

Public Document Pack

Mid Devon District Council

Environment Policy Development Group

Tuesday, 6 November 2018 at 2.00 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Tuesday, 8 January 2019 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 **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.
- 3 **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.
- 4 **Minutes of the Previous Meeting** (*Pages 5 - 8*)
Members to consider whether to approve the minutes of the meeting held on 4th September 2018

- 5 **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.
- 6 **Waste and Recycling Regular Update**
To receive a verbal update from the Waste and Recycling Manager regarding Waste and Recycling Services including the outcome of the MDDC request for DASWC to consider a discussion on plastics at their September meeting
- 7 **Draft Budget for 2019/2020 (Pages 9 - 36)**
To receive a report from the Deputy Chief Executive (S151) considering the draft budget for 2019-2020
- 8 **Performance and Risk (Pages 37 - 46)**
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 **Identification of Items for Future Meetings**
The Committee are asked to note the following items identified for the next meeting as identified on the work plan:

Draft Budget

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

Stephen Walford
Chief Executive
Monday, 29 October 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 4 September 2018 at 2.00 pm

Present

Councillors

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

Apologies

Councillor(s)

Mrs C P Daw, D J Knowles and R Wright

Also Present

Councillor(s)

C J Eginton, R J Chesterton, R J Dolley and Mrs J Roach

Also Present

Officer(s):

Andrew Pritchard (Director of Operations), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Adrian Welsh (Group Manager for Growth, Economy and Delivery), Joanne Nacey (Group Manager for Finance), John Bodley-Scott (Economic Development Team Leader), Carole Oliphant (Member Services Officer) and Kevin Swift (Public Health Officer)

22 **APOLOGIES AND SUBSTITUTE MEMBERS (00.01.35)**

Cllr Mrs C P Daw and Cllr D J Knowles gave apologies. Cllr R Wright gave apologies and was substituted by Cllr F W Letch.

23 **PUBLIC QUESTION TIME (00.02.01)**

There were no members of the public present

24 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00.02.07)**

There were no declarations of interest given.

25 **MINUTES OF THE PREVIOUS MEETING (00.02.22)**

The minutes of the meeting of 10 July 2018 were approved as a true record and **SIGNED** by the Chairman

26 **CHAIRMAN'S ANNOUNCEMENTS (00.03.15)**

There were no Chairman's announcements

27 **UPDATE ON THE USE OF SINGLE USE PLASTICS (00.03.36)**

The Committee received and **NOTED** a verbal report providing an update from the Director of Operations on the reduction in use of Single Use Plastics (SUP).

The Director of Operations explained that the motion had seen a slight amendment at Full Council on 29th August which was supported by Members.

He explained that the Public Health Officer would be the single point of contact for the project to reduce the amount of SUP's and he would be working alongside other Officers to achieve the spirit of the Motion. He stated that the project would include working with suppliers to source alternative arrangements for products that the Council required but he had hoped to make some changes quickly like stopping the ordering of plastic cups in Phoenix House and replacing them with alternatives.

Members were pleased that the Motion had been accepted at Full Council and were looking forward to progress being made.

It was **RESOLVED** that Officers provide a detailed report to the March 2019 meeting of the PDG which explained the progress to date.

(Proposed by the Chairman)

28 **EXE VALLEY AREA OF OUTSTANDING NATURAL BEAUTY (00.07.12)**

The Committee had before it a *report from the Head of Planning, Economy and Regeneration presented by the Economic Team Leader regarding the feasibility of obtaining Area of Outstanding Natural Beauty (AONB) status for the Exe Valley.

He explained the content of the report and that it was recognised that Members wanted to pursue this and that it would bring benefits in terms of tourism but may have a negative effect on farming.

The Chairman read out a letter of support from Cllr Mrs F J Colthorpe.

Members discussed their disappointment that the public consultation exercise that had been conducted by Members, which showed overwhelming support from the local Towns and Parishes, had not been included within the report. It was felt that the report concentrated too much on the negative aspects of pursuing AONB status rather than the positives.

The Committee discussed the current Blackdown Hills AONB and the management structure which had been set up and that a different arrangement would need to be made for an Exe Valley AONB. They also discussed the difficulties that it may have on future infrastructure requirements.

Members acknowledged that there would be a cost of pursuing the AONB status but they felt that this would not outweigh the benefits.

With regard to the concept map of the AONB, the Committee felt that it should be amended further to the south and include Brampford Speke, Upton Pyne, Rewe and Stoke Canon.

Members acknowledged that there was a Government Review of AONB's due in 2019 but they felt that this should not delay the pursuit of the Exe Valley AONB despite uncertainties about what the Government Review would actually mean.

Officers confirmed that if AONB was achieved it would have the same effect on planning as National Parks but the difference being that National Parks had their own planning committees but MDDC would still be the planning authority in an AONB.

The Committee felt that the time was right to pursue full AONB Designation for the Exe Valley even if this came at a financial cost to the Council.

RECOMMENDED to the Cabinet that the Council consider option 1 to seek full AONB Designation.

(Proposed by Cllr R M Deed and seconded by Cllr Mrs E J Slade)

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

29 **PERFORMANCE AND RISK (00.44.50)**

The Committee had before it and **NOTED** a *report from the Group Manager of Performance Governance and Data Security providing 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.

Members asked for information on the numbers of people using the electric car chargers in the district and the Officer stated she would confirm this to Members.

Note: * Report previously circulated; copy attached to the minutes.

30 **FINANCIAL MONITORING (00.46.10)**

The Committee **NOTED** 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.

She explained that current forecasts showed that the Council was looking at an overspend of £242k for 2018-2019 but the figures were constantly being updated. The figures included a £52k overspend in the Environment portfolio and this could be attributed as follows:

- Additional staff costs
- Reduction in the income received from recycled cardboard
- Vehicle hire costs

The Committee discussed the costs of kerbside sorting of recyclable waste and the Group Manager for Street Scene and Open Spaces stated that it was still better value for money for the Council than going to mixed collection and then having to sort.

31 **IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS (00.56.10)**

No other items were identified for the next meeting others than those already listed in the work programme.

(The meeting ended at 3.00 pm)

CHAIRMAN

ENVIRONMENT PDG 6 NOVEMBER 2018

DRAFT 2019/20 GENERAL FUND AND CAPITAL BUDGETS

Cabinet Member Cllr Clive Eginton
Responsible Officer Andrew Jarrett, Deputy Chief Executive (S151)

Reason for the report: To consider the initial draft 2019/20 Budget and options available in order for the Council to set a balanced budget and agree a future strategy for further budget reductions for 2020/21 onwards.

RECOMMENDATION: To consider the draft budget proposals for 2019/20 and start to plan for additional savings as identified in the Medium Term Financial Plan and;

To recommend that Cabinet approve increases to the following fees in 2019/20: Bulky Waste by £1.00 and Garden Waste 140 litre bins by £1.00.

Relationship to the Corporate Plan: To deliver our Corporate Plan's priorities within existing financial resources.

Financial Implications: The current budget for the General Fund shows a deficit of £661k. In addition we have predicted a funding deficit of £1.368m on our General Fund by 2022/23. This highlights the need to take steps to plan for further reductions to our ongoing expenditure levels.

It is a statutory requirement for the Local Authority to set a balanced budget each year.

Risk Assessment: Group Managers and Finance staff have assessed volatility in income and large contractor budgets, taking account of current and estimated future demand patterns. In addition prudent levels of reserves will also continue to be maintained.

Equality Impact Assessment: There are no Equalities Impact implications relating to the content of this report.

1.0 Introduction

1.1 2019/20 will be the fourth and final year of a four year fixed funding settlement which will see a further reduction of £179k bringing Revenue Support Grant to nil for 2019/20. The end of this four-year settlement period will bring a number of uncertainties and risks.

1.2 It is worth reflecting that our budgets are affected in a number of ways:

- a) The funding received from Central Government.
- b) Devon County Council (DCC) and other public bodies' budgets are being reduced centrally and hence this pressure is passed on to us in areas we work collaboratively.

- c) The increasing pressure on social care budgets has a “knock-on” effect to the level of funding that is available to lower-tier authorities.
 - d) Government departments such as Ministry of Housing, Communities and Local Government, Department of Work and Pensions also have lower budgets and reduced grants.
 - e) Changes in customer demand/expectations in the context of the local/national economy.
- 1.3 Although the priority is to balance next year’s budget, strategic decisions will need to be made to accommodate reduced funding going forward. So far senior managers will have produced a draft budget based upon “business as usual.”
- 1.4 Based on eight years of public sector austerity many services can no longer continue to reduce cost and still expect “business as usual”. It is important to remember that some services are statutory and in some cases must breakeven. i.e. we cannot generate a profit. This restricts where savings/cuts can be imposed and section 8 below provides more details.
- 1.5 The proposed savings embodied in the draft budget will need to be agreed by Members, as every proposed saving that is rejected will need to be matched by a suggestion of where a similar saving could be made. Members will be aware that the budget is an evolving process. We have already made a range of assumptions relating to: pay awards, inflation, fees/charges, demand for services, property increases, etc. More information may well change/alter our assumptions in the months leading up to February, when the budget has to be finalised. So the current budget gap of £661k will be revised over the next few months, but it is based on the most current information, in conjunction with professional guidance, that is available.
- 1.6 The Council continues to look at opportunities to reduce operational costs without immediately reducing service levels. However it remains a real possibility moving forward that some difficult decisions will have to be made relating to what the Council can and can’t afford to deliver/support in the future.

2.0 The Draft 2019/20 Budget

- 2.1 The initial aggregation of all service budgets (which also includes assumptions surrounding predictions of interest receipts, contributions to our capital programme, transfers from/to reserves and Council Tax levels) currently indicates a General Fund budget gap of £661k (Appendix 1).
- 2.2 At this point it is worth summarising how we have arrived at this deficit. The table shown below shows the main budget variances affecting the 2019/20 draft budget.

Table 1 – Reconciliation of Major 2019/20 Budget Variances

Variances	Amount £k
<i>External items outside of our control</i>	
Reduced formula grant settlement offset by additional NHB	179
Inflationary increases (excl HRA shown below)	36
Decrease in Housing Benefit Grant and CTRS Admin Grant	21
Pay award and pension increases	492
<i>Subtotal</i>	728
<i>Other changes</i>	
Increase in Leisure charges (inflationary)	(83)
Salaries – Restructures and other changes	247
Increase in Business Rates income	(698)
Interest payments increase	16
Additional interest income	(50)
Reduction in draw from Earmarked Reserves	811
Statutory Plan – Removal of one-off 18/19 budget	(300)
Creation of Asset Mgt budget	30
Increase maintenance budgets	50
Final reduction of parish CTRS Grant	(17)
Reduction in Building control income	18
Additional Weed spraying	53
Waste team restructure (Street scene)	35
Waste – Reduction in material prices (cardboard)	30
Waste – Increase fees	(30)
Waste – Devon CC shared savings	(100)
External legal advice/Monitoring Officer	10
Increase in Council Tax income (£5 rise + new properties)	(229)
Net recharge to HRA (after inflationary increases etc)	(44)
Reduction in preceptors contribution to Revenue recovery	20
Grounds maintenance – additional agency	57
Leisure – Additional maintenance costs	360
Leisure – Temp closure of Lords Meadow Pool	31
Leisure – Growth in Membership	(45)
Property – Additional R & M	125
Reduction of income/increase exp Market Walk	76
Reduction in Fore Street income	20
Increase Cemetery fees	(12)
Earmarked Reserve funding of Leisure and Prop – R&M	(485)
Removal of Crediton Office budgets	(17)
Carlu Close – Increased premises cost	44
Boundary Commission project cost	30
Funding Advice - Misc Fees	(20)
Draft budget gap for 2019/20	661

2.3 In compiling the 2019/20 draft budget we have also examined budget performance during 2018/19 and then made any relevant budget corrections for staffing changes, levels of income, changes in legislation, increases in inflation, etc.

2.4 Due to the need to get budget information to all of the PDG and Cabinet meetings during October and November, there are still a few key issues that

have not been resolved or are still to be fully evaluated. These issues may either improve or worsen the summary budget position currently reported and can be summarised as follows.

- Application by the Devon Pool to become 75% Business Rates Pilot
- Impact of new Homelessness legislation from 01/04/18
- Impact of full rollout of Universal Credit from 01/04/18
- Autumn Statement announcement in November 2017
- Provisional Finance Settlement in December
- Ongoing service reviews (including changes to fees/charges)

3.0 The Past

3.1 Just to remind members of the financial journey the Council has been on since the austerity programme in 2010/11, here is a list of some of the challenges that have been presented to MDDC in balancing budgets during recent years.

- Net loss of £4.2m in Formula Grant
- Loss of funding for Housing Benefit admin and Regional Housing Pot removed circa £0.6m
- Council Tax freezes accepted for a number of years
- Increased costs associated with Local Land Provision
- Tax and pension related pressures including:
 - Pay award
 - Increased pension back-funding costs
 - Government mandated auto-enrolment to the Pension Scheme
 - National Insurance change
- Apprentice Levy of £50k introduced

3.1 The following lists just some of the actions taken by MDDC to mitigate these funding reductions.

- Significant efficiency agenda has led to service reductions amounting to over £2m
- Increased income has been generated by a number of services
 - Waste shared savings agreement with DCC
 - Garden Waste Scheme
 - Improved recycling scheme
- Increased commercialisation
 - £200k profit from Market Walk and Fore Street properties
- Business Rates Devon Pool participation
- Profit from the Special Purpose Vehicle will return to the General Fund, along with a margin on interest received
- Increasing CCLA holding to £5m
- Colocation with Department for Work & Pensions (DWP)
- Revised Car Parking Strategy in 2016/17
- Rationalising our property estate, including depots, parks, toilets and car parks
- Joint working with North Devon DC as part of the Building Control Partnership
- DCC Transfer Station located at Carlu Close

4.0 The Future

4.1 A lot of work has already been undertaken in order to deliver a draft budget gap of £661k. We now are set with two tasks: firstly, to deliver a balanced General Fund budget by February 2019 in order to formally set the Council Tax and secondly, and of equal importance, begin to plan how our future spending plans can be financed. The work with town and parish councils will continue.

5.0 Capital Programme

5.1 In addition to this revenue funding pressure, is our ongoing commitment to future capital programmes, not helped by the current low levels of capital receipts. Even greater pressure may be placed on future programmes if additional borrowing was made to fund new Council Houses, Depots, Sport Centre enhancements, Town Centre enhancement works, vehicle replacements, etc.

5.2 The draft Capital Programme for 2019/20 is attached at Appendix 5. Excluding the new commitments to fund town centre regeneration or further commercial/land acquisitions, the size of our current and future capital programmes remains very small, due to the reductions in funding and level of sale receipts and now only includes material projects that are essential maintenance, or asset replacement or income generating/cost reducing.

6.0 The Autumn PDGs and Cabinet meetings

6.1 The first round of draft budget meetings will allow discussions with Members, Senior Management, Group Managers and Finance Officers in order to review the proposed draft 2019/20 budget. This will include scrutinising and challenging the initial position (and confirming acceptance of all proposed savings put forward) and discussing any other budget areas that Members would like to see additional savings from.

6.2 Before the next round of PDGs and Cabinet in January the Council will receive formal confirmation regarding its; Formula Grant other emerging legislative changes, more information regarding the 2018/19 budget performance etc. At this point if any of the initial assumptions/estimates significantly worsen, then we will need to bring further savings options forward for consideration.

7.0 Public Consultation

7.1 Earlier years' consultations have consistently highlighted the three most valued services:

- REFUSE COLLECTION & RECYCLING - First
- PARKS, OPEN SPACES & PLAY AREAS - Second
- ENVIRONMENTAL HEALTH - Third

The three services valued the lowest comprised:

- COMMUNITY GRANTS - First

- PUBLIC CONVENIENCES - Equal second
- COMMUNITY SAFETY - Equal second

7.2 With the Council having to make more challenging decisions with regard to service prioritisation these views and our Corporate Plan should be foremost in determining changes to the base budget.

8.0 **Statutory, Discretionary Services and the Level of Service Provision**

8.1 Whilst the Council has a legal obligation to perform some activities, others are at the discretion of the elected members, subject to funding. Although some undertakings are clearly statutory and others clearly discretionary, there are some service areas that have elements of both.

8.2 The main *discretionary* services of the Council comprise:

- Business development (although a corporate priority)
- Community development (includes community group grants)
- Leisure facilities
- Parks and open spaces (identified as important to the public at 6.1)
- Shops and industrial units

What can we do to balance the budget?

8.3 An activity's net cost could be changed by one or more of these factors:

- a) Changing the frequency of service provision
- b) Changing the quality, instead of a "Platinum service" we may be forced to offer a "Silver service"
- c) Increasing fees or start charging for a service
- d) Reducing the overheads
- e) Stopping the activity entirely
- f) Different models of service delivery (including partnership)

8.4 Over the last five or six years the Authority has concentrated its efforts in maintaining frontline service levels across all sectors by reducing overheads. It is now clear that following those budgetary cuts some service areas are struggling to deliver their service plans, within their existing budgets. Indeed in a few cases external reviews have necessitated increasing the resources in a particular service area to meet our legal obligations.

What options are available if something is *statutory*?

8.5 Although we cannot stop the function, we may be able to approach it differently in terms of frequency or quality.

8.6 Some of our income streams are influenced by external market forces and in setting prices we have to be mindful of the going market rate. Aside from Council tax, the main income streams are:

- Building control fees
- Burial fees
- Car park charges
- Industrial unit rent

- Leisure centre fees
- Licence fees
- Market tolls
- Shop rents
- Planning fees
- Trade waste fees
- Garden waste

8.7 Any multi million pound business employing staff and utilising assets needs teams to support them and our frontline services are no different.

8.8 The key components, some statutory, others essential, include:

- Audit
- Accountancy
- Customer First
- Procurement (Buying goods and services)
- Human resources (Includes health and safety)
- IT
- Legal services
- Property services

8.9 For example our waste service has to have vehicles and depots to operate from, both of which need to be maintained. The staff need to be managed, to be paid, and legislation provides for health and safety considerations. Depots and buildings such as Phoenix House are fixed costs, although even here we have created savings by renting out some space. The “back office” activities are therefore intrinsically linked to the “frontline” and savings from both areas have continued to be made.

9.0 Conclusion

9.1 The feedback from all of the PDGs and Scrutiny will be reported to the January Cabinet for consideration in order to set a balanced 2019/20 budget and agree a forward plan. Group Managers will be working with Leadership Team and elected members in order to determine ways in which savings of c£1.4m can be achieved over the next four years, based on the priorities identified in the Corporate Plan. Having identified possible savings, there will need to be careful consideration of their potential impact, probable lead times for delivery of that saving and any associated disengagement costs or possible ‘spend to save’ implications that would arise.

Contact for more information: Andrew Jarrett
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Circulation of the Report: Leadership Team
Elected Members
Group Managers

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GENERAL FUND REVENUE ACCOUNT DRAFT BUDGET SUMMARY 2019/20

	2018/2019 Annual Budget	Movement	2019/2020 Proposed Budget
	£	£	£
Cabinet	4,455,903	410,097	4,866,000
Community	2,927,657	451,651	3,379,308
Economy	(637,410)	165,380	(472,030)
Environment	2,400,680	362,820	2,763,500
Homes	979,890	189,850	1,169,740
TOTAL NET DIRECT COST OF SERVICES	10,126,720	1,579,798	11,706,518
Net recharge to HRA	(1,447,160)	(60,820)	(1,507,980)
Provision for the financing of capital spending	395,570	34,569	430,139
NET COST OF SERVICES	9,075,130	1,553,547	10,628,677
PWLB Bank Loan Interest Payable			
Finance Lease Interest Payable	41,370	3,050	44,420
Interest Payments for New Loans			
Interest from Funding provided for HRA	(49,000)	-	(49,000)
Interest Receivable / Payable on Other Activities	147,000	7,000	154,000
Interest Received on Investments	(305,540)	(50,000)	(355,540)
New Homes Bonus	(1,121,250)	(120,720)	(1,241,970)
Transfers into Earmarked Reserves	2,188,020	227,810	2,415,830
Transfers from Earmarked Reserves	(1,107,950)	(192,280)	(1,300,230)
TOTAL BUDGETED EXPENDITURE	8,867,780	1,428,407	10,296,187
Funded by: -			
Revenue Support Grant	(179,260)	179,260	-
Rural Services Delivery Grant	(374,510)	-	(374,510)
Transition Grant	-	-	-
NNDR Revenue	(2,680,000)	(699,915)	(3,379,915)
CTS Funding Parishes	16,920	(16,920)	-
Collection Fund Surplus	(50,520)	(20,810)	(71,330)
Council Tax (28,628 x £202.91)	(5,600,410)	(208,442)	(5,808,852)
TOTAL FUNDING	(8,867,780)	(766,827)	(9,634,607)
REQUIREMENT TO BALANCE THE BUDGET	-	661,580	661,580

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PDG SERVICE UNIT MOVEMENTS

Appendix 2

GENERAL FUND SUMMARY		Budget Net Direct Cost	Current Budgeted Net Direct Cost	Movement	+/- %
		2018/19	2019/20		
Cabinet					
SCM01	Leadership Team	469,370	485,280	15,910	3.4%
SCM02	Corporate Functions	83,550	83,810	260	0.3%
SCM03	Corporate Fees/Charges	207,340	229,290	21,950	10.6%
SCM06	Pension Backfunding	890,060	909,440	19,380	2.2%
SFP01	Accountancy Services	361,230	396,520	35,290	9.8%
SFP02	Internal Audit	89,100	92,100	3,000	3.4%
SFP03	Procurement	74,330	87,150	12,820	17.2%
SFP04	Purchase Ledger	46,210	46,990	780	1.7%
SFP05	Sales Ledger	44,550	45,360	810	1.8%
SHR01	Human Resources	284,600	329,580	44,980	15.8%
SHR02	Mddc Staff Training	33,380	33,040	(340)	-1.0%
SHR03	Payroll	58,890	56,300	(2,590)	-4.4%
SHR04	Learning And Development	62,760	46,170	(16,590)	-26.4%
SIT01	It Gazetteer Management	70,310	70,580	270	0.4%
SIT03	It Information Technology	796,943	905,920	108,977	13.7%
SLD01	Electoral Registration	146,260	197,020	50,760	34.7%
SLD02	Democratic Rep And Management	466,240	477,680	11,440	2.5%
SLD04	Legal Services	270,780	373,770	102,990	38.0%
		4,455,903	4,866,000	410,097	9.2%
Community PDG					
SCD01	Community Development	87,530	87,500	(30)	0.0%
SCS20	Customer Services Admin	107,230	110,360	3,130	2.9%
SCS22	Customer First	671,157	660,150	(11,007)	-1.6%
SES01	Emergency Planning	7,880	8,280	400	5.1%
SES04	Public Health	4,090	4,090	0	0.0%
SES11	Pool Cara	(590)	0	590	-100.0%
SES16	Es Staff Units/Recharges	681,610	757,490	75,880	11.1%
SES17	Community Safety	520	6,350	5,830	1121.2%
SES18	Food Safety	(17,870)	(21,140)	(3,270)	18.3%
SES21	Licensing	(7,340)	(3,250)	4,090	-55.7%
SES22	Pest Control	4,000	5,000	1,000	25.0%
SES23	Pollution Reduction	550	(720)	(1,270)	-230.9%
SPR01	Building Regulations	(8,790)	3,400	12,190	-138.7%
SPR02	Enforcement	101,650	105,820	4,170	4.1%
SPR03	Development Control	44,230	200,710	156,480	353.8%
SPR04	Local Land Charges	(30,200)	(20,530)	9,670	-32.0%
SPR09	Forward Planning	249,340	252,520	3,180	1.3%
SPR11	Regional Planning	348,940	116,000	(232,940)	-66.8%
SRB01	Collection Of Council Tax	238,470	281,230	42,760	17.9%
SRB02	Collection Of Business Rates	(100,870)	(102,290)	(1,420)	1.4%
SRB03	Housing Benefit Admin & Fraud	171,920	177,740	5,820	3.4%
SRB04	Housing Benefit Subsidy	(45,000)	(45,000)	0	0.0%
SRB06	Debt Recovery	98,380	105,180	6,800	6.9%
SRS01	Recreation And Sport	320,820	690,418	369,598	115.2%
		2,927,657	3,379,308	451,651	15.4%
Economy PDG					
SCD02	Economic Development - Markets	53,760	50,180	(3,580)	-6.7%
SCP01	Parking Services	(561,200)	(537,660)	23,540	-4.2%
SES03	Community Safety - C.C.T.V.	(1,950)	2,310	4,260	-218.5%
SPR06	Economic Development	421,930	444,000	22,070	5.2%
SPS12	GF Properties Shops / Flats	(549,950)	(430,860)	119,090	-21.7%
		(637,410)	(472,030)	165,380	-25.9%

GENERAL FUND SUMMARY		Budget Net Direct Cost	Current Budgeted Net Direct Cost	Movement	+/- %
		2018/19	2019/20		
Environment PDG					
SES02	Cemeteries	(74,060)	(86,540)	(12,480)	16.9%
SES05	Open Spaces	103,920	91,800	(12,120)	-11.7%
SGM01	Grounds Maintenance	576,870	627,240	50,370	8.7%
SPS01	Asset Management	0	30,000	30,000	N/A
SPS03	Flood Defence And Land Drain	26,430	26,430	0	0.0%
SPS04	Street Naming & Numbering	7,420	7,560	140	1.9%
SPS07	Public Transport	(13,220)	(13,220)	0	0.0%
SPS11	Public Conveniences	51,630	61,800	10,170	19.7%
SWS01	Street Cleansing	385,160	482,000	96,840	25.1%
SWS02	Waste Collection	370,210	334,680	(35,530)	-9.6%
SWS03	Recycling	689,880	885,940	196,060	28.4%
SWS04	Waste Management	276,440	315,810	39,370	14.2%
		2,400,680	2,763,500	362,820	15.1%
Homes PDG					
SES15	Private Sector Housing Grants	(22,610)	(20,410)	2,200	-9.7%
SHG03	Homelessness Accommodation	195,400	212,630	17,230	8.8%
SPS05	Administration Buildings	229,360	252,790	23,430	10.2%
SPS06	Mddc Depots	58,120	38,040	(20,080)	-34.5%
SPS08	Office Building Cleaning	63,990	65,980	1,990	3.1%
SPS09	Property Services Staff Unit	455,630	620,710	165,080	36.2%
		979,890	1,169,740	189,850	19.4%
GRAND TOTAL		10,126,720	11,706,518	1,579,798	15.60%

ENVIRONMENT PDG 2019/20 Service Unit Budgets

Appendix 3

Summary of PDG

Service Unit	Description	2017/18 Actual	2018/19 Budget	2019/20 Budget	Movement
SES02 Cemeteries	Cemeteries	(36,814)	(74,060)	(86,540)	(12,480)
SES05 Open Spaces	Open Spaces	86,273	103,920	91,800	(12,120)
SGM01 Grounds Maintenance	Grounds Maintenance	613,972	576,870	627,240	50,370
SPS01 Asset Management	Asset Management	17,359	0	30,000	30,000
SPS03 Flood Defence And Land Drain	Flood Defence And Land Drain	8,511	26,430	26,430	0
SPS04 Street Naming & Numbering	Street Naming & Numbering	6,778	7,420	7,560	140
SPS07 Public Transport	Public Transport	(18,670)	(13,220)	(13,220)	0
SPS11 Public Conveniences	Public Conveniences	112,576	51,630	61,800	10,170
SWS01 Street Cleansing	Street Cleansing	392,272	385,160	482,000	96,840
SWS02 Waste Collection	Waste Collection	456,682	370,210	334,680	(35,530)
SWS03 Recycling	Recycling	823,754	689,880	885,940	196,060
SWS04 Waste Management	Waste Management	180,357	276,440	315,810	39,370
	Sum:	2,643,050	2,400,680	2,763,500	362,820

ENVIRONMENT PDG 2019/20 Service Unit Budgets

SES02 Cemeteries

Group	Description	2017/18Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	73,776	26,700	23,860	(2,840)
2000	Premises	13,204	21,320	22,670	1,350
3000	Transport	275	0	0	0
4000	Cost Of Goods And Services	7,326	11,230	11,090	(140)
7000	Income	(131,395)	(133,310)	(144,160)	(10,850)
	Sum:	(36,814)	(74,060)	(86,540)	(12,480)

Cost Centre	Cost Centre Name	2019/20 Budget
ES100	Cemeteries	(110,710)
ES110	Bereavement Services	24,170
	Sum:	(86,540)

Major cost increases

No major movement to report.

Major cost decreases and changes in income

Increased income is a result of reflecting 18-19 agreed Cemetery fees 10% price increase into 19-20 income budgets.

SES05 Open Spaces

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	37,162	0	6,630	6,630
2000	Premises	65,960	115,950	106,420	(9,530)
3000	Transport	4,961	0	0	0
4000	Cost Of Goods And Services	15,073	20,670	11,450	(9,220)
7000	Income	(36,884)	(32,700)	(32,700)	0
	Sum:	86,273	103,920	91,800	(12,120)

Cost Centre	Cost Centre Name	2019/20 Budget
ES450	Parks & Open Spaces	61,760
ES455	Amory Park Recreation	9,710
ES460	Play Areas	20,330
PS480	Mddc Footpaths & Railway Walks	0
	Sum:	91,800

Major cost increase

Salary budget for Tree Office 1 day a week has been moved to Open Spaces from Planning.

Major cost decreases and changes in income

Reduction in maintenance budget as no specific maintenance projects being carried out in 19-20.

SGM01 Grounds Maintenance

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	510,345	509,940	563,980	54,040
2000	Premises	20,672	0	0	0
3000	Transport	90,284	77,850	74,350	(3,500)
4000	Cost Of Goods And Services	95,463	38,260	37,410	(850)
7000	Income	(102,792)	(49,180)	(48,500)	680
	Sum:	613,972	576,870	627,240	50,370

Cost Centre	Cost Centre Name	2019/20 Budget
GM960	Grounds Maintenance	627,240
	Sum:	627,240

Major cost increases

Team Leader post moved to Street Cleansing (£31k), (please refer to comment in SWS01). This has been offset by inflation, JE and the correction to the Agency budget that was not addressed in 18-19, due to the timing of budget setting.

Major cost decreases and changes in income

No major movement to report.

SPS01 Asset Management

Group	Description	2017/18Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	53,284	0	0	0
2000	Premises	126	0	0	0
3000	Transport	482	0	0	0
4000	Cost Of Goods And Services	316,797	0	30,000	30,000
7000	Income	(353,330)	0	0	0
	Sum:	17,359	0	30,000	30,000

Cost Centre	Cost Centre Name	2019/20 Budget
PS140	3 Rivers Development	0
PS141	3 Rivers - Threwstone Close	0
PS142	3 Rivers - Burlescombe	0
PS150	Surplus Sites For Disposal	0
PS160	Asset Management	30,000
	Sum:	30,000

Major cost increases

Operational budget has been set to deal with all Asset Management projects

Major cost decreases and changes in income

No major movement to report.

SPS03 Flood Defence And Land Drain

Group	Description	2017/18Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	30	0	0	0
2000	Premises	23,774	26,230	26,230	0
4000	Cost Of Goods And Services	4,707	200	200	0
7000	Income	(20,000)	0	0	0
	Sum:	8,511	26,430	26,430	0

Cost Centre	Cost Centre Name	2019/20 Budget
PS400	Flood Defence And Land Drain	26,430
	Sum:	26,430

Major cost increases

No major movement to report.

Major cost decreases and changes in income

No major movement to report.

SPS04 Street Naming & Numbering

Group	Description	2017/18Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	5,989	5,780	5,920	140
2000	Premises	2,809	2,970	2,970	0
3000	Transport	1	0	0	0
4000	Cost Of Goods And Services	41	60	60	0
7000	Income	(2,062)	(1,390)	(1,390)	0
	Sum:	6,778	7,420	7,560	140

Cost Centre	Cost Centre Name	2019/20 Budget
PS600	Street Naming & Numbering	7,560
	Sum:	7,560

Major cost increases

No major movement to report.

Major cost decreases and changes in income

No major movement to report.

SPS07 Public Transport

Group	Description	2017/18Actuals	2018/19 Budget	2019/20 Budget	Movement
2000	Premises	80	8,000	8,000	0
4000	Cost Of Goods And Services	937	780	780	0
7000	Income	(19,687)	(22,000)	(22,000)	0
	Sum:	(18,670)	(13,220)	(13,220)	0

Cost Centre	Cost Centre Name	2019/20 Budget
PS880	Bus Station Maintenance	(13,220)
	Sum:	(13,220)

Major cost increases

No major movement to report.

Major cost decreases and changes in income

No major movement to report.

SPS11 Public Conveniences

Group	Description	2017/18Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	14,171	19,220	15,440	(3,780)
2000	Premises	51,549	62,510	46,160	(16,350)
3000	Transport	2,722	3,060	3,400	340
4000	Cost Of Goods And Services	54,877	7,040	7,000	(40)
7000	Income	(10,743)	(40,200)	(10,200)	30,000
	Sum:	112,576	51,630	61,800	10,170

Cost Centre	Cost Centre Name	2019/20 Budget
PS350	Public Conveniences	61,800
	Sum:	61,800

Major cost increases

No major movement to report.

Major cost decreases and changes in income

Change in the income and expenditure budgets is a result of PC transfers to Town & Parishes along with a reduction in contributions towards the running costs.

SWS01 Street Cleansing

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	281,918	300,450	405,550	105,100
3000	Transport	100,281	82,310	80,070	(2,240)
4000	Cost Of Goods And Services	29,669	15,870	13,350	(2,520)
7000	Income	(19,595)	(13,470)	(16,970)	(3,500)
	Sum:	392,272	385,160	482,000	96,840

Cost Centre	Cost Centre Name	2019/20 Budget
WS650	Street Cleansing	482,000
	Sum:	482,000

Major cost increases

Salaries - inflation £10k, recruitment of Weedsprayer Team £51k, Team Leader post moved from Grounds Maintenance £31k, addition of a Tiverton Sweeper £25k and saving of a Street Sweeper 1 day per week (£10k).

*Please note that the Weedsprayer Team will recharge 25% to the HRA and which will form part of the overall General Fund recharge to the HRA.

Major cost decreases and changes in income

To help offset the cost of the Tiverton Sweeper post, savings of (£20k) have been achieved across Transport, Cost of Goods and Services and Income. This saving has been part offset by adding operational budgets for the Weedsprayer Team £12k, chemicals, van running costs etc.

SWS02 Waste Collection

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	845,287	890,050	986,640	96,590
3000	Transport	473,734	413,600	418,570	4,970
4000	Cost Of Goods And Services	516,160	531,360	539,370	8,010
7000	Income	(1,378,498)	(1,464,800)	(1,609,900)	(145,100)
	Sum:	456,682	370,210	334,680	(35,530)

Cost Centre	Cost Centre Name	2019/20 Budget
WS700	Refuse Collection	488,710
WS710	Trade Waste Collection	(154,030)
	Sum:	334,680

Major cost increases

Salaries - inflation, movement in scps and pension auto enrolment, £60k, recruitment of an Operations Manager £25k (total £50k split 50/50 with Recycling, please also refer to comment in SWS04).

Cost of Goods and Services - Trade Waste disposal charges £9k, to allow for growth in customer base.

Major cost decreases and changes in income

Increase in shared landfill savings with DCC (£100k).

Trade Waste - increase in fees and customer base (£35k).

*Bulky Waste income (£2k) and Garden Waste (£6k) please see below recommendation.

***Recommendation for Members to increase the following fees in 19/20;
Bulky Waste by £1.00 and Garden Waste 140L bins by £1.00.**

SWS03 Recycling

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	937,195	950,090	1,057,050	106,960
2000	Premises	674,316	234,020	283,000	48,980
3000	Transport	272,460	259,750	276,850	17,100
4000	Cost Of Goods And Services	195,179	173,710	169,490	(4,220)
7000	Income	(1,255,396)	(927,690)	(900,450)	27,240
	Sum:	823,754	689,880	885,940	196,060

Cost Centre	Cost Centre Name	2019/20 Budget
WS725	Kerbside Recycling	646,110
WS740	16 Shop - Recycling	0
WS770	Unit 3 Carlu Close	239,830
	Sum:	885,940

Major cost increases

Salaries - inflation, movement in scps and pension auto enrolment, £70k, recruitment of an Operations Manager £25k (total £50k split 50/50 with Refuse, please also refer to comment in SWS04).

Premises - Increase to property budgets now Grounds Maintenance have relocated to Carlu Close.

Transport - Increase fuel costs £15k.

Major cost decreases and changes in income

Movement across recycling material income, tonnages are generally up but some prices are down, particularly cardboard. £29k

SWS04 Waste Management

Group	Description	2017/18 Actuals	2018/19 Budget	2019/20 Budget	Movement
1000	Employees	173,538	271,500	310,870	39,370
2000	Premises	0	0	0	0
3000	Transport	1,777	2,320	2,320	0
4000	Cost Of Goods And Services	5,043	2,620	2,620	0
7000	Income	0	0	0	0
	Sum:	180,357	276,440	315,810	39,370

Cost Centre	Cost Centre Name	2019/20 Budget
FM100	Fleet Management	42,280
WS750	Waste Management Staff Unit	273,530
	Sum:	315,810

Major cost increases

Salaries - Inflation and JE's following restructure £16k, recruitment of a Transport Manager £42k, Operations Manager post removed (£30k) this post is split between Refuse and Recycling, increase in apprentice rate £11k.

Major cost decreases and changes in income

No major movement to report.

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2019-20 BUDGETS

Transfers into Earmarked Reserves

page 33

SERVICE		MAINT 19/20 BUDGET	PLANT 19/20 BUDGET	EQUIPMENT 19/20 BUDGET	VEHICLES 19/20 BUDGET	OTHER 19/20	NEW HOMES BONUS	
CP540	PAYING CAR PARKS (MACHINE REPLACEMENT SINKING FUND)			3,000.00				
EQ754	PHOENIX PRINTERS EQUIP SFUND			2,200				
ES100	CEMETERIES	25,000						
ES450	PARKS & OPEN SPACES	25,000						
ES580	POOL CAR RUNNING COSTS				3,600			
ES730	ENVIRONMENTAL ENFORCEMENT				3,600			
GM960	GROUNDS MAINTENANCE		14,360		52,960			
LD201	ELECTION COSTS - DISTRICT					20,000		
LD300	DEMOCRATIC REP & MANAGEMENT					5,000		
EQ660	STATUTORY DEVELOPMENT PLAN (PR810)					100,000		
PS350	PUBLIC CONVENIENCES				1,200			
PS880	BUS STATION	5,000						
PS980	PROPERTY SERVICES STAFF UNIT				10,500			
PS990	FORE STREET MAINT S.FUND	5,000						
PS992	MARKET WALK MAINT S.FUND	20,000						
RB100	COUNCIL TAX				1,200			
RS140	LEISURE SINKING FUND			75,000				
EQ737	STREET CLEAN VEHICLE SFUND				66,500			
EQ738	REFUSE VEHICLE SFUND				223,680			
EQ739	TRADE WASTE VEHICLE SFUND				23,070			
EQ740	RECYCLING VEHICLE SFUND				173,290			
EQ761	RECYCLING PLANT SFUND		20,000					
EQ763	RECYCLING MAINT SINKING FUND	2,700						
	WASTE PRESSURE WASHER			2,500				
EQ755	ICT EQUIPMENT SINKING FUND			189,500				
IE435	NEW HOMES BONUS GRANT						1,241,970	
EQ825	PROPERTY MAINTENANCE	100,000						
TOTAL		182,700	34,360	272,200	559,600	125,000	1,241,970	2,415,830
2018/19		82,700	34,360	269,700	555,010	125,000	1,121,250	2,188,020
Movement		100,000	-	2,500	4,590	-	120,720	227,810

Transfers from Earmarked Reserves

SERVICE		UTILISE NHB	OTHER	
EQ638	DEV CONT LINEAR PARK		4,170	
EQ640	W52 POPHAM CLOSE COMM FUND		1,950	
EQ641	W67 MOORHAYES COM DEV FUND		1,630	
EQ642	W69 FAYRECROFT WILLAND EX WEST		4,620	
EQ643	W70 DEVELOPERS CONTRIBUTION		6,650	
EQ644	DEV CONT WINSWOOD CREDITION		3,080	
ES733	PUBLIC HEALTH		45,400	
EQ820	TIVERTON EUE (PR220)		203,920	
EQ824	GARDEN VILLAGE PROJECT (PR225)		54,310	
PR400	BUSINESS DEVELOPMENT	45,000		
PR400	BUSINESS DEVELOPMENT	100,000		
EQ660	FORWARD PLANNING (PR600)		15,000	
EQ755	ICT EQUIPMENT SINKING FUND	189,500		
EQ660	STATUTORY DEVELOPMENT PLAN (PR810)		81,000	
	RELEASING OF RESERVES TO FUND THE 19/20 GF BUDGET		544,000	
TOTAL		334,500	965,730	1,300,230
2018/19		891,090	216,860	1,107,950
Movement		(556,590)	748,870	192,280

Provisional Capital Programme 2019/20

Appendix 5

Estimated

Capital Programme

2019/20

£k

Estates Management

Leisure - Site Specific

Exe Valley Leisure Centre

Spinning Room - New window - improve light	20
Leisure Spinning Bike Replacement - all sites	60

Culm Valley sports centre

Fitness Gym Kit Replacement	185
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Total **265**

Other MDDC Buildings

MSCP Improvements

MSCP-Top Deck surfacing	70
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MDDC Depot sites

Carlu Close - Potential Air Conditioning units	25
Carlu Close - Interceptor upgrade (correct class)	30
Carlu Close - Solar PV options	20

Cemeteries

Tiverton Cemetery - Infrastructure extension	80
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Other Projects

Land drainage flood defence schemes	25
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* General Fund Development Schemes

Commercial property/Land Acquisition Tiverton redevelopment project	1,500
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Total **1,750**

* All developments schemes are subject to acceptable Business Case

Economic Development Schemes

* Hydro Mills Electricity Project	680
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Total **680**

* All Economic Development schemes are subject to acceptable Business Case

ICT Projects

UPS Power supplies refresh	25
Continuous replacement/Upgrade of WAN/LAN (networking hardware switches)	100
Lalpac Licensing System replacement (SN)	80

Total **205**

Affordable Housing Projects

Grants to housing associations to provide houses (covered by Commuted Sums)	117
--	-----

Total **117**

Private Sector Housing Grants

Empty homes and enforcement	108
Disabled Facilities Grants-P/Sector	562

Total **670**

TOTAL GF PROJECTS **3,687**

0

General Fund SPV Projects

Housing Schemes

Waddeton Park - 75 Affordable Homes - SPV	2,000
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TOTAL GF SPV PROJECTS **2,000**

TOTAL GF PROJECTS (Including SPV Schemes) **5,687**

Estimated
Capital Programme
2019/20

[HRA Projects](#)

[Existing Housing Stock](#)

Major repairs to Housing Stock	2,325
Renewable Energy Fund	300
Disabled Facilities Grants - Council Houses	300

* [Housing Development Schemes](#)

Replace end of life HRA Assets	2,000
Council Housing building schemes to be identified	2,000

* Proposed Council House Building / industrial units schemes subject to full appraisal

Total	6,925
TOTAL HRA PROJECTS	6,925

[HRA SPV Projects](#)

[Housing Schemes](#)

Round Hill Tiverton- Site	1,500
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TOTAL HRA SPV PROJECTS	1,500
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TOTAL HRA PROJECTS (Including SPV Schemes)	8,425
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GRAND TOTAL GF + HRA	10,612
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GRAND TOTAL GF + HRA SPV Schemes	3,500
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GRAND TOTAL GF + HRA (Including SPV Schemes)	14,112
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[MDDC Funding Summary](#)

[General Fund](#)

	2019/20 £k
EXISTING FUNDS	
Capital Grants Unapplied Reserve	951
Capital Receipts Reserve	31
NHB Funding	417
Other Earmarked Reserves	188
Other Funding	600
Subtotal	2,187

	2019/20
NEW FUNDS	
PWLB Borrowing	1,500
PWLB Borrowing (SPV)	2,000
Revenue Contributions	0
Subtotal	3,500

Total General Fund Funding	5,687
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[Housing Revenue Account](#)

	£k
EXISTING FUNDS	
Capital Receipts Reserve	1,065
NHB Funding	21
HRA Housing Maintenance Fund	2,000
Other Housing Earmarked Reserves	2,697
Subtotal	5,783

	£k
NEW FUNDS	
PWLB Borrowing	1,142
PWLB Borrowing (SPV)	1,500
Revenue Contributions	0
Subtotal	2,642

Total Housing Revenue Account Funding	8,425
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TOTAL FUNDING	14,112
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ENVIRONMENT PDG

6 NOVEMBER 2018:

PERFORMANCE AND RISK REPORT

Cabinet Member Cllr Clive Eginton
Responsible Officer Director of Operations, Andrew Pritchard

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; the recycling rate for the year so far is 53.8% compared to 52.5% for the same period last year when in Q 1 & 2 street sweeping waste was sent to landfill until the transfer station was built. Since the opening of the

transfer station all residual waste is now taken to the Energy from waste plant. The number of missed collections was low but did rise slightly over Q2 in waste due to vacancies in the service. These positions have now been recruited to so performance should improve with route knowledge.

- 2.2 Regarding the Corporate Plan Aim: **Reduce our carbon footprint**: There are now 2 public electric car charging points at each leisure centre, additional chargers being installed as part of the Premier Inn project. Capital schemes for LED lighting are being identified.
- 2.3 Public Consultation on the options for delivering the Cullompton Eastern Relief Road continued until 25 October.
- 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) (figures have to be verified by DCC)</u>	195.29 (6/12)		378.00	32.70	64.94	93.67	123.01	152.22	185.92								Stuart Noyce	(April - September) The amount of residual household waste has decreased by 1.93% compared to Q1 and is 4.4% under target. (LD)
<u>% of Household Waste Reused, Recycled and Composted (figures have to be verified by DCC)</u>	52.5% (6/12)		53.0%	54.3%	55.0%	56.5%	56.0%	54.8%	53.8%								Stuart Noyce	(September) The rise is mainly due to an increase in organic waste of 186.58 tonnes and mirrors the rise in garden waste customers together with an increase in the amount of street sweeping residue sent for composting. (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>	9,537 (6/12)		9,500	9,613	9,848	9,912	9,953	9,978	10,034								Stuart Noyce	(September) The number of garden waste customers has increased by 5.21% compared to the same period last year and exceeds the target by 534 customers. Although this

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
																		number may change as the majority of renewals are carried out during the months of October and November. (LD)
<u>% of missed collections reported (refuse and organic waste)</u>	0.03% (6/12)		0.03%	0.02%	0.02%	0.03%	0.03%	0.03%	0.04%								Stuart Noyce	(September) The % is 0.01% above target for the year. This has increased due to vacancies in service which are currently being recruited. (LD)
<u>% of Missed Collections logged (recycling)</u>	0.03% (6/12)		0.03%	0.01%	0.01%	0.01%	0.01%	0.02%	0.02%								Stuart Noyce	(September) The % of missed collections attributed to kerbside recycling remain on target for the year. (LD)

Aims: Protect the natural environment

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
<u>Number of Fixed Penalty Notices (FPNs) Issued (Environment)</u>	21 (6/12)			3	4	7	8	9	11								Stuart Noyce	(September) One offender has appeared in court resulting in a fine of £800 for non payment of Penalty Notice. (LD)

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: No
Data**

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:

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	No Risks
	3 - Medium	No Risks	No Risks	No Risks	3 Risks	No Risks
	2 - Low	1 Risk	2 Risks	3 Risks	6 Risks	9 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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