

Public Document Pack

Mid Devon District Council

Environment Policy Development Group

Tuesday, 4 September 2018 at 2.00 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Tuesday, 6 November 2018 at 2.00 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr R F Radford
Cllr D R Coren
Cllr Mrs C P Daw
Cllr R M Deed
Cllr R Evans
Cllr D J Knowles
Cllr Mrs E J Slade
Cllr J D Squire
Cllr R Wright

A G E N D A

Members are reminded of the need to make declarations of interest prior to any discussion which may take place

- 1 **Apologies and substitute Members**
To receive any apologies for absence and notices of appointment of substitute Members (if any).
- 2 **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.

Note: A maximum of 30 minutes is allowed for this item.
- 3 **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 - 8)**
Members to consider whether to approve the minutes of the last meeting of 10th July 2018 as a correct record.

- 5 **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.
- 6 **Update on the Use of Single Use Plastics**
To receive a verbal update from the Director of Operations on the reduction in the use of Single Use Plastics.
- 7 **Exe Valley Area of Outstanding Natural Beauty**
To receive a report of the Head of Planning, Economy and Regeneration regarding the consideration of whether to seek an area of outstanding natural beauty designation for the Exe Valley - **TO FOLLOW**
- 8 **Performance and Risk** (*Pages 9 - 18*)
To provide Members with an update on performance against the corporate plan and local service targets for 2018-2019 as well as providing an update on the key business risks.
- 9 **Financial Monitoring**
To receive a verbal report from the Group Manager for Finance presenting a financial update in respect of the income and expenditure so far in the year.
- 10 **Identification of Items for Future Meetings**
Members are asked to note that the following items are already identified in the work programme for the next meeting:
- District Officer Discretionary Time update
 - Draft Budget 2019/2020
 - Waste & Recycling regular update

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

Stephen Walford
Chief Executive
Friday, 24 August 2018

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

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

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

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

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

Tel: 01884 234209

E-Mail: coliphant@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 **ENVIRONMENT POLICY DEVELOPMENT GROUP**
held on 10 July 2018 at 2.00 pm

Present

Councillors

R F Radford (Chairman)
D R Coren, R M Deed, R Evans,
D J Knowles, Mrs E J Slade, J D Squire and
R Wright

Apologies

Councillor(s)

Mrs C P Daw

Also Present

Officer(s):

Andrew Pritchard (Director of Operations), Catherine Yandle (Group Manager for Performance, Governance and Data Security) and Carole Oliphant (Member Services Officer)

13 **APOLOGIES AND SUBSTITUTE MEMBERS (00.02.28)**

Apologies were received from Cllr Mrs C Daw

14 **PUBLIC QUESTION TIME (00.02.43)**

There were no questions from members of the public present.

15 **MINUTES OF THE PREVIOUS MEETING (00.03.09)**

The minutes of the last meeting held on 15th May 2018 were approved as a correct record and **SIGNED** by the Chairman.

16 **CHAIRMAN'S ANNOUNCEMENTS(00.03.59)**

The Chairman announced an update on the Devon Authorities Strategic Waste Committee and if the request to add in innovative options for recycling plastic was included as an agenda item. He confirmed that the meeting of 17th June was cancelled due to lack of business but the item will be added as an agenda item at the next meeting on 17th October 2018.

17 **MOTION 549 (CLLR B EVANS - 8TH JUNE 2018)(00.04.40)**

The Group had before it Motion 549 (Councillor B Evans – 27th June 2018) that had been forwarded from Council to the Policy Development Group.

That this Council phase out the use of single use plastics (SUP) by MDDC and its suppliers by the end of 2018 or whenever current contracts expire that would be

effected by the required removal of the use or supply of SUP that may run past this date.

To include, but not exclusively, building materials, chemical containers, paints, chemicals, cleaning products, oil, lubricants, fuel additives, plastic cups, and cutlery. Straws, sachets of sauce and any identified SUP items commonly used but not listed.

Where practicable seek to reduce or remove the use of SUP when dealing with partnership agreements with Devon County Council within leisure facilities.

End the sale of SUP in council buildings including SUP drinks bottles within any all vending machines on MDDC property.

Investigate possibilities of pop up vendors at all events within MDDC area avoiding SUP.

Work with tenants and operators of commercial properties owned by the council to support the phasing out of SUP.

This to include an MDDC initiative encouraging residents when shopping to “avoid the plastic, take a basket, buy loose fruit and vegetables “

Work with festival organisers to create policy in which single use disposable plastic cups are replaced at all festivals within our area with reusable or deposit scheme cups.

One area of exception to be that of medical supplies of any form, to ensure no supply of any equipment or product is in any way compromised.

Cllr Evans stated that he thought this was a progressive policy and he believed it allowed a way forward for officers to look at alternatives to SUPs. The Policy sets out the start of a lengthy journey as alternatives are not always available. Some current contracts would not allow us to change and also be mindful that some suppliers are trying to move with the times. He said Council needed to be sensible about what was being looked at and he hoped the policy would set the Council on the way to look at alternatives and not restrict officers. It would also allow Council to seek a way forward with its partners. Cllr Evans requested the Policy was supported by the PDG then full Council.

Discussion took place regarding the need for the subject to be supported and to be discussed further. The group felt that this was the start of a journey and that the Council should set an example.

The Director of Operations stated Council could sign up to the spirit of the Motion and the Policy was a specific opportunity to look at the implications. He suggested a working group from the committee be formed with the inclusion of officers to explore anomalies. This could include the issue of when procurement were required to make a quick order and there were no SUP alternatives available.

Cllr Evans went on to explain what the policy sought to do and the wording was ‘where possible’. It was acknowledged that the expectation would be that officers would use common sense. The Policy offered officers more flexibility in ordering and

procurement. He explained that it was a start of a journey and however much the Council wanted to see SUP discontinued, it was not always practicable. He didn't want a working party that meant that officers were required to come back to Council to approve each purchase of SUP's. He hoped that the Group would agree that the wording of the Motion implied 'best endeavours'.

It was **RECOMMENDED** to Council that the Motion be supported.

(Proposed by the Cllr R M Deed & Seconded by Cllr D J Knowles)

18 **REVENUE & OUTTURN REPORT 2017-2018 (00.21.05)**

The Group had before it and **NOTED** a * report from the Deputy Chief Executive (S151) presented by the Group Manager for Performance Governance and Data Security giving revenue and capital outturn figures.

The Group Manager for Performance Governance and Data Security outlined the contents of the report stating the overall outturn showed an £159K underspend. She drew attention to the excellent performance in Waste and Recycling and an additional increased income of £100k for the pooling of business rates pilot.

Consideration was given to the General Fund overall variance and the Environmental Services underspend.

Discussion took place regarding Environmental Services outturn.

The Group felt that the Outturn report was a good tool to see how well the Council had done and they recognised that a lot of hard work had gone into the excellent set of results. The Group acknowledged that it would be an equally difficult task next year and going forward. The Group wanted to celebrate success when it could and acknowledged that Officers were working at a pace to obtain the results.

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

19 **REPAIRING FOOTPATHS AND ROADS POLICY (00.30.31)**

The Group considered a *report from the Director of Operations on the review of the Repairing Footpaths and Roads Policy.

The Director of Operations sought Members' approval for the continuing inspection and maintenance of the Council's assets on the basis of the Devon County Council Highways Safety Inspection Manual. He explained that the number of inspections could be added to the Performance report.

Discussion took place regarding homeowners responsibilities on ensuring that their vegetation did not encroach on footpaths and the need for Town and Parish Councils to tackle issues in their areas.

It was **RECOMMENDED** that the Cabinet approve the revised Repairing Footpaths and Roads Policy as attached in Annexe 1 and that the number of inspections be added to the Performance and Risk Report.

(Proposed by the Chairman)

Note: - Report * previously circulated and attached to Minutes

20 **PERFORMANCE & RISK (00.30.35)**

The Group had before it and **NOTED** a *report from the Group Manager for Performance Governance and Data Security providing an update on performance against the corporate plan and local service targets for 2018-2019 as well as providing an update on the key business risks.

The Group Manager for Performance, Governance and Data Security outlined the contents of the report highlighting section 2 page 55 regarding the increase of recycling and reducing the amount of waste. There was also a useful update from the Tiverton Pannier Market Manager which linked into the earlier Motion which the group should find encouraging.

The Group discussed the report with specific mention to the Fixed Penalties item and felt that by including it that the perception was that staff were set targets for fixed penalty notices which was not the case. The Group proposed that the Fixed Penalty figures be removed from the Performance report and the figures for fly tipping be included in its place.

The Group felt that the report would give a better indication if a net annualised amount for cost per person for waste services was reported monthly.

The Group Manager for Performance, Governance and Data Security noted both requests and would see if they could be included in future reporting.

The Group discussed the risk report and noted the restricted working of litter pickers during peak hours on busy roads.

Note: *Report previously circulated and attached to Minutes

21 **IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS (52.57)**

The Group requested an update on any progress made with the reduction in Single Use Plastics at a future meeting.

Cllr Wright was asked to provide some written notes to Members of the PDG on Crediton's actions to reduce Single Use Plastics.

The Chairman advised the Group that there would be an informal meeting of the Environment PDG directly after the Committee meeting on the 4th September 2018.

(The meeting ended at 2.59 pm)

CHAIRMAN

**ENVIRONMENT PDG
4 SEPTEMBER 2018:**

AGENDA ITEM:

PERFORMANCE AND RISK REPORT

Cabinet Member Cllr Clive Eginton
Responsible Officer Director of Corporate Affairs and 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(S): That the PDG reviews the Performance Indicators and Risks that are outlined in this report and feeds back any areas of concern to the Cabinet.

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

Financial Implications: None identified

Legal Implications: None identified

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 Appendix 1 provides Members with details of performance against the Corporate Plan and local service targets for the 2018-19 financial year.
- 1.2 Appendix 2 shows the section of the Corporate Risk Register which relates to the Environment Portfolio. See 3.0 below.
- 1.3 Appendix 3 shows the profile of all risks for the Environment for this quarter.
- 1.4 All appendices are produced from the corporate Service Performance and Risk management system (SPAR).

2.0 Performance

- 2.1 Regarding the Corporate Plan Aim: **Increase recycling and reduce the amount of waste:** The **% of household waste reused, recycled and composted;** remains just below the target of 53.0% at 52.6%. The number of missed collections is very low and performance is good.

- 2.2 Regarding the Corporate Plan Aim: **Reduce our carbon footprint:** The number of public electric car charging points at the Leisure centres has been doubled. There are now 2 at each centre.
- 2.3 Condition surveys of Council owned facilities have been carried out as part of phase 1 of the Asset Management Plan 2016-2020- Energy assessment.
- 2.4 When benchmarking information is available it is included.

3.0 Risk

- 3.1 The Operational risk assessments are job specific and flow through to safe systems of work.
- 3.2 The Corporate risk register has been reviewed by Group Managers' Team (GMT) and updated. Risk reports to committees include risks with a total score of 10 or more. (See Appendix 2)

4.0 Conclusion and Recommendation

- 4.1 That the PDG reviews the performance indicators and risks for 2018-19 that are outlined in this report and feeds back any areas of concern to the Cabinet.

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

Circulation of the Report: Management Team and Cabinet Member

Corporate Plan PI Report Environment

Monthly report for 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
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* Indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Environment																		
Priorities: Environment																		
Aims: Increase recycling and reduce the amount of waste																		
Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
<u>Residual household waste per household (measured in Kilograms)</u>	98.56 (3/12)		378.00	32.90	63.00	96.80											Stuart Noyce	(April - July) July 2018 data has not yet been received from Devon County Council (LD)
<u>% of Household Waste Reused, Recycled and Composted</u>	51.3% (3/12)		53.0%	50.0%	52.9%	52.6%											Stuart Noyce	(July) July 2018 data has not yet been received from Devon County Council (LD)
<u>Net annual cost of waste service per household</u>			£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>	9,107 (3/12)		9,500	9,613	9,848	9,912											Stuart Noyce	
<u>% of missed collections reported (refuse and organic waste)</u>	0.03% (4/12)		0.03%	0.02%	0.02%	0.03%	0.03%										Stuart Noyce	(July) % of missed collections continue to be on target (LD)
<u>% of Missed Collections logged (recycling)</u>	0.03% (4/12)		0.03%	0.01%	0.01%	0.01%	0.01%										Stuart Noyce	(July) % of missed collections remain under target (LD)

Aims: Protect the natural environment

Corporate Plan PI Report Environment

Priorities: Environment

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>	13 (4/12)			3	4	7	8										Stuart Noyce	

Environment PDG Risk Management Report - Appendix 2

Report for 2018-2019

For Environment - Cllr Clive Eginton Portfolio

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+)

Environment PDG Risk Management Report - Appendix 2

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:

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.

Environment PDG Risk Management Report - Appendix 2

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: Darren Beer

Review Note: Per email 20 August 2018

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

Review Note:

Environment PDG Risk Management Report - Appendix 2

Risk: H&S RA - Tractor 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: Darren Beer

Review Note:

Risk: H&S RA - Tree Operations including the use of chainsaws Tree operations including the use of chainsaws

Effects (Impact/Severity):

Causes (Likelihood):

Service: Grounds Maintenance

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Darren Beer

Review Note:

Risk: H&S RA - Use of GM vehicles (inc. loading, tipping, trailers and use of water bowser) Loading vehicles + unloading on site

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: Darren Beer

Review Note:

Risk: H&S RA - Working at height 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: Darren Beer

Review Note: Per email on 20 August

Environment PDG Risk Management Report - Appendix 2

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: Darren Beer

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:

Printed by: Catherine Yandle

SPAR.net

Print Date: 23 August 2018
15:15

Risk Matrix Environment Appendix 3

Report

Filtered by Service: Grounds Maintenance, Street Scene Services
Current settings

Risk Likelihood	5 - Very High	No Risks	No Risks	No Risks	No Risks	No Risks
	4 - High	No Risks	1 Risk	No Risks	No Risks	1 Risk
	3 - Medium	No Risks	No Risks	No Risks	3 Risks	No Risks
	2 - Low	1 Risk	2 Risks	3 Risks	6 Risks	10 Risks
	1 - Very Low	1 Risk	2 Risks	2 Risks	4 Risks	2 Risks
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
		Risk Severity				

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