

Public Document Pack

Mid Devon District Council

Environment Policy Development Group

Tuesday, 8 January 2019 at 2.00 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Tuesday, 5 March 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 **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 **Minutes of the Previous Meeting** (*Pages 5 - 8*)
To approve as a correct record the minutes of the meeting held on 6th November 2018
- 4 **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.
- 5 **Update on the Street Scene Education and Enforcement Service**

(Pages 9 - 12)

To receive a report outlining the performance of the Street Scene Education and Enforcement Service from the Environment and Enforcement Manager.

- 6 **Bulky Waste and Garden Waste Charges**
To consider a verbal report by The Group Manager for Street Scene and Open Spaces providing members with analysis of the current charges for Bulky Waste and Garden Waste bins and an alternative charging structure.
- 7 **Financial Monitoring**
To consider a verbal report from the Deputy Chief Executive (S151) presenting financial monitoring information for the income and expenditure to date.
- 8 **Draft Budget Update** *(Pages 13 - 22)*
To review the draft budget changes identified and discuss any further changes required in order for the Council to move towards a balanced budget for 2019/2020
- 9 **Performance and Risk** *(Pages 23 - 36)*
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.
- 10 **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:
- Bereavement Services Fees & Charges
- Play Area Safety Inspection Policy
- Single Use Plastics Update
- Environment Education and Enforcement Policy Update
- Chairman's Draft Annual Report
- Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

Stephen Walford

Chief Executive

Monday, 31 December 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 6 November 2018 at 2.00 pm

Present

Councillors

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

Apologies

Councillor(s)

Also Present

Councillor(s)

C J Eginton and R L Stanley

Also Present

Officer(s):

Andrew Jarrett (Deputy Chief Executive (S151)), Andrew Pritchard (Director of Operations), Stuart Noyce (Group Manager for Street Scene and Open Spaces), Catherine Yandle (Group Manager for Performance, Governance and Data Security) and Carole Oliphant (Member Services Officer)

32 APOLOGIES AND SUBSTITUTE MEMBERS (00.01.18)

No apologies were received

33 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00.01.28)

No declarations were made

34 PUBLIC QUESTION TIME (00.01.48)

There were no members of the public present

35 MINUTES OF THE PREVIOUS MEETING (00.01.57)

The minutes of the meeting held on 4th September were agreed as a true record and signed by the Chairman.

36 CHAIRMAN'S ANNOUNCEMENTS (00.02.47)

The Chairman had no announcements to make

37 WASTE AND RECYCLING REGULAR UPDATE (00.03.01)

The Group Manager for Street Scene and Open Spaces provided the following service update by way of presentation. He provided the Committee with further information on:

- The amount of waste collected
- Dry recycling rates
- Waste growth numbers
- Service updates
- Garden waste customer numbers
- The relocation of the Grounds Maintenance Team to Carlu Depot

He explained the potential changes in legislation that were in the pipeline including:

- Deposit return scheme
- Extended producer responsibility
- Plastic packaging tax
- Resource and waste strategy
- Recycling targets
- Landfill maximums for municipal waste

In response to questions asked he explained that brink banks were a very economical way of collection and that the Council would need to look at all the options for refuse services moving forward but this would need to be modelled and costed before a decision could be made.

The Leader stated that although the EDDC model looked impressive in terms of recycling rates it would need to be looked at including the cost of running such a scheme.

The Deputy Chief Executive (S151) said that the headline figures from MDDC were good and should be shared with the public in the form of a press release.

38 **DRAFT BUDGET FOR 2019/2020 (00.32.31)**

The Group had before it and **NOTED** a report *from the Deputy Chief Executive (S151) asking it 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.

Discussion took place regarding the recent Government budget and funding pressures for district authorities and that the draft budget was the best that could be estimated until figures were released from Government on the 5th December.

He explained the overall budget deficit and how this had been calculated.

The Chairman advised that the PDG would look again at the Budget in January when the funding from Government was known and he reminded the Group of the Deputy Chief Executive's (S151) budget briefing on 13th December.

There was a general discussion about the recruitment of a weed spraying team and an Operations Manager.

The Group then discussed the proposed increase in the Bulky Waste charges and the Garden Waste 140 litre bin charges. The Group decided that they would support the proposed increase but requested that a report be brought back to the January

meeting which provided information on whether the market could bear further increases above the recommendations made to Cabinet and that the report included options for a change to charges for Bulky Waste.

It was therefore **RECOMMENDED** that Cabinet consider as part of the budget, increases to the following fees in 2019/20: Bulky Waste by £1.00 and Garden Waste 140 litre bins by £1.00.

(Proposed by Cllr R M Deed and seconded by Cllr R Evans)

Note: - * Report previously circulated and attached to minutes

39 **PERFORMANCE AND RISK (01.03.25)**

The Group had before it and **NOTED** a report * from the Group Manager for Performance, Governance and Data Security providing Members with an update on performance against the Corporate Plan and local service targets as well as providing an update on the key business risks.

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

40 **IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS (01.06.12)**

The Committee identified the following items for future meetings:

- Bulky Waste charges
- Performance and Risk
- District Officer Discretionary Time update
- Single use plastic update

(The meeting ended at 3.08 pm)

CHAIRMAN

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ENVIRONMENT PDG
8TH JANUARY 2018

UPDATE ON THE STREET SCENE EDUCATION AND ENFORCEMENT SERVICE

Cabinet Member(s): Cllr Clive Eginton

Responsible Officer: Stuart Noyce, Group Manager - Street Scene and Open Spaces

Reason for Report: To provide members with an update on performance of the Street Scene Education and Enforcement service for the first two quarters of 2018/19 which is the second year of operation following the service review in 2016/17.

RECOMMENDATIONS: That the PDG reviews the information in this report and feeds back any areas of concern to the Cabinet.

Relationship to Corporate Plan: Street Scene Service is a frontline service which works throughout the district ensuring cleanliness and attractiveness of our public realm through both education and enforcement.

Priority 4: Environment – Protect the natural environment

Financial Implications: None Identified

Legal Implications: None Identified

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

1.0 Introduction

- 1.1 At the Environment Policy Development Group meeting on the 7th March 2017 a list of recommendations were made and accepted by the cabinet regarding smarter working practices. This followed a review of the Street Scene Education and Enforcement Service which was undertaken over the previous eight months.
- 1.2 A revised working pattern was developed by management and staff during the review and was introduced on the 1st April 2017. Under the new working pattern officers now work four of six days (Mon – Sat) on a rota basis (9.25 hours per day).
- 1.4 The new working pattern split the district into two areas, North and South, each area having two officers assigned to it. This allowed officers to build up knowledge and provide cover for periods of absence. On each week day, each area has one officer assigned to it and the third officer undertakes project work.
- 1.5 The longer working days given District Officers the ability to communicate with residents outside of normal office hours.

2.0 District Officer Activity

- 2.1 The duties carried out by the service are outlined below.

Statutory – The authority has a legal duty to undertake this activity. This includes: Stray dogs; Dangerous Dogs; Fly tipping investigations; Abandoned Vehicle Removal.

Mandatory – activity which if not undertaken could lead to a loss of income, service disruption or reputational damage for the authority. This includes: Car Parking Enforcement;

Compulsory Recycling; Trade Waste Enforcement; Environmental crime investigation; Travel; HR activities; paperwork;

Discretionary – activity which the authority can choose how much or little it wants to do. This includes: Litter patrols; Dog Fouling Patrols; Cleansing Inspections; microchipping events

At present the activity for the District Officer Team is monitored by manual timesheets that are submitted by the officers at the end of each week.

As agreed at the March 2018 meeting the allocation of the 300 discretionary annual hours were allocated as per Table 1 for 2018/19

Table 1 – Allocation of discretionary hours 2018/19

Duties	Agreed Allocation of Disc. hours	Hours Allocated during quarters 1 & 2	Outcomes
Compulsory Recycling	40% (120 hours)	60	Stage 1 - 499 Stage 2 – 26 Stage 3 – 1
Cleansing Inspections	10% (30 hours)	15	100 % A or B litter 91% A or B detritus
Dog Fouling Patrols	10% (30 hours)	15	0 Fines issued
Litter Patrols	40% (120 hours)	60	11 Fines Issued

D

A total of 85 Street Cleaning inspections have been undertaken by the end of Quarter 2. The results from the inspections can be seen in Table 1. The inspections have been undertaken following training from Keep Britain Tidy and in-line with the old NI195 performance indicator methodology. The results show that so far 100% of roads inspected were graded as A or B for litter and 91% for detritus. On previous benchmarking this would have put the district in the top quartile. Where the inspections identified areas where there is a higher incidence of litter and detritus (Grade C&D) the operations service has been informed to target resources to these areas.

Grade A – No litter or refuse

Grade B – Predominantly free of litter and refuse except for some small items

Grade C – Widespread distribution of litter and refuse, with minor accumulations

Grade D – Heavily littered, with significant accumulations

3.0 Performance Information

3.1 The outcomes of the new ways of working for the team can be seen in Table 3. The total number of PCN'S issued in quarter 1 2018/19 has increased by 25.9% the total number of PCN'S issued in quarter 2 has increased by 17.5%.

The total number of FPN'S issued in quarter 1 2018/19 has decreased by 22.2% the total number of FPN'S issued in quarter 2 has decreased by 63.6%. Increased penalty charges and press coverage has also acted as a deterrent as a result the FPN'S issued have decreased.

Table 2 – 2018/19

Month	PCN'S 2017/18	FPN'S 2017/18	Abandoned Vehicles 2017/18	PCN'S 2018/19	FPN's 2018/19	Abandoned Vehicles 2018/19
April	116	4	28	151	3	39
May	117	4	42	187	1	28
June	179	1	39	181	3	52
Total Q1	412	9	109	519	7	119
July	148	3	27	195	1	42
August	177	3	37	202	1	40
September	153	5	47	165	2	31
Total Q2	478	11	111	562	4	113
October	136	3	43			
November	169	7	30			
December	147	6	24			
Total Q3	452	16	97			
January	119	29	29			
February	119	1	14			
March	143	7	36			
Total Q4	381	37	79			
Grand Total	1723	73	396	1081	11	232

3.2 The investigations into vehicles which have been reported abandoned in quarter 1 2018/19 has increased by 9.1%. The vehicles which have been reported abandoned in quarter 2 2018/19 has increased by 1.8%. This is likely to be due to the decrease in payments for scrap vehicles.

4.0 New IT system

- 4.1 A new parking enforcement software was jointly procured with two other Devon authorities in line with the Councils procurement plan. The new system has enabled the customer to view their PCN's online to then either challenge or pay, A new virtual permit facility is available and enables customers to purchase and edit their permits independently.
- 4.2 The system works in real time and downloads information securely straight to the cloud. Meaning any PCN issued by the District Officers is visible to the members of the public straight away. All Business and Residential virtual permit requests become active as soon as purchased.
- 4.3 The IDOX IT system is now adapted and tailored to the Street Scene service. The system went live in April 2018 allowing the District Officers to undertake more of their work out of the office. Work is now sent to them electronically, creating workflows in order of priority. The system also has time recording which will save the team time on completing time sheets and allowing management to produce more accurate reports on time spent on activities.

5.0 Increased fines

- 5.1 The Government introduced a new Litter Strategy for England to curb littering with proposals for new enforcement, education and community engagement, this change will allow fines to be increased for littering from £80 to £150. Vehicle owners can also now receive penalty notices when it can be proved litter was thrown from their car even if it was discarded by a passenger. A revision of the Environment Education and Enforcement Policy is being undertaken with legal services to adopt new powers and will be brought to the March PDG meeting for comment.

6.0 Conclusion

- 6.1 The new ways of working have had a positive impact on performance, delivered the expected savings and been well accepted by the staff.

Contact for more Information: Vicky Bowden, Environment and Enforcement Manager
Ext.4601

Environment PDG 8th January 2019

Budget 2019/20 - Update

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

Reason for the report: To review the revised draft budget changes identified and discuss any further changes required in order for the Council to move towards a balanced budget for 2019/20.

RECOMMENDATION: To consider and agree the updated General Fund budget proposals for 2019/20 included in Appendix 1 and the Capital Programme included in Appendix 2.

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

Financial Implications: Now the Council has received notification of the Provisional Settlement it is imperative that it matches current and ongoing expenditure plans to estimated sources of income/funding.

Legal Implications: None directly arising from this report, although there is a legal obligation to balance the budget. There are legal implications arising from any future consequential decisions to change service provision, but these would be assessed at the time.

Risk Assessment: Service Managers and Finance staff have assessed volatility in income and large contractor budgets, taking account of current and estimated future demand patterns. This position has been revised based on an additional two months of financial monitoring information and the changes announced in the Provisional Settlement released on the 13/12/18. In addition prudent levels of reserves will also continue to be maintained.

Equality Impact Assessment: There are none identified.

1.0 Introduction

- 1.1 On the 13 December 2018 the Council received the Provisional Settlement from Central Government. The Provisional Settlement confirmed some of our previous assumptions namely; that we would not be successful in our bid for 75% Business Rates Retention; that the Government would not impose negative Revenue Support Grant and that, New Homes Bonus calculations would not change significantly.
- 1.2 From our reading of the Settlement we have been fortunate to receive some recognition of our rurality through an increase to Rural Services Delivery Grant (RSDG) of £92,185. The Settlement also brought an unexpected bonus of £33,408 which relates to a redistribution of excess Business Rates levy which

the Government announced as part of the Settlement. Our overall Business Rates forecast was robust and we saw a small increase of £11,720 when the tariff figures were confirmed. There will be a further movement on Business Rates when we confirm our figures in our NNDR return which we will submit at the end of January. Any movement in our Business Rates figures at this time will be mitigated by a transfer to or from the Business Rates Smoothing Reserve. We anticipate that this NNDR1 will highlight further growth in our Business Rates.

- 1.3 The New Homes Bonus grant calculations have been a “moving feast” with additional affordable homes (72) increasing our allocation and the top-slice of growth not being quite as high as we had anticipated. Now the figures have been confirmed, our allocation for 2019/20 is confirmed at £1,243,503 which reflects a positive increase in 2018/19 to the housing stock across the district.
- 1.4 As part of the Settlement the Council has also been given the freedom to raise its Council Tax by up to 3% (before a referendum is triggered). This would raise an additional £27k from the £5 increase which was provisionally indicated at Cabinet in October.

2.0 2019/20 General Fund Budget - Revised Position

- 2.1 Since the first round Cabinet and PDG meetings the Finance team and service managers have been revisiting a range of budgets to deliver more savings or increase income levels. Please see summary table below:

Table 1 – Reconciliation of Major 2019/20 Budget Variances

Variances	Amount £k
19/20 Budget Shortfall (Cabinet Report 25/10/18)	662
Further Cost Pressures identified	358
Additional Savings identified	(437)
Additional (net) recharge to HRA	(63)
Minimum Revenue Provision (MRP) reduction	(66)
Additional Rural Services Delivery Grant	(92)
3% increase in C/Tax (£5 previously built in)	(27)
Business Rates Levy Re-distribution	(33)
Business Rates Tariff adjustment	(12)
Council Tax growth	(37)
Draft budget gap for 2019/20 (See Appendix 1)	253

3.0 Conclusion

- 3.1 It is encouraging that the Council has managed to significantly close the budget gap of £662k discussed at earlier meetings, considering the factors that have been outside of our control such as the new pay scales and the reduction of spinal points which has created significant pressure in areas such as Waste; Street Scene and; Leisure which employ significant numbers of lower-earners.

- 3.2 Moving forward Members and officers need to look to the pressures over the next few years reflected in our recently updated MTFP and our need to address ongoing pressures which cannot be satisfactorily addressed by the one-off use of reserves.
- 3.3 In order to conclude the statutory budget setting process, this updated draft budget position will go through Cabinet, another round of PDG's, Scrutiny, and a final meeting of the Cabinet before being agreed at Full Council on the 27th February 2019. During this period officers will continue to identify and examine further savings possibilities that can reduce the current budget gap.

Contact for more information: Andrew Jarrett – Deputy Chief Executive (S151) / ajarrett@middevon.gov.uk / 01884 234242

Background Papers: Draft 2019/20 Budget Papers
Provisional Settlement Email

Circulation of the Report: Leadership Team, Cabinet Member for Finance, and relevant Service Managers

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Appendix 1 – Budget Movements since Cabinet Meeting 25 October 2018

	£k
Budget Gap as reported to Cabinet 25 Oct 2018	662
MRP realignment – based on a revised Capital Programme	-66
Waste - DCC shared savings - reduction in estimates	50
Legal Services – reduction in staff costs (since round 1)	-26
Phoenix House hearing loop	5
Reduction in vehicle sinking fund	-150
Planning income pressure	150
Duty Manager – Planning advice	-20
Increase interest income	-56
Additional interest payable	14
Net increase in recharge to HRA	-63
Growth in Council Tax figures	-37
Assumption of 2.99% increase in Council Tax	-27
Parking patrols	9
Reduction in standby budget	-5
Reduction in preceptors contribution to Revenue recovery	7
Business Rates Tariff figures adjustment from Settlement	-12
Additional Rural Services Delivery Grant	-92
Levy Account Surplus Draft Allocation	-33
Additional transfer to Earmarked reserves	59
Waste – reduction in allowance for vacancies and other salary savings	-80
Minor budget alignments	-36
Draft budget gap for 2019/20	253

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Provisional Capital Programme 2019/20

Appendix 2

	1st Draft Budgeted Capital Programme (per 25/10/18 Cabinet)	2nd Draft Budgeted Capital Programme (for 03/01/19 Cabinet)
	2019/20 £k	2019/20 £k
<u>Estates Management</u>		
<u>Leisure - Site Specific</u>		
<u>Exe Valley Leisure Centre</u>		
Spinning Room - New window - improve light	20	20
Leisure Spinning Bike Replacement - all sites	60	60
<u>Culm Valley sports centre</u>		
Fitness Gym Kit Replacement	185	185
Total	265	265
<u>Other MDDC Buildings</u>		
<u>MSCP Improvements</u>		
MSCP-Top Deck surfacing	70	70
<u>MDDC Depot sites</u>		
Carlu Close - Potential Air Conditioning units	25	25
Carlu Close - Interceptor upgrade (correct class)	30	30
Carlu Close - Solar PV options	20	20
<u>Cemeteries</u>		
Tiverton Cemetery - Infrastructure extension	80	80
<u>Other Projects</u>		
Land drainage flood defence schemes	25	25
Homeless Emergency Shelter Options Project		75
<u>* General Fund Development Schemes</u>		
Tiverton redevelopment project	1,500	0
Total	1,750	325
* All developments schemes are subject to acceptable Business Case		
<u>Economic Development Schemes</u>		
* Hydro Mills Electricity Project	680	680
Total	680	680
* All Economic Development schemes are subject to acceptable Business Case		
<u>ICT Projects</u>		
UPS Power supplies refresh	25	25
Continuous replacement/Upgrade of WAN/LAN (networking hardware switches)	100	100
Lalpac Licensing System replacement (SN)	80	80
Replacement Access Database - Property Services		100
Total	205	305

	Budgeted Capital Programme (per 25/10/18 Cabinet)	Budgeted Capital Programme (for 03/01/19 Cabinet)
	2019/20	2019/20
<u>Affordable Housing Projects</u>		
Grants to housing associations to provide houses (covered by Commuted Sums)	117	117
Total	117	117
<u>Private Sector Housing Grants</u>		
Empty homes and enforcement	108	108
Disabled Facilities Grants–P/Sector	562	562
Total	670	670
TOTAL GF PROJECTS	3,687	2,362
	0	0
<u>Other General Fund Development Projects</u>		
<u>Housing Schemes</u>		
Waddeton Park - 75 Affordable Homes	2,000	2,000
<u>Other</u>		
Land acquisition for operational needs		600
TOTAL GF OTHER DEVELOPMENT PROJECTS	2,000	2,600
GRAND TOTAL GF PROJECTS	5,687	4,962
<u>HRA Projects</u>		
<u>Existing Housing Stock</u>		
Major repairs to Housing Stock	2,325	2,285
Renewable Energy Fund	300	250
Home Adaptations - Disabled Facilities	300	300
* <u>Housing Development Schemes</u>		
Replace end of life HRA Assets	2,000	2,000
Council Housing building schemes to be identified	2,000	2,000
* Proposed Council House Building / industrial units schemes subject to full appraisal		
Total	6,925	6,835
* Proposed Council House Building / industrial units schemes subject to full appraisal		
TOTAL HRA PROJECTS	6,925	6,835
	0	0
<u>OTHER HRA DEVELOPMENT PROJECTS</u>		
<u>Housing Schemes</u>		
Round Hill Tiverton- Site	1,500	1,500
TOTAL OTHER HRA DEVELOPMENT PROJECTS	1,500	1,500
GRAND TOTAL HRA PROJECTS	8,425	8,335
GRAND TOTAL GF + HRA PROJECTS	14,112	13,297

MDDC Funding Summary

General Fund

	2019/20 £k	2019/20 £k
EXISTING FUNDS		
Capital Grants Unapplied Reserve	951	951
Capital Receipts Reserve	31	31
NHB Funding	417	592
Other Earmarked Reserves	188	188
Other Funding	600	600
Subtotal	2,187	2,362
NEW FUNDS		
PWLB Borrowing	3,500	2,600
Subtotal	3,500	2,600
Total General Fund Funding	5,687	4,962

Housing Revenue Account

	0 £k	0 £k
EXISTING FUNDS		
Capital Receipts Reserve	1,065	1,065
NHB Funding	21	21
HRA Housing Maintenance Fund	2,000	2,000
Other Housing Earmarked Reserves	2,697	2,607
Subtotal	5,783	5,693
NEW FUNDS		
PWLB Borrowing	2,642	2,642
Subtotal	2,642	2,642
Total Housing Revenue Account Funding	8,425	8,335

TOTAL FUNDING	14,112	13,297
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ENVIRONMENT PDG

8 JANUARY 2019:

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 54.1% compared to 52.6% 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.

- 2.2 The recycling rate for the whole of England for 2017-18 was 44.8% (2016-17 45.1%). MDDC's rates were 51.9% for 2017-18 (2016-17 53.3%) so exhibiting the same pattern but much better results.
- 2.3 Regarding the Corporate Plan Aim: **Reduce our carbon footprint**: There are now 2 public electric car charging points at each leisure centre, additional chargers are being installed as part of the Premier Inn project.
- 2.4 Savings from the Anesco project are on target after 5 years of operation.
- 2.5 Regarding the Corporate Plan Aim: **Protect the natural environment**: There have been 12 Fixed Penalty Notices (FPNs) issued so far this year with one offender having appeared in court resulting in a fine of £800 for non-payment of the FPN.
- 2.6 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>	255.24 (8/12)		378.00	32.70	64.94	93.67	121.38	156.22	186.30	219.50	247.43						Stuart Noyce	
<u>% of Household Waste Reused, Recycled and Composted (figures have to be verified by DCC)</u>	52.7% (8/12)		53.0%	54.3%	55.0%	56.5%	56.1%	54.5%	54.2%	54.1%	54.0%						Stuart Noyce	
<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	n/a	Stuart Noyce	
<u>Number of Households on Chargeable Garden Waste</u>	9,268 (8/12)		9,500	9,613	9,848	9,912	9,953	9,978	10,034	9,967	9,837						Stuart Noyce	
<u>% of missed collections reported (refuse and organic waste)</u>	0.04% (8/12)		0.03%	0.02%	0.02%	0.03%	0.03%	0.03%	0.04%	0.04%	0.04%						Stuart Noyce	
<u>% of Missed Collections logged (recycling)</u>	0.03% (8/12)		0.03%	0.01%	0.01%	0.01%	0.01%	0.02%	0.02%	0.02%	0.02%						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
	31 (8/12)			3	4	7	8	9	11	12	12							

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 to Manager	Officer Notes
<u>Number of Fixed Penalty Notices (FPNs) Issued (Environment)</u>																	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: No further mitigating actions or incidents since the last review.

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. Air Quality testing results prove CO2 readings are at an acceptable level.

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

Environment PDG Risk Management Report - Appendix 2

Service Manager: Darren Beer

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
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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
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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
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Service Manager: Stuart Noyce

Review Note: Risk assessment for role - highest risk from role - Risk of accident/injury when working roadside. Work is carried out following Chapter 8 Guidance

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: SSOW in place for tractor operations

Risk: H&S RA - Tree Operations including the use of a chainsaw 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: Darren Beer

Review Note: Team no longer complete any work at height.
Team only complete work on small or fallen trees from the ground.

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: SSOW in place for use of MDDC vehicles

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: Working at Heights training carried out by staff 15.11.2018
Using a MWEPP removed from current practice

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: SSOW in place for working by roadside

Risk: H&S RA -Waste Collection - Health and Safety Risk of other vehicle users becoming involved in RTA's

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 and instruction/Accident and incident reporting system/Mobile phone communication

Service Risk Report

Report for 2018-2019
Filtered by Service: Governance

Key to Performance Status:

Mitigating Action:	Milestone Missed	Behind schedule	On / ahead of schedule	Completed and evaluated	No Data available
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Risks: **No Data (0+)** **High (15+)** **Medium (6+)** **Low (1+)**

Risk Status	Description	Current Position, Action being taken, and Service Manager
Current Status: High (15) Last Review Date: 11/10/2018	3 Rivers Governance Arrangements Maintaining arms-length status and not falling foul of state aid legislation, successfully countermanding challenge.	Group Manager: Catherine Yandle Mitigating Action:
Current Status: High (16) Last Review Date: 02/11/2018	Contingency - Business Continuity Having an ineffective Business Continuity Plan in place to complement the Emergency Plan, Disaster Recovery Plan and Risk Management Plan leading to service failure and loss in reputation.	Group Manager: Catherine Yandle Mitigating Action: Behind schedule Business Continuity Plan in place
Current Status: Medium (6) Last Review Date: 02/11/2018	Data Quality Mid Devon fails to quality assurance check its data leading to decisions being made with incorrect or inaccurate data	Group Manager: Catherine Yandle Mitigating Action: On / ahead of schedule Data Quality checking Completed and evaluated Data Quality Policy
Current Status: Low (5) Last Review Date: 15/05/2018	Document Retention If documents fail to be retained for the statutory period then we may face financial penalties	Group Manager: Catherine Yandle Mitigating Action: No Data available Document Retention policy in place
Current Status: Medium (9) Last Review Date: 02/11/2018	Equality and Diversity The Council could face legal action through failure to meet equality legislation either as an authority or as a result of action by one its employees/Members.	Group Manager: Catherine Yandle Mitigating Action: Behind schedule Corporate Equality Group Behind schedule Mid Devon Equality Forum Completed and evaluated Single Equality Scheme
	Fraud and Corruption	Group Manager: Catherine Yandle

Risk Status	Description	Current Position, Action being taken, and Service Manager
<p>Current Status: Medium (8)</p> <p>Last Review Date: 02/11/2018</p>	<p>Staff may be prevented from raising their concerns through 'whistleblowing' procedures under the Public Interest Disclosure Act 1988 and the Council may leave itself open to payment of compensation, with no upper limit If the Council fails to have effective systems / policies in place, then fraud / corruption may be more likely to occur</p>	<p>Mitigating Action:</p> <p>Completed and evaluated Scrutiny Committee</p> <p>Completed and evaluated Strategies and Policies</p>
<p>Current Status: Medium (10)</p> <p>Last Review Date: 06/09/2018</p>	<p>GDPR compliance That the Council cannot demonstrate that we are prepared for GDPR</p>	<p>Group Manager: Catherine Yandle Mitigating Action:</p>
<p>Current Status: Low (4)</p> <p>Last Review Date: 02/11/2018</p>	<p>Governance Arrangements Failure to produce an Annual Governance Statement would result in the Council breaching the Accounts and Audit Regulations 2015</p>	<p>Group Manager: Catherine Yandle Mitigating Action:</p>

Printed by: Catherine Yandle

SPAR.net

Print Date: 12 November 2018
10:38

Service Performance Report

Monthly report for 2018-2019

No headings

Filtered by Service: Governance

Filtered by Performance Status: Exclude PI Status: Data not due, Not calculable

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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Service Performance Report

Performance Indicators

Status	Title	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	Officer Notes
Below target	<u>Response to FOI Requests (within 20 working days)</u>		100%	97%	98%	98%	98%	98%	97%	97%						(April) 60 replies, 2 late (CY), (May) 68 replies, 1 late (CY), (June) 61 replies 1 partial reply (CY), (July) 73 replies, 2 late (CY), (August) 68 replies, 3 late (CY), (September) 63 replies, 3 late (CY), (October) 51 replies 3 late (CY)

Management Notes:

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Print Date: 12 November 2018 10:30

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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	3 Risks	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	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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