
PR	Land charges	N	(30,200)	0	0.0%
GM	Grounds Maintenance	E	576,870	5,000	0.9%
ES	Cemeteries & Bereavement Services	D	(74,060)	0	0.0%
WS	Waste Services	H	1,721,690	15,000	0.9%
	Cllr C R Slade				
CD	Community Development	I	87,530	0	0.0%
ES	Environmental Services incl. Licensing	D	686,110	14,500	2.1%
ES	Open Spaces	F	103,920	0	0.0%
IT	IT Services	Q	889,900	30,860	3.5%
RS	Recreation And Sport	J	320,820	(29,345)	-9.1%
	Cllr P H D Hare-Scott				
FP	Finance And Performance	K	615,420	0	0.0%
RB	Revenues And Benefits	L	362,900	(10,000)	-2.8%
CP	Car Parks	C	(561,200)	30,000	5.3%
	Cllr R L Stanley				
ES	ES: Private Sector Housing Grants	D	(22,610)	0	0.0%
HG	General Fund Housing	M	195,400	0	0.0%
PS	Property Services	G	329,410	0	0.0%
	Cllr R J Chesterton				
CD	Community Development: Markets	I	53,760	0	0.0%
PR	Planning And Regeneration	N	1,157,300	0	0.0%
	Cllr M Squires				
CS	Customer Services	O	755,740	(7,009)	-0.9%
ES	Environment Services - Public Health	D	(15,210)	0	0.0%
HR	Human Resources	P	439,630	0	0.0%
LD	Legal & Democratic Services: Legal Services	B	270,780	26,000	9.6%
	All General Fund Services		10,126,720	68,706	0.7%
	Net recharge to HRA		(1,447,160)	0	
IE260	Interest Payable		188,370	0	
IE290	Interest Receivable on Investments		(304,000)	0	
IE290	Interest from Funding provided for HRA		(50,540)	0	
IE435	New Homes Bonus Grant		(1,121,250)	0	
	Sundry Grants			0	
IE800	Statutory Adjustments (Capital charges)		395,570	0	
TREMR	Net Transfer to/(from) Earmarked Reserves	APP B	1,080,070	748,000	
	TOTAL BUDGETED EXPENDITURE		8,867,780	816,706	9.2%
30/IE440	Formula Grant (RSG & NNDR)		(2,859,260)	(500,000)	
IE431	Rural Services Delivery Grant		(374,510)	0	
	Business Rates Benefit from Devon Pool		0	(306,000)	
IE432	Transitional Grant		0	0	
IE410	Council Tax		(5,600,410)	0	
IE439	CTS Funding Parishes		16,920	0	
IE420	Collection Fund Surplus		(50,520)	0	
	TOTAL BUDGETED FUNDING		(8,867,780)	(806,000)	9%
	Forecast in year (Surplus) / Deficit		0	10,706	
EQ700	General Fund Reserve 01/04/18			(2,689,757)	
	Forecast General Fund Balance 31/03/19			(2,679,051)	

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 JUNE 2018

					Full year variance (net of transfer to EMR)
Note	Description of Major Movements				
A	Corporate Management				0
					0
B	Legal & Democratic Services				
	Agency and other unanticipated salary costs				18,200
	Modern.Gov software upgrade costs				1,500
					19,700
C	Car Parks				
	P&D income forecast below budget, £20k of this forecast is due to the building works around the MSCP for Premier Inn				37,000
	Income from off-street fines is forecasted to be above budget				(3,000)
	External Contractors saving as no longer require security lock-up and mobile patrols as MSCP is open for 24 hours				(6,000)
	Maintenance overspend across Parking Services forecast				2,000
					30,000
D	Environmental Services combined				
	Additional staffing costs within Environmental Health				14,500
					14,500
E	Grounds Maintenance				
	Salary overspend due to the extra cost of interim structure over establishment budget				5,000
					5,000
F	Open Spaces				
	Amory Park Income contribution no longer received				
	Sponsorship income down against budget				
	Play Area maintenance budget overspend				
G	Property Services				
H	Waste Services				
	Trade Waste - additional income from new customers				(10,000)
	Income from garden waste permits is up against last year and is on target to meet this years budget which included 500 extra customers (See Appendix C)				
	Recycling materials - overall tonnages are up, however the price for some materials are down, particularly cardboard.				15,000
	Refurbishment of bottle banks (covered by EMR)				10,000
					15,000
I	Community Development				
J	Recreation And Sport				
	Closure of Learner Pool, Refunds for Swimming Lessons.				7,000
	External Contractors for Mystery Shopper				4,655
	Business Rates Saving on Exe Valley Extension.				(14,000)
	Staffing Underspend.				(21,000)
	Additional Income.				(6,000)
					(29,345)

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 JUNE 2018

Note	Description of Major Movements				Full year variance (net of transfer to EMR)
K	Finance And Performance				
L	Revenues And Benefits				
	Housing Benefit Subsidy & Overpayment recovery				(10,000)
					(10,000)
M	General Fund Housing				
N	Planning And Regeneration				
					0
O	Customer Services				
	Recharge postage across the other services bi-annually.				(10,587)
	Salaries - apprentice now in permanent position, 2 x vacancies and reduced pay due to sickness.				3,578
					(7,009)
P	Human Resources				
					0
Q	I.T. Services				
	Salaries - JE's following restructure				9,500
	The replacement contact centre system was due to be installed in April 2018, unfortunately due to the supplier having technical issues this project has now slipped. Completion date is now estimated end of Sept 18 at the earliest, until then lease fees and maintenance costs will apply				12,360
	GDPR compliance tool for use with IDOX, DMS and Uniform. This tool allows scheduling for deletion of records therefore saving manual intervention across all Services who use these systems				9,000
					30,860
	FORECAST (SURPLUS)/DEFICIT AS AT 31/03/19				68,706

Cabinet		43,551
Community		(39,345)
Homes		0
Environment		34,500
Economy		30,000
		68,706

**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO
30 JUNE 2018**

Committee	Net Transfers to / from Earmarked Reserves	Net Budgeted Trfr to EMR	Forecast Variance to Budget
		0	
CM	Corporate Management	0	0
		0	
LD	Legal & Democratic Services: Member/Election Services	0	
	LD201 Election costs - District	20,000	0
	LD300 Democratic Rep & Management	5,000	0
	LD600 Legal Services	0	0
		0	
CP	Car Parks	3,000	0
		0	
ES	Environmental Services combined	0	0
	ES100 Cemeteries	25,000	0
	ES450 Parks and Open Spaces	25,000	0
	ES450 Parks and Open Spaces	0	0
	ES580 Pool Car Running costs	3,600	0
	ES660 Control of Pollution	0	0
	ES730 Environmental Enforcement	3,600	0
	ES361 Public Health	(35,900)	0
	Private Sector Housing	(20,000)	0
		0	
GM	Grounds Maintenance	0	
	GM960 Grounds Maintenance	67,320	0
	GM960 Grounds Maintenance	0	0
		0	
OS	Open Spaces	0	
	EQ643 W70 Developers Contribution	(6,650)	0
	EQ640 W52 Popham Close Comm Fund	(1,950)	0
	EQ641 W67 Moorhayes Com Dev Fund	(1,630)	0
	EQ642 W69 Fayrecroft Willand Ex West	(4,620)	0
	EQ638 Dev Cont Linear park	(4,170)	0
	EQ644 Dev Cont Winswood Crediton	(3,080)	0
		0	
PS	Property Services	0	
	PS350 Public Conveniences	1,200	0
	PS980 Property Services Staff Unit	8,100	0
	PS880 Bus Station	5,000	0
	PS990 Fore Street	5,000	0
	Market Walk/Fore Street Surplus	0	0
	Market Walk Sinking Fund	20,000	0
		0	
WS	Waste Services	0	
	EQ737 Street Cleaning - Vehicle Sinking Fund	63,110	0
	EQ738 Refuse Collection - Vehicle Sinking Fund	223,680	0
	EQ739 Trade Waste - Vehicle Sinking Fund	23,070	0
	EQ740 Kerbside Recycling - Vehicle Sinking Fund	173,290	0
	EQ761 Kerbside Recycling - Plant Sinking Fund	20,000	0
	EQ763 Unit 3 Carlu Close - Maint Sinking Fund	2,700	0
	EQ660 Bottle Bank Refurbishment	0	(10,000)
	EQ660 Recycling Vehicle Refurbishment	0	
	EQ660 Overtime - response costs	0	
		0	
		0	
CD	Community Development	0	
	CD200 Grant spend from Seed Fund - EMR released	0	0

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO
30 JUNE 2018

Committee	Net Transfers to / from Earmarked Reserves	Net Budgeted Trfr to EMR	Forecast Variance to Budget
		0	
RS	Recreation And Sport	75,000	0
		0	
FP	Finance And Performance	0	0
		0	
RB	Revenues And Benefits	0	
	RB100 Council Tax	1,200	0
	RB600 Revenues Misc Income Team Salaries	0	0
	RB340 Benefits Local Welfare Assistance Scheme	0	0
		0	
HG	General Fund Housing	0	0
		0	
PR	Planning and Regeneration	0	
	PR200 Development Control	0	0
	PR210 Local Land Charges	0	0
	PR220 Tiverton EUE	(52,030)	0
	PR225 Garden Village Project	(51,830)	0
	PR400 Business Development	(45,000)	0
	PR400 Business Development	(100,000)	0
	PR600 Forward Planning - GESF Post	(35,000)	0
	PR810 Statutory Development Plan	(334,740)	0
	PR810 Statutory Development Plan (sinking fund for next 5yr plan)	100,000	0
		0	
		0	
CS	Customer Services	0	
	CS930 Customer First Management	0	0
	CS930 Customer First Management - Equipment sinking fund.	1,200	0
		0	0
		0	0
		0	0
		0	0
		0	
HR	Human Resources	0	0
		0	
IT	IT Services	0	0
	EQ754 Phoenix House Printer Sinking Fund	2,200	0
	ICT Equipment Sinking Fund	0	0
		0	
IE	New Homes Bonus monies earmarked for capital and economic regeneration projects	899,400	0
IE	Business Rates Smoothing Reserve - to mitigate volatility	0	758,000
		0	
	Net Transfer to / (from) Earmarked Reserves	1,080,070	748,000

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 JUNE 2018

					Full Year	
	2018/19	2018/19	2018/19	2018/19	Forecast	Variance
	Annual Budget	Profiled Budget	Actual	Variance	Variation	
	£	£	£	£	£	%
Building Control Fees	(267,800)	(66,950)	(64,210)	2,740	0	0%
Planning Fees	(1,068,000)	(267,000)	(222,700)	44,300	0	0%
Land Search Fees	(120,000)	(30,000)	(33,504)	(3,504)	0	0%
Car Parking Fees - See Below	(765,270)	(180,897)	(164,705)	16,193	37,000	-5%
Leisure Fees & Charges	(2,783,610)	(633,913)	(628,080)	5,833	(6,000)	0%
Trade Waste Income	(664,000)	(366,528)	(371,258)	(4,730)	(10,000)	2%
Garden Waste	(476,000)	(90,440)	(100,314)	(9,874)	0	0%
Licensing	(141,500)	(28,634)	(28,509)	125	0	0%
Market Income	(83,400)	(20,199)	(23,862)	(3,663)	0	0%
	(6,369,580)	(1,684,561)	(1,637,142)	47,420	21,000	-0.3%
Pay and Display					Spaces	Bud Income pa per space
Beck Square, Tiverton	(82,000)	(21,050)	(20,461)	589	40	(2,050)
William Street, Tiverton	(31,280)	(7,790)	(6,175)	1,615	45	(695)
Westexe South, Tiverton	(49,000)	(13,070)	(12,969)	101	51	(961)
Wellbrook Street, Tiverton	(15,000)	(3,860)	(3,743)	117	27	(556)
Market Street, Crediton	(40,000)	(10,410)	(9,776)	634	39	(1,026)
High Street, Crediton	(77,000)	(19,630)	(19,483)	147	190	(405)
Station Road, Cullompton	(38,500)	(10,710)	(8,780)	1,930	112	(344)
Multistorey, Tiverton	(126,980)	(31,990)	(24,828)	7,162	631	(201)
Market Car Park, Tiverton	(214,000)	(50,980)	(50,179)	801	122	(1,754)
Phoenix House, Tiverton	(4,500)	(1,040)	(1,480)	(440)	15	(300)
P&D Shorts & Overs	0	0	0	0	0	0
	(678,260)	(170,530)	(157,874)	12,656	1,272	(8,291)
Day Permits	(21,200)	(2,370)	(480)	1,890		0%
Allocated Space Permits	(45,600)	0	(131)	(131)		
Overnight Permits	(200)	0	(150)	(150)		
Day & Night Permits	(10,700)	(1,470)	(467)	1,003		
Other Income	(9,310)	(6,527)	(5,603)	925		
	(765,270)	(180,897)	(164,704)	16,193		
Standard Charge Notices (Off Street)	(43,000)	(10,010)	(10,973)	(963)	(3,000)	7%

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 JUNE 2018

	2018/19 Annual Budget	2018/19 Profiled Budget	2018/19 Actual	2018/19 Variance
	£	£	£	£
Total Employee Costs				
General Fund				
Community Development	70,280	17,570	16,600	(970)
Corporate Management	1,506,570	376,643	350,247	(26,396)
Customer Services	679,100	169,775	160,915	(8,860)
Environmental Services	778,100	194,525	234,442	39,917
Finance And Performance	490,190	122,548	118,514	(4,034)
General Fund Housing	240,980	60,245	58,455	(1,790)
Grounds Maintenance	509,940	127,485	110,465	(17,020)
Human Resources	389,060	97,265	78,068	(19,198)
I.T. Services	537,990	134,498	137,608	3,110
Legal & Democratic Services	507,600	126,900	106,495	(20,405)
Planning And Regeneration	1,843,350	460,838	419,651	(41,187)
Property Services	559,670	139,918	121,373	(18,545)
Recreation And Sport	1,937,440	484,360	458,468	(25,892)
Revenues And Benefits	725,700	181,425	162,779	(18,646)
Waste Services	2,412,090	603,023	496,615	(106,408)
	13,188,060	3,297,018	3,030,694	(266,324)
Housing Revenue Account				
BHO09 Repairs And Maintenance	1,283,910	320,978	204,491	(116,487)
BHO10 Supervision & Management	1,414,780	353,695	327,222	(26,473)
BHO11 Special Services	0	0	7,405	7,405
	2,698,690	674,673	539,117	(135,556)
Total	15,886,750	3,971,691	3,569,811	(401,880)

	2018/19 Annual Budget	2018/19 Profiled Budget	2018/19 Actual	2018/19 Variance
	£	£	£	£
Agency Staff (within Employee costs)				
General Fund				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	0	0	0	0
Environmental Services	0	0	277	277
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	5,000	1,250	19,045	17,795
Human Resources	0	0	810	810
I.T. Services	0	0	0	0
Legal & Democratic Services	12,000	3,000	22,458	19,458
Planning And Regeneration	0	0	0	0
Property Services	0	0	3,407	3,407
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	10,979	10,979
Waste Services	192,116	48,029	45,750	(2,279)
	209,116	52,279	102,725	50,446
Housing Revenue Account				
BHO09 Repairs And Maintenance	0	0	(874)	(874)
BHO10 Supervision & Management	0	0	8,720	8,720
BHO11 Special Services	0	0	0	0
	0	0	7,845	7,845
Total	209,116	52,279	110,570	58,291

HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR
THE PERIOD FROM 01 APRIL TO 30 JUNE 2018

Planned Works extract				
Planned Works - Capital		2,101,000	(20,000)	-1.0%
Planned Works - Revenue		1,359,580	(55,000)	-4.0%

		2018/2019 Annual Budget	Forecast	Variance
Housing Revenue Account (HRA)	Notes	£	£	%
Income				
SHO01 Dwelling Rents Income	A	(12,118,490)	40,000	-0.3%
SHO04 Non Dwelling Rents Income	B	(584,130)	0	0.0%
SHO07 Leaseholders' Service Charges	D	(21,640)	0	0.0%
SHO08 Contributions Towards Expenditure	E	(41,470)	0	0.0%
SHO10 H.R.A. Investment Income	G	(59,000)	0	0.0%
SHO11 Miscellaneous Income	H	(19,350)	0	0.0%
Services				
SHO13A Repairs & Maintenance	I	3,120,450	(55,000)	0.0%
SHO17A Housing & Tenancy Services	J	1,412,450	0	0.0%
SHO22 Alarms & L.D. Wardens expenditure	K	3,090	0	0.0%
Accounting entries 'below the line'				
SHO29 Bad Debt Provision Movement	L	25,000	0	0.0%
SHO30 Share Of Corporate And Democratic	M	194,590	0	0.0%
SHO32 H.R.A. Interest Payable	N	1,165,610	0	0.0%
SHO34 H.R.A. Transfers between earmarked reserves	O	2,448,470	0	0.0%
SHO36 H.R.A. Revenue Contribution to Capital	P	130,000	0	0.0%
SHO37 Capital Receipts Reserve Adjustment	Q	(26,000)	0	0.0%
SHO38 Major Repairs Allowance	R	2,101,000	(20,000)	-1.0%
SHO45 Renewable Energy Transactions	S	(169,000)	0	0.0%
		(2,438,420)	(35,000)	-1.4%

Net recharge to HRA		1,447,160
Capital Charges		991,260
Net Housing Revenue Account Budget		0

Housing Revenue Account	£k
Total HRA reserve as at 01/04/18	(2,000)
Forecast movement in the year	0
Forecast HRA reserve as at 31/03/19	(2,000)

Housing Maintenance Fund	£k
Opening balance	13,134
Reserve utilised for capital works (see appendix G)	TBC
Budgeted transfer to reserves	1,605
Forecast variance for the year (see above)	35
Forecast closing balance	14,774

Renewable Energy Fund	£k
Opening balance	525
Expenditure forecast for this year (see appendix G)	(100)
Net income forecast for this year	169
Forecast closing balance	594

HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 JUNE 2018

Note	Description of Major Movements	Corrective Action	Forecast
			Variance £
A	Dwelling rent is 0.3% behind target. In addition the roll out of Universal Credit in Mid Devon which is effective from 04/07/18 where payment of Rent will be made direct to tenants 4 weeks in arrears will add to the uncertainty, this area will continue to be monitored closely throughout the year	N/A	40,000
I	Planned Works Revenue to underspend by £55k, related to Gas Servicing £50k & Door Entry repairs £5k	Surveyors to work with contractors to monitor delivery against plan	(55,000)
R	MRA is forecast to spend £2,081k	N/A	(20,000)
		TOTAL	(35,000)

MID DEVON DISTRICT COUNCIL
MONITORING OF 2018/19 CAPITAL PROGRAMME

Appendix G

Code	Scheme	Approved Capital Programme 2018/19	Total Slippage B/fwd & Adj to Approved Capital Programme 18/19	Revised Budgeted Capital Programme 2018/19	Actual Expenditure 2018/19	Committed Expenditure 2018/19	Total Actual & Committed Expenditure 2018/19	Variance to Adj Capital Programme
		£	£	£	£	£	£	£
	<u>General Fund Projects</u>							
	<u>Lords Meadow Leisure centre</u>							
CA633	Lords Meadow - Replace main pool filters	80,000	0	80,000	0	0	0	(80,000)
CA634	Lords Meadow - Tennis Courts surface and lining	25,000	0	25,000	0	0	0	(25,000)
	<u>Exe Valley Leisure Centre</u>							
CA635	EVLC pool tiling and balance tank repairs	25,000	0	25,000	0	26,300	26,300	1,300
CA636	EVLC - Pool Cover	25,000	0	25,000	0	0	0	(25,000)
CA627	EVLC - Pressure set replacement Hot/Cold		20,000	20,000	0	0	0	(20,000)
	<u>Phoenix House</u>							
CA469	Phoenix House - Electric water heater replacement	25,000	0	25,000	0	0	0	(25,000)
CA470	Phoenix House- Toilet refurbishment flooring and units	30,000	0	30,000	0	0	0	(30,000)
	<u>MDDC Depot Sites</u>							
CA471	Old Road Depot - Actions following condition report	50,000	0	50,000	0	0	0	(50,000)
	<u>Play Areas</u>							
CA472	Open Space Infrastructure (incl Play Areas)	50,000	0	50,000	0	0	0	(50,000)
CA632	Play area refurbishment District wide - Amory Park Tiverton		50,000	50,000	0	0	0	(50,000)
CA628	Play area refurbishment - West Exe Recreation Ground Tiverton		50,000	50,000	0	0	0	(50,000)
	<u>Other Projects</u>							
CA473	Land drainage flood defence schemes - St Marys Hemyock	25,000	0	25,000	0	0	0	(25,000)
CA420	Land drainage flood defence schemes - Ashleigh Park Bampton	87,000	0	87,000	0	0	0	(87,000)
CA574	Fore Street Flats refurbishment	60,000	0	60,000	0	0	0	(60,000)
CA709	MSCP improvements (refer to Matrix condition report)		139,000	139,000	0	0	0	(139,000)
CA510	Energy Assessment works - new legislation - Indust Units/Shops/Mkt Walk		35,000	35,000	0	0	0	(35,000)
CA460	Crediton Office - Structural improvement work		20,000	20,000	0	0	0	(20,000)
CA455	St Lawrence Green Project		30,000	30,000	0	0	0	(30,000)
	<u>General Fund Development Schemes</u>							
CA575	* District Wide Redevelopment project - Asset acquisition	4,000,000	0	4,000,000	0	0	0	(4,000,000)
	* Note - unknown timing of Capital Expenditure, therefore Capital Financing excluded in Revenue Budget but will be factored into Business Case as potential schemes come forward.							
	<u>Economic Development Schemes</u>							
CA576	** Tiverton Town Centre improvements	40,000	0	40,000	0	0	0	(40,000)
CA577	** Mills Electricity Project	100,000	0	100,000	0	0	0	(100,000)
CA578	** Broadband Project	60,000	0	60,000	0	0	0	(60,000)
	** All Economic Development schemes are subject to acceptable Business Case							
	<u>ICT Projects</u>							
CA421	Desktop states replacement/refresh	50,000	0	50,000	0	0	0	(50,000)
CA456	CRM replacement	75,000	0	75,000			0	(75,000)
CA474	Data centre hardware refresh servers/storage	120,000	0	120,000	0	0	0	(120,000)
CA475	Replacement Grounds Maintenance system	100,000	0	100,000	0	0	0	(100,000)
CA433	Unified Communications/telephony		107,000	107,000	0	523	523	(106,478)
CA456	Digital Transformation - replacement of CRM		100,000	100,000	0	0	0	(100,000)
CA463	Secure Wifi replacement		50,000	50,000	0	0	0	(50,000)
CA464	Parking System Replacement (enforcement)		40,000	40,000	0	0	0	(40,000)
CA465	Replacement Queue System		30,000	30,000	0	0	0	(30,000)
CA466	Core System Refreshes - Revs / Bens		20,000	20,000	20,719	0	20,719	719
CA467	Replacement Estates / Property systems		50,000	50,000	0	0	0	(50,000)
CA423	Continued replacement of WAN/LAN		60,000	60,000	0	0	0	(60,000)
CA425	Server farm expansion/upgrades		84,000	84,000	0	0	0	(84,000)
CA437	Digital Transformation		61,000	61,000	5,427	12,042	17,469	(43,531)
CA444	SQL/Oracles refreshes		17,000	17,000	2,089	5,886	7,975	(9,025)

Code	Scheme	Approved Capital Programme 2018/19	Total Slippage B/fwd & Adj to Approved Capital Programme 18/19	Revised Budgeted Capital Programme 2018/19	Actual Expenditure 2018/19	Committed Expenditure 2018/19	Total Actual & Committed Expenditure 2018/19	Variance to Adj Capital Programme
	Replacement Vehicles							
CA717	Van Tipper (Grounds Maintenance)	52,000	0	52,000	0	0	0	(52,000)
CA714	Medium Sweeper (Street Cleansing)		70,000	70,000	0	0	0	(70,000)
CA715	Van Tipper (Grounds Maintenance)		26,000	26,000	0	0	0	(26,000)
CA716	Ransomes mower (Grounds Maintenance)		35,000	35,000	0	0	0	(35,000)
CA712	Iveco Tipper (or equivalent)		24,000	24,000	0	0	0	(24,000)
CA822	7.5T Tipper		100,000	100,000	0	0	0	(100,000)
CA825	3.5T Tipper		25,000	25,000	0	0	0	(25,000)
CA827	3.5T Tipper		25,000	25,000	0	0	0	(25,000)
		5,079,000	1,268,000	6,347,000	28,235	44,750	72,986	(6,274,014)
	Private Sector Housing Grants							
CG217	Empty homes and enforcement	106,000	0	106,000	0	0	0	(106,000)
CG201	Disabled Facilities Grants–P/Sector	552,000	0	552,000	72,676	0	72,676	(479,324)
		658,000	0	658,000	72,676	0	72,676	(585,324)
	Affordable Housing Projects							
CA200	Grants to Housing Associations to provide units (funded by commuted sums)	116,000	0	116,000	5,446	0	5,446	(110,554)
		116,000	0	116,000	5,446	-	5,446	(110,554)
	Total General Fund Projects	5,853,000	1,268,000	7,121,000	106,357	44,750	151,108	(6,969,892)
	HRA Projects - Existing Housing Stock							
CA100	Major repairs to Housing Stock	2,101,000	0	2,101,000	651,228	678,812	1,330,040	(770,960)
CA111	Renewable Energy Fund	100,000	0	100,000	11,074	0	11,074	(88,926)
CG200	Disabled Facilities Grants - Council Houses	300,000	0	300,000	102,599	0	102,599	(197,401)
	Housing Development Schemes							
CA119	Palmerston Park - Additional budget required	1,074,000	1,360,000	2,434,000	653,261	999,771	1,653,032	(780,968)
CA112	Birchen Lane - Additional budget required	446,000	70,000	516,000	94,039	1,300	95,339	(420,661)
CA135	Land acquisition for affordable housing		2,100,000	2,100,000	0	0	0	(2,100,000)
CA124	Queensway (Beech Road) Tiverton (3 units)		293,000	293,000	0	3,850	3,850	(289,150)
CA120	Burlescombe (6 units) ****		714,000	714,000	0	790	790	(713,210)
CA126	Sewerage Treatment Works - Washfield		25,000	25,000	0	0	0	(25,000)
CA137	House Purchase 1 Great Meadow Hunters Hill Culmstock	0	127,000	127,000	126,540	0	126,540	(460)
CA138	House Purchase 2 Great Meadow Hunters Hill Culmstock	0	117,000	117,000	117,340	0	117,340	340
	HRA ICT Projects							
CA136	Housing mobile working and additional modules	130,000	0	130,000	0	0	0	(130,000)
CA132	Repairs mobile replacement		4,000	4,000	0	0	0	(4,000)
CA133	Tenancy Mobile		40,000	40,000	0	0	0	(40,000)
	Total HRA Projects	4,151,000	4,850,000	9,001,000	1,756,081	1,684,523	3,440,604	(5,560,396)
	CAPITAL PROGRAMME GRAND TOTAL	10,004,000	6,118,000	16,122,000	1,862,438	1,729,273	3,591,712	(12,530,288)
				0			0	0

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CABINET

9 AUGUST 2018:

PERFORMANCE AND RISK FOR 2018-19

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 2018-19 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.

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 2018-19 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:** for **Residual household waste per household (measured in Kilograms)**; the target has been reset in accordance with the PDG's request last month i.e. no more than 378.00kg. The **% of household waste reused, recycled and composted**; remains at 53.0%. All PIs are at or above target at present but we will be looking to profile targets in future.
- 2.2 Regarding the Corporate Plan Aim: **Reduce our carbon footprint:** From May 2018 all residual waste accepted at the Waste Transfer Station at Carlu Close can now be transported to the Exeter Energy from Waste (EfW) plant.
- 2.3 We have installed heat pumps at Unit 10 Market Walk as part of the refurbishment.
- 2.4 The Environmental Strategy at Tiverton Pannier Market has initiatives targeting all three aims of the Environment strand of the Corporate Plan, the market has an aim of being a zero waste market but it takes time:

Initiatives currently being implemented are:

- Increased the amount of recycled material that can be recycled e.g. by the introduction of an additional cardboard recycling euro bin.
- Café has ceased selling water in plastic bottles, now sold in cans and straws (now paper).
- Café has introduced a recycle bin for recyclable items.
- Café offers a free water refill site for filling visitors' water bottles.
- Re-usable bamboo cups available from café.
- Traders now reducing amount of plastic bags being used and those that are used are bio-degradable.
- Fruit and veg traders offering more paper bags for produce and also run the 'bring your own bag' type sales.
- The market has now achieved over 50% of all products and produce being sourced in Devon, thus reducing transport mileage etc.
- The market has a trader champion who promotes environmental issues.
- General waste has been reduced over the last 18 months from 100% waste to less than 50% and still falling.
- Recycling bins and glass bins introduced to the night time markets to encourage recycling.
- Working with the voluntary sector to reduce food waste. Currently exploring possibility of providing a community fridge as part of ReROOTed surplus food project.
- Recycling on agenda for monthly market meetings.
- Encourage sales of fair trade goods.

A market environmental working group established which includes a councillor (Cllr Flaws), market trader representative and market management. This group meets quarterly.

Homes Portfolio - Appendix 2

- 2.5 Regarding the Corporate Plan Aim: **Build more council houses:** No new **Council Houses** were completed; however work is progressing on Birchen Lane (4), due September 2018, Burlescombe (6) due March and Palmerston Park (26) due June 2019.
- 2.6 Regarding the Corporate Plan Aim: **Facilitate the housing growth that Mid Devon needs, including affordable housing:** Last year was very successful with both measures well above target. The Affordable homes delivered figure is reported quarterly, a verbal update will be given at the meeting. Bringing empty homes into use is again above target.
- 2.7 Regarding the Corporate Plan Aim: **Planning and enhancing the built environment: Performance Planning Guarantee determined within 26 weeks** remains slightly below target but the 4 speed and quality measures were all well above the required target for 2017/18.
- 2.8 Local Plan update: The Inspector has confirmed that the preliminary hearings into Policy J27 Land at Junction 27 and associated policies SP2 Higher Town, Sampford Peverell and TIV16 Blundells School, will take place on 20 and 21 September 2018.
- 2.9 **Average Days to re-let:** This is a very challenging target; having achieved <16 days for the last 3 years the target has been reduced to 14 days. Whilst this has not been reached yet our performance on voids has been so good that peers have asked how we have achieved this.
- 2.10 **Rent Arrears:** It has been predicted for some time that rent arrears are likely to increase with welfare reform and the target has been reduced to reflect this. Although outside target, performance remains in the top quartile when compared to that of other providers. Officers are currently devoting more time to income collection and are giving it greater priority.

Economy Portfolio - Appendix 3

- 2.11 Mid Devon had a slightly lower than average income deprivation indice in 2015 at 0.103 compared to the average of 0.109 (all comparisons are for England only); only Westex, Lowman and Cranmore are higher than average. The rate of unemployment for 2015/16 was low; 0.8% compared to an average of 1.8%.
- 2.12 Educationally we do well too, with a higher than average number of children attaining 5 or more A* to C grades at GCSE (including English and Maths), at 62.2% compared to an average of 56.6%. For housing, according to the 2011

census, Mid Devon has half the average number of overcrowded houses but over double the number without central heating.

Corporate - Appendix 5

- 2.13 **Working days lost due to sickness** is over 10 % adrift of the target hence it is showing as red; a Sickness Absence Action Plan has been drafted and is due to go to Leadership Team in September. This is being actively monitored by Audit Committee.
- 2.14 The **Response to FOI requests** is 99% on time; some changes to processes are being made and the revised FOI/EIR policy is on the agenda for the 30 August meeting.
- 2.15 GDPR (DPA) project; the Records Management Plan actions are on track. There is an item on this on the Annual Governance Statement Action Plan but it is not due yet.
- 2.16 The **Performance Planning Guarantee determined within 26 weeks** is on target and the 4 speed and quality measures are all well above the required target.
- 2.17 Council tax and NNDR collection rates are both well above target.

3.0 Risk

- 3.1 The Corporate risk register is reviewed by Group Managers (GMT) 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.

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 2018-2019
 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

* 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>	63.57 (2/12)	381.40	378.00	32.90	63.00											63.00 (2/12)	Stuart Noyce	(April - May) waste performance info is subject to confirmation after the end of each quarter by DCC so can change as current figures are estimated (LD)
<u>% of Household Waste Reused, Recycled and Composted</u>	52.6% (2/12)	51.9%	53.0%	53.9%	54.8%											54.8% (2/12)	Stuart Noyce	(May) waste performance info is subject to confirmation after the end of each quarter by DCC so can change as current figures are estimated (LD)
<u>Net annual cost of waste service per household</u>		£49.91	£45.31	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	Stuart Noyce	
<u>Number of Households on Chargeable Garden Waste</u>	8,973 (2/12)	9,386	9,500	9,613	9,848											9,848 (2/12)	Stuart Noyce	
<u>% of missed collections</u>	0.03% (2/12)	0.04%	0.03%	0.02%	0.02%											0.02% (2/12)	Stuart Noyce	

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>reported (refuse and organic waste)</u>																		
<u>% of Missed Collections logged (recycling)</u>	0.03% (2/12)	0.03%	0.03%	0.01%	0.01%											0.01% (2/12)	Stuart Noyce	

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>	9 (2/12)	49		3	4											4 (2/12)	Stuart Noyce	

Corporate Plan PI Report Homes

Monthly report for 2018-2019
 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

*
 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 (2/12)	0	26	0	0											0 (2/12)	Angela Haigh	(May) Birchen Lane (CY)

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)		92	80	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		n/a	Angela Haigh	
Deliver 15 homes per year by bringing Empty Houses into use	11 (2/12)	128	72	13	19											19 (2/12)	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	Group Manager	Offi Note
Number of Successful Homelessness Prevention Cases		344					n/a		n/a		n/a		n/a		n/a		n/a	Angela Haigh
% Decent Council Homes	99.9% (2/12)	100.0%	100.0%	97.3%	99.9%											99.9% (2/12)	Angela Haigh	
% Properties With a Valid Gas Safety Certificate	99.64% (2/12)	99.69%	100.00%	99.69%	99.78%											99.78% (2/12)	Angela Haigh	
Rent Collected as a Proportion of Rent Owed	95.18% (2/12)	99.25%	98.00%	95.34%	96.76%											96.76% (2/12)	Angela Haigh	
Current Tenant Arrears as a Proportion of Annual Rent Debit	1.06% (2/12)	0.95%	2.00%	1.13%	1.17%											1.17% (2/12)	Angela Haigh	
Dwelling rent lost due to voids	0.5% (2/12)	0.5%		0.71%	0.67%											0.67% (2/12)	Angela Haigh	
Average Days to Re-Let Local Authority Housing	15.7days (2/12)	15.5days	14.0days	16.6days	15.9days											15.9days (2/12)	Angela Haigh	

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Corporate Plan PI Report Economy

Monthly report for 2018-2019
 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	
<u>Number of business rate accounts</u>	2,936 (2/12)	3,028	3,000	3,004	3,004											3,004 (2/12)	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	
<u>Businesses assisted</u>	38 (2/12)	261	250	25	49											49 (2/12)	None		
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	
<u>Increase in Car Parking Vends</u>	53,937 (2/12)	47,790			49,410	51,507										51,507 (2/12)	Andrew Jarrett		
<u>The Number of Empty Shops (TIVERTON)</u>		21	18	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a	Adrian Welsh	
<u>The Number of Empty Shops (CREDITON)</u>		11	8	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a	Adrian Welsh	
<u>The Number of Empty Shops (CULLOMPTON)</u>		8	8	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a	Adrian Welsh	
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>Funding awarded to support economic projects</u>		£35,899		n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		n/a	Adrian Welsh		

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Corporate Plan PI Report Community

Monthly report for 2018-2019

Arranged by Aims

Filtered by Aim: Priorities Community

Filtered by Flag: Exclude: Corporate Plan Aims 2016 to 2020

For MDDC - Services

Key to Performance Status:

Performance Indicators:

No Data

Well below
target

Below target

On target

Above target

Well above
target*
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	18 (3/12)	22		22	22	22										22 (3/12)	Corinne Parnall	(June) 22 (K)

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
Number of social media communications MDDC send out	101 (3/12)	108	30	69	66	66										66 (3/12)	Jane Lewis	(June) No. of Facebook Posts Published = 33 No. of Tweets Tweeted = 33 (MA)
Number of web hits per month	28,620 (3/12)	45,006		35,191	33,432	29,453										29,453 (3/12)	Jane Lewis	
Compliance with food safety law	90% (3/12)	88%	90%	85%	85%	85%										85% (3/12)	Simon Newcombe	

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Corporate Plan PI Report Corporate

Monthly report for 2018-2019

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*
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	Group Manager	Officer Notes
% of complaints resolved w/in timescales (10 days - 12 weeks)	88% (3/12)	92%	90%	94%	96%	89%										89% (3/12)	Lisa Lewis	(June) 6 still outstanding at 10/7/18, this will be checked again at 12 weeks (RT)
Number of Complaints	23 (3/12)	31				34										34 (3/12)	Lisa Lewis	
New Performance Planning Guarantee determine within 26 weeks	99% (1/4)	99%	100%	n/a	n/a	100%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		100% (1/4)	Jenny Clifford, David Green	
Major applications determined within 13 weeks (over last 2 years)	83% (1/4)	83%	60%	n/a	n/a	86%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		86% (1/4)	Jenny Clifford, David Green	
Minor applications determined within 8 weeks (over last 2 years)	79% (1/4)	79%	65%	n/a	n/a	73%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		73% (1/4)	Jenny Clifford, David Green	
Major applications overturned at appeal (over last 2 years)	4% (1/4)	4%	10%	n/a	n/a	3%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		3% (1/4)	Jenny Clifford, David Green	
Minor applications overturned at appeal (over last 2 years)	0% (1/4)	0%	10%	n/a	n/a	0%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		0% (1/4)	Jenny Clifford, David Green	
Response to FOI Requests (within 20 working days)	76% (3/12)	92%	100%	97%	99%	99%										99% (3/12)	Catherine Yandle	(June) 1 partial reply (CY)
Working Days Lost Due to Sickness Absence	1.88days (3/12)	8.82days	7.00days	0.61days	1.26days	2.06days										2.06days (3/12)	Jane Cottrell	
		5.9%	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	Andrew Busby	

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	Group Manager	Officer Notes
<u>Return on Commercial Portfolio</u>																		
% total Council tax collected - monthly	29.74% (3/12)	98.00%	98.50%	11.32%	20.63%	29.48%										29.48% (3/12)	John Chumbley, Andrew Jarrett	
% total NNDR collected - monthly	33.72% (3/12)	99.22%	99.20%	12.15%	23.60%	32.20%										32.20% (3/12)	John Chumbley, Andrew Jarrett	
Number of visitors per month	2,784 (3/12)	2,517	2,750	2,172	2,351	2,323										2,323 (3/12)	Lisa Lewis	
Satisfaction with front- line services	97.59% (3/12)	97.14%	80.00%	0.00%	0.00%	100.00%										100.00% (3/12)	Lisa Lewis	(June) Paper survey completed 1-30 June (43 completed) (RT)
Increase Number of Digital payments	19,179 (3/12)	78,926	70,960	6,908	14,226	20,885										20,885 (3/12)	Lisa Lewis	

Risk Report Appendix 6

Report for 2018-2019

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 (9)

Current Risk Severity: 3 - Medium

Current Risk Likelihood: 3 - Medium

Service Manager: Claire Fry

Review Note: An increase in the construction of affordable homes has resulted in a reduced likelihood

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 on the website

Risk Report Appendix 6

Risk: Car Parks Car Park Overcrowding

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status: Medium
(9)

Current Risk Severity: 3 -
Medium

Current Risk Likelihood: 3 -
Medium

Service Manager: Darren Beer, Heather Hargreaves

Review Note: Works completed at Evlc car parks to create one way system
TRO enforcement now in place for Lmlc & Evlc car parks to ensure safe and appropriate parking in marked bays

Risk: Commercial Land supply Failure to identify commercial land supply will stunt economic growth

Effects (Impact/Severity):

Causes (Likelihood):

Service: Planning

Current Status: Medium
(10)

Current Risk Severity: 5 - Very
High

Current Risk Likelihood: 2 -
Low

Service Manager: Jenny Clifford

Review Note: LT review

Risk: Contingency - Business Continuity The Council fails to have an effective Business Continuity Plan in place that is up-to-date and complements the Emergency Plan, Disaster Recovery Plan and Risk Management Plan leading to service failure and loss in reputation.

Effects (Impact/Severity):

- Staff are not enabled or adequately prepared to deal with incidents in the event that senior managers are unavailable
- Poor management of a major incident will affect the Council's reputation
- There is a risk to decision-making processes and maintaining quorate committees in the event of loss of Members.
- Software Failure, leading to potential inability to pay staff, creditors, benefits etc and inability to access key data affecting service delivery and customer experience
- Increase in workforce homeworking

Causes (Likelihood):

- Severe weather including snow, flooding and heatwaves can cause disruption to normal service operation
- Severe space weather can cause disruption to a range of technologies and infrastructure, including communications systems, electronic circuits and power grids.
- Fuel strikes
- Industrial action

Failure to plan for this and implement contingency procedures will affect service delivery.

Service: Governance

Current Status: Medium
(12)

Current Risk Severity: 4 -
High

Current Risk Likelihood: 3 -
Medium

Service Manager: Catherine Yandle

Risk Report Appendix 6

Review Note: Use of Business Continuity Template from DEPS launched in December and published on SharePoint for use. Review on the agenda for Group Managers meeting in August.

Risk: Corp RA - Recycling Income Reduction in material income levels due to market forces.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Stuart Noyce

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

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: 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: No Data

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Adrian Welsh

Risk Report Appendix 6

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

Service Manager: Claire Fry

Review Note: The pre-eviction risk assessment identifies household composition and layout, and any issues such as mental health and drug use relating to the tenant(s) and their families as well as whether or not there are any dogs present at the property.

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: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Jenny Clifford

Review Note: LT review

Risk: GDPR compliance That the Council cannot demonstrate that we are prepared for GDPR

Effects (Impact/Severity):

Causes (Likelihood):

Service: Governance

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Catherine Yandle

Review Note: Progress has been steady we can definitely demonstrate movement towards compliance

Risk Report Appendix 6

Risk: H&S RA - Carlu Close Depot Inherent risk at Carlu Close site - highest scoring risk

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: Changes have been made to operations at Carlu Close such as not idling engines inside the building, varying fan use, leaving main doors open to improve ventilation etc. Further air quality testing results are awaited.

Risk: H&S RA - Chainsaw Use Tree Operations

Effects (Impact/Severity):

Causes (Likelihood):

Service: Grounds Maintenance

Current Status: Medium
(12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Joe Scully

Review Note: Only staff who are NPTC qualified are permitted to use a chainsaw. Ensure all staff that are required to use the chainsaw have the correct PPE – PPE delivered 04.2018 Ensure a PPE check is regularly completed

Risk: H&S RA - Enforcement Officer Enforcement Officer Risk assessment

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: H&S RA - Ladder use Use of Ladders

Effects (Impact/Severity):

Causes (Likelihood):

Service: Grounds Maintenance

Current Status: Medium
(12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Joe Scully

Review Note:

Risk Report Appendix 6

Risk: H&S RA - Litter picking Litter picking - Risk of accident/injury from vehicles when working roadside

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: SSoW/Induction training /PPE - High viz conforming to Class 3 requirements. No working in peak hours 7am -10am & 4pm - 7pm

Operatives to litter pick facing against traffic/Warning beacons on vehicle/Warning signage must be used in correct locations

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

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: SSoW/designated walkways/PPE/Reversing Assistants/Equipment servicing. Regular alarm testing and equipment checks/flammable materials outside.

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: SSoW/Training & Instruction/Mobile phones

Risk: H&S RA - Street Cleansing Operative Risk assessment for role - highest risk from role - Risk of accident/injury when working roadside

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

Risk Report Appendix 6

Review Note: SSoW/Induction training /PPE - Hi viz conforming to Class 3 requirements/No working in peak hours 7am -10am & 4pm - 7pm
Operatives to litter pick facing against traffic/Operatives to be certificated on Chapter 8/Operative to remain alert to traffic at all times
Warning beacons on vehicle/Warning signage must be used in correct locations

Risk: H&S RA - Tractor with Side Arm Flail Operations Tractor with Side Arm Flail Operations (Where applicable this RA is to be used in conjunction with the Working by roadside RA and the Hand Held Hedge Cutter RA)

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: All equipment is only used when the appropriate shields, guards, interlocks and other safety devices are in place to stop any contact with moving parts

Risk: H&S RA - Working by Roadside Urban/Rural Carrying out activities and tasks by the roadside.

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:

Risk: H&S RA -Waste Collection - Health and Safety Inadequate training with regards to Manual Handling and workplace hazards (eg contact with broken glass) could result in Health and Safety risks

Effects (Impact/Severity):

Causes (Likelihood): - Increasing demand and service costs due to increasing population, consumer society and an increasing amount of waste

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 Report Appendix 6

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: Staff are trained to respond to such issues and we have a policy setting out our approach to this type of management issue.

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: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Claire Fry

Review Note:

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: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Claire Fry

Review Note:

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

Risk Report Appendix 6

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: Alan Keates

Review Note:

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, Heather Hargreaves

Review Note: Extensive review done, annual chlorination on a planned basis re-introduced which provides extra protection in addition to other measures introduced.

Risk: Leisure Income Generation Inability to compete with neighbouring leisure centres could result in reduced custom/use which could challenge the service's ability to achieve its income target.

Effects (Impact/Severity): • Reduced income levels

Causes (Likelihood): • Discretionary spend nature of leisure sector in economic recession

- The set-up of budget gyms in Mid Devon is unlikely but could impact on our income if they did
- Smaller leisure businesses are more likely to set up in Mid Devon and their impact on our service could be reduced if internal communication processes are improved so as to notify Leisure Managers of any potential competitors in the area

Service: Leisure Services

**Current Status: Medium
(9)**

**Current Risk Severity: 3 -
Medium**

**Current Risk Likelihood: 3 -
Medium**

Service Manager: Lee Chester

Review Note: The baseline income target from the actual achieved in 2016/17 was £2,460,020, and so a budget was set for 2017/18 at £2,655,500 incorporating; price increases, growth and a development sum for the fitness extension at Exe Valley. Although the income target was missed by £42,841, (consideration for closures due to snow, flooding of outdoor pitches, south west water closing a large section of Tiverton, maintenance issues with Culm Valley's main hall ceiling and with Exe Valley's Learner Pool bottom, Lords Meadow car park works, and the entire disruption to Exe Valley during the fitness development and car park works development, are instances where we have missed out on income, or had service compromised) as a service an increase of just under £154k was achieved which is an improvement of 6.26% over the previous year.

Risk Report Appendix 6

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

Effects (Impact/Severity):

Causes (Likelihood):

Service: Planning

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Jenny Clifford

Review Note: Steps taken to mitigate risks by commissioning additional work to strengthen evidence base.

Risk: Localism Act - Community Right to Buy / Challenge Transference of services to the community could enable the Council to identify cost savings

Effects (Impact/Severity):

Causes (Likelihood):

Service: Financial Services

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Jo Nacey

Review Note:

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: Health & Safety Officer trailing new Lone Working equipment.

Risk: Management of Legionella within Corporate Assets The risk assessment covers the Management control, including practises and procedures, of Legionella across all Commercial Assets

Effects (Impact/Severity):

Causes (Likelihood):

Service: Property Services

Current Status: High (15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Andrew Busby

Review Note: Lots of work and training has been undertaken. The SLA is still in draft but we have a clear plan in place. The Housing Team are also working through our corporate stock removing cold water tanks etc. which immediately lowers the risk.

Risk Report Appendix 6

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: Overall Funding Availability Changes to Revenue Support Grant, Business Rates, New Homes Bonus and other funding streams in order to finance ongoing expenditure needs.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Financial Services

Current Status: High
(15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Jo Nacey

Review Note: Mitigation – Local and national working groups and advice from experts – liaise with DCLG and then attempt to model/plan.

Risk: Palmerston Park Development of 26 houses - liquidator exploring a claim against us regarding losses and damages re previous contractor.

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: At this point in time we are confident we can re-buff the claim. We had appropriate legal advice before we terminated the contract with the contractor. We have also had to carry out remedial works and have established losses.

Risk: Plant Room Plant Room

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status: Medium
(10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Risk Report Appendix 6

Service Manager: Darren Beer, Heather Hargreaves

Review Note: • Only authorized personnel to enter storage areas
 • Pool plant operator certification required by operators
 • Backwash only when pool not in use
 • Planned storage of combustible materials
 • Staff carry two way radios.

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, Heather Hargreaves

Review Note:

Risk: Premier Inn Construction site Increased difficulty in management of the car parking 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: Premier Inn are reviewing plans to secure VfM and will come back to MDDC with a start date asap.
 MDDC will update the RA on receipt of the Construction Phase Schedule from Premier Inn.

Risk: Reduced Funding - Budget Cuts We are subject to continuing budget reductions. If we concentrate on short term cost savings, it may increase long term impact of decisions

Effects (Impact/Severity): • Increased workforce stress and declining morale can add to the dangers of a major incident if staff come under pressure as budget cuts force changes in operational models
 • Budget cuts may limit the financial resources that we can dedicate to network security potentially making us more vulnerable to cyber-attacks
 • Use of reserves to supplement reduced funding for budgets could put a strain on reserves in future, with inability to maintain them
 • The Council could significantly over or underspend against budget on the provision of Council services
 • There may be inefficient use of public money and a failure to comply with the Council's objectives
 • The relative scale of impact in an incident will be higher due to decreased organisational resilience as a result of diminishing financial reserves and workforce response capacity

Causes (Likelihood): • Severe financial pressure caused by a significant reduction to the Council's Revenue Support Grant
 • Ceasing of other grants

Risk Report Appendix 6

Service: Financial Services

Current Status: High
(20)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 4 - High

Service Manager: Jo Nacey

Review Note: We have managed to balance the budget in previous years with limited use of reserves. This will become increasingly difficult and we will need to continue to implement longer term savings.

Risk: Reduced Funding - Service Cuts With continued reductions in funding, there may be a long-term need to plan reduced or cease non-statutory services.

Effects (Impact/Severity): • With the economic downturn there is risk of balancing reduced services with customer expectations in an increasing demand-led environment.
• Financial costs arising from reduced services (eg insurance claims due to flicking stones when cutting long grass)

Causes (Likelihood): • Severe financial pressure caused by a significant reduction to the Council's Revenue Support Grant

Service: Financial Services

Current Status: High
(16)

Current Risk Severity: 4 - High

Current Risk Likelihood: 4 - High

Service Manager: Jo Nacey

Review Note:

Risk: Reputational damage - social media 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: Jane Lewis

Review Note: Now that there is a full time Communication Officer in post this provides the council with improved social media monitoring and we are more likely to respond in a timely manner. The media policy and social media guidelines are also currently being reviewed and will be taken to the Community PDG in November 2018.

Risk Report Appendix 6

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: Safeguarding Awareness Failure to ensure that awareness of safeguarding issues and what to do if one's suspicions are raised are not adequately dissipated throughout the council.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Safeguarding

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Nicola Cuskeran

Review Note: Compulsory training for all staff has been re-launched.

Policy reviewed and updated annually

Councillor briefing

Recent audit completed

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, Heather Hargreaves

Review Note:

Risk: Stress Legal work is often high stakes and relatively urgent, with little control over the timing of instructions and work volumes. Officers in the team have to change priorities on a daily basis, leading to frustration and discord with services. The time allowed to do the work properly first time is almost always underestimated, leading officers to feel that they are on a conveyer-belt with little appreciation.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Legal Services

Current Status: Medium (9)

Current Risk Severity: 3 - Medium

Current Risk Likelihood: 3 - Medium

Risk Report Appendix 6

Service Manager: Kathryn Tebbey

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: 4 -
High

Current Risk Likelihood: 3 -
Medium

Service Manager: Claire Fry

Review Note: In the case of potential stress and related conditions, Managers should undertake regular supervision meetings to monitor the situation and provide support.

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, Heather Hargreaves

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, Heather Hargreaves

Review Note:

Risk Report Appendix 6

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: Good links with other partners including the Police, Social Services, support agencies etc.

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Risk Matrix

Report For MDDC - Services Current settings

Risk Likelihood	5 - Very High	No Risks	1 Risk	No Risks	No Risks	No Risks
	4 - High	No Risks	1 Risk	2 Risks	1 Risk	2 Risks
	3 - Medium	No Risks	2 Risks	11 Risks	17 Risks	4 Risks
	2 - Low	2 Risks	14 Risks	44 Risks	28 Risks	34 Risks
	1 - Very Low	5 Risks	5 Risks	8 Risks	14 Risks	24 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

August 2018

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)
Culm Garden Village - Cullompton (a) To consider constraints, opportunities and issues	Cabinet	30 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Culm Garden Village - Cullompton (b) To consider arrangements in connection with governance, decisionmaking and procurement.	Cabinet	30 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Culm Garden Village - Cullompton (c) To consider the project management contract for Culm Garden Village	Cabinet	30 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Tiverton Eastern Urban Extension Area B Masterplanning To consider the outcome of the tender process	Cabinet	30 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Part exempt
Eastern Relief Road, Cullompton To consider material for public consultation	Cabinet	30 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Town Centre Masterplan following public consultation To consider that masterplan.	Cabinet	30 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Blackdown Hills - Area of Outstanding Natural Beauty (AONB) Management Plan Review To consider a draft management plan for public	Cabinet	30 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
consultation				Chesterton)	
Greater Exeter Strategic Partnership To consider a report with regard to proposed consultation documents.	Cabinet	30 Aug 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Human Resources Strategy To consider the revised strategy	Cabinet	30 Aug 2018	Jane Cottrell, Group Manager for Human Resources Tel: 01884 234919	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Revised Freedom of Information Policy To consider a revised policy	Cabinet	30 Aug 2018	Catherine Yandle, Group Manager for Performance, Governance and Data Security Tel: 01884 234975	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Exe Valley Area of Outstanding Natural Beauty To consider the setting up of	Environment Policy Development Group	4 Sep 2018	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel:	Leader of the Council (Councillor Clive Eginton)	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)
a partnership to explore an AONB for the Exe Valley and other issues.	Cabinet Council	27 Sep 2018 24 Oct 2018	01884 234398		
Market Rights Policy A report proposing the adoption of a new Market Policy.	Economy Policy Development Group Cabinet Council	6 Sep 2018 27 Sep 2018 24 Oct 2018	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Gas Safety Policy To consider a report regarding the revised Gas Safety Policy.	Homes Policy Development Group Cabinet	11 Sep 2018 27 Sep 2018	Mark Baglow, Group Manager for Building Services Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Rechargeable Repairs To receive a report reviewing the Rechargeable Repairs policy.	Homes Policy Development Group Cabinet	11 Sep 2018 27 Sep 2018	Mark Baglow, Group Manager for Building Services 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)
Neighbourhood Management Policy To receive a report from the Group Manager for Housing presenting the revised Neighbourhood Management Policy.	Homes Policy Development Group Cabinet	11 Sep 2018 27 Sep 2018	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Illegal Encampment Policy To receive a report regarding a policy regarding to Illegal Encampment	Community Policy Development Group Cabinet Council	18 Sep 2018 27 Sep 2018 24 Oct 2018	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Customer Care Policy 3 yearly review	Community Policy Development Group Cabinet	18 Sep 2018 27 Sep 2018	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Greater Exeter Strategic Plan (GESP) - update and consideration of GESP To consider matters with regard to the Greater Exeter	Cabinet Council	27 Sep 2018 24 Oct 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor	Open

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Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Strategic Partnership.				Richard Chesterton)	
Channel Access Strategy Review of strategy	Cabinet	27 Sep 2018	Lisa Lewis, Group Manager for Business Transformation and Customer Engagement Tel: 01884 234981	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Proposals for improvements to Tiverton Town Centre To receive a presentation on proposals for improvements to Tiverton Town Centre, seeking authority to go out to tender with a view to progress project work'.	Cabinet	27 Sep 2018	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt
ICT Strategy Report regarding a review of the ICT Strategy	Cabinet	25 Oct 2018	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Colin Slade)	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)
Statement of Community Involvement Review 2018 Report to seek authority to consult on the draft revised text	Cabinet	25 Oct 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Medium Term Financial Plan To consider the MTFP.	Cabinet	25 Oct 2018	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Draft 19/20 General Fund and Capital Programme To consider options available in order for the Council to set a balanced budget for 2019/20.	Cabinet	25 Oct 2018	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Treasury Management Strategy and Mid-Year Review Report To consider a report of the treasury performance during the first 6 months of the financial year.	Cabinet Council	25 Oct 2018 19 Dec 2018	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Information Security To consider a revised policy	Cabinet	25 Oct 2018	Catherine Yandle, Group Manager for	Cabinet Member for Community	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)
			Performance, Governance and Data Security Tel: 01884 234975	Well Being (Councillor Colin Slade)	
Information Security Incident To consider a revised policy	Cabinet	25 Oct 2018	Catherine Yandle, Group Manager for Performance, Governance and Data Security Tel: 01884 234975	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Modernisation of Council Homes 2018-2023 To consider the outcome of the tender process.	Cabinet	25 Oct 2018	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing (Councillor Ray Stanley)	Part exempt
Economic Strategy To consider a new policy.	Economy Policy Development Group Cabinet Council	8 Nov 2018 22 Nov 2018 19 Dec 2018	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Void Management Policy To receive a report from the Group Manager for Building	Homes Policy Development Group	13 Nov 2018	Mark Baglow, Group Manager for Building Services Tel: 01884	Cabinet Member for Housing (Councillor Ray	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)
Services presenting the revised Void Management Policy.	Cabinet	22 Nov 2018	233011	Stanley)	
Corporate Asbestos Policy To receive a report from the Group Manager for Building Services presenting the revised Corporate Asbestos Policy.	Homes Policy Development Group Cabinet	13 Nov 2018 22 Nov 2018	Mark Baglow, Group Manager for Building Services Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Asbestos Management Plan To receive a report from the Group Manager for Building Services presenting the revised Asbestos Management Plan.	Homes Policy Development Group Cabinet	13 Nov 2018 3 Jan 2019	Mark Baglow, Group Manager for Building Services Tel: 01884 233011	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Supply and Demand Policy To receive a report from the Group Manager for Housing presenting the revised Supply and Demand Policy.	Homes Policy Development Group Cabinet	13 Nov 2018 22 Nov 2018	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Severe Weather Emergency Protocol and Extended Winter Provision Protocol To receive a report from the	Homes Policy Development Group Cabinet	13 Nov 2018 22 Nov 2018	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open

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Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Group Manager for Housing presenting an updated Severe Weather Emergency Protocol and Extended Winter Provision Protocol.					
Community Safety Partnership Plan 2 yearly review	Community Policy Development Group Cabinet	20 Nov 2018 3 Jan 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Community Engagement Strategy (inc Action Plan) Report updating Members on progress made with the Community Engagement Action Plan and to review the strategy and focus for 2018	Community Policy Development Group Cabinet	20 Nov 2018 3 Jan 2019	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
Design Supplementary Planning Document To consider a report seeking approval to consult on the draft Supplementary Planning Document.	Cabinet	22 Nov 2018	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Vehicle Maintenance Contract To consider the maintenance contract.	Cabinet	3 Jan 2019	Stuart Noyce, Group Manager for Street Scene and Open Spaces Tel: 01884 244635	Leader of the Council (Councillor Clive Eginton)	Open
Statement of Community Involvement Review 2018 - post consultation To consider the review post consultation and make recommendation to Council	Cabinet Council	3 Jan 2019 27 Feb 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Public Health Enforcement Policy 2 yearly review of the policy	Community Policy Development Group Cabinet	22 Jan 2019 7 Feb 2019	Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel: 01884 244615	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Cleaning Contractors To approve the outcome of the procurement exercise.	Cabinet	7 Feb 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet for the Working Environment and Support Services (Councillor Margaret)	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)
				Squires)	
Design Supplementary Planning Document - post consultation To consider the Supplementary Planning Document post consultation	Cabinet	7 Mar 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
ASB Policy and Procedures To receive a report from the Group Manager for Housing presenting the revised Anti-Social Behaviour Policy and Procedures.	Homes Policy Development Group Cabinet	12 Mar 2019 4 Apr 2019	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Tenancy Strategy To consider a report regarding the revised strategy.	Homes Policy Development Group Cabinet	12 Mar 2019 4 Apr 2019	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Greater Exeter Strategic Plan To consider a report of the Head of Planning, Economy and Regeneration regarding	Cabinet Council	Not before 20th May 2019 Not before 31st May 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
a draft strategic plan.				Richard Chesterton)	

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