

Public Document Pack

Mid Devon District Council

Community Policy Development Group

Tuesday, 22 January 2019 at 2.15 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Friday, 15 March 2019 at 11.30 am

Those attending are advised that this meeting will be recorded

Membership

Cllr Mrs E M Andrews
Cllr Mrs H Bainbridge
Cllr Mrs A R Berry
Cllr Mrs C P Daw
Cllr Mrs G Doe
Cllr R J Dolley
Cllr F W Letch
Cllr Mrs E J Slade
Cllr B A Moore

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 - 10*)
Members to consider whether to approve the Minutes of the meeting held on 20th November 2018 as a correct record.
- 4 **Chairmans Announcements**
To receive any announcements that the Chairman may wish to make.
- 5 **Grant Funded Agency**
To receive a presentation from Age UK.

- 6 **Public Health Initiatives Communication Strategy**
To receive a verbal update from the Group Manager for Public Health and Regulatory Services on the communication strategy for Public Health Initiatives including a scale of proposed resources and what could be achievable within different levels of funding.
- 7 **Health & Safety Policy Review of Incidents and Near Misses** (*Pages 11 - 14*)
The group to receive a report from the Director of Corporate Affairs and Business Transformation outlining the numbers of Health & Safety incidents and near misses reported to the Council and the reasons for them.
- 8 **Financial Monitoring**
To consider a verbal report of the Principal Accountant presenting financial monitoring information for the income and expenditure to date.
- 9 **Draft Budget** (*Pages 15 - 24*)
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
- 10 **Performance and Risk** (*Pages 25 - 34*)
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
- 11 **Identification of Items for future meeting**

Members are asked to note that there is a joint Community/Environment and Homes PDG on 15th March 2019 to receive the revised Public Health Enforcement Policy.

Members are also asked to note that the following items are already identified in the work programme for the Community PDG meeting 19th March 2019.

CCTV Annual Update

Regulation of Investigatory Powers

Environmental Health Fees and Charges 2019/20

Air Quality Action Plan for Crediton

Chairman's Annual Report

Corporate Health & Safety Policy

Financial Monitoring

Performance and Risk

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

Stephen Walford
Chief Executive
Monday, 14 January 2019

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

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

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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 **COMMUNITY POLICY DEVELOPMENT GROUP**
held on 20 November 2018 at 2.15 pm

Present

Councillors

B A Moore (Chairman)
Mrs E M Andrews, Mrs C P Daw,
Mrs G Doe, R J Dolley, J M Downes and
Mrs E J Slade

Apologies

Councillor(s)

Mrs H Bainbridge, Mrs A R Berry and F W Letch

Also Present

Councillor(s)

C R Slade, Mrs M E Squires and R L Stanley

Also Present

Officer(s):

Andrew Pritchard (Director of Operations), Jill May (Director of Corporate Affairs and Business Transformation), Joanne Nacey (Group Manager for Finance), Simon Newcombe (Group Manager for Public Health and Regulatory Services), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Lisa Lewis (Group Manager for Business Transformation and Customer Engagement), Corinne Parnall (Leisure Manager - Health & Fitness), Rob Fish (Principal Accountant), Jane Lewis (Communications and Engagement Manager), Kevin Swift (Public Health Officer) and Carole Oliphant (Member Services Officer)

41 APOLOGIES AND SUBSTITUTE MEMBERS (00.02.18)

Apologies were received from Cllrs Mrs H Bainbridge and Mrs A R Berry. Cllr FW Letch gave apologies and was substituted by Cllr J Downes.

42 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00.02.47)

There were no declarations made.

43 MINUTES OF THE PREVIOUS MEETING (00.03.01)

The Minutes of the Meeting held on 18th September 2018 were approved as a correct record and **SIGNED** by the Chairman.

44 PUBLIC QUESTION TIME (00.04.00)

A member of Crediton Town Council stated he was present to see how the Community PDG supported the local community.

45 **CHAIRMAN'S ANNOUNCEMENTS (00.04.09)**

The Chairman provided the Group with an overview of the Gypsy and Traveller Consultation which was currently being conducted and reminded them of the Budget briefings which were due to be held shortly.

46 **MEETING MANAGEMENT**

The Chairman advised the Group that items 8. Community Safety Partnership and 9. Air Quality Action Plan Update would be taken as the next items of business.

47 **COMMUNITY SAFETY PARTNERSHIP (00.06.56)**

The Group had before it and **NOTED** a *report from the Group Manager for Public Health and Regulatory Services which had previously been presented to the Scrutiny Committee on 5th November 2018 outlining the Council's Community Safety Action Plan.

He sought Members recommendation to acknowledge and accept the priorities action plan.

Discussion took place regarding the different activities that the Council would be supporting and that the structure mirrored that of emergency planning.

The Group requested that the Group Manager for Public Health and Regulatory Services ask the Police Superintendent to explain how the Police were going to allocate resources for anti-social behaviour now that the number of community police officers had been reduced from 13 to 6 in the district.

It was **RECOMMENDED** that the Cabinet note the priorities of the Community Safety Partnership (CSP) and planned activities within the partnerships priorities and action plan for 2018-21 and the proposed new structure of the CSP.

(Proposed by the Chairman)

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

48 **AIR QUALITY ACTION PLAN UPDATE (00.18.40)**

The Group had before it and **NOTED** a *report from the Group Manager for Public Health and Regulatory Services regarding the Air Quality Action Plan.

Discussion took place regarding the actions and progress which had been achieved in the preceding 12 months.

With regard to Crediton he explained that the focus was on the current traffic management system and although the link road had helped with air quality on Exeter Road it had little effect on the High Street. He further explained that a project, led by the Town Council and supported by MDDC was looking at specific measures to reduce pollution in the High Street.

In response to a question about the speed of actual action being taken he explained that previously MDDC did not have the buy in from the Town Council and there was a lot of local objection to measures proposed. This had been resolved and now that the Town Council was on board and the S106 funding had been secured he was confident that the measures proposed would make a difference.

With regard to Cullompton the Group Manager for Public Health and Regulatory Services explained that the key measure would be the relief road and that the public consultation had recently been completed. The next steps were to analyse the responses. He further explained that the initial bid for funding had been submitted and accepted by Homes England and they were now looking at the bid for due diligence.

Consideration was given to the air quality levels in Cullompton and the views of Ward Members, it was explained that although the levels were below the safe limit they were running very close to dangerous levels and action was needed to ensure that the levels remained at acceptable levels.

The Group requested that an update on the measures proposed for Crediton be reported back to the PDG at the March 2019 meeting.

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

49 **COMMUNITY ENGAGEMENT STRATEGY AND ACTION PLAN 2018-2019 (00.42.10)**

The Group considered a *report from the Director of Corporate Affairs and Business Transformation regarding the Community Engagement Strategy and Action Plan 2018-2019.

The Communications and Engagement Manager sought Members' approval of the Community Engagement Strategy and Action Plan 2018-2019.

She outlined the contents of the report and explained that the Communications Team was relatively new and consisted of 3 Officers and that community engagement was in its infancy.

She further explained that the Communications Team were looking for further initiatives to increase community engagement including a residents' newsletter and working with the Planning Team on public consultations.

It was **RECOMMENDED** that Cabinet approve the Community Engagement Strategy and Action Plan 2018-2019 subject to an amended review timeframe from 4 to 2 years.

(Proposed by the Chairman)

Note: *Report previously circulated and attached to the minutes

50 **SINGLE EQUALITIES UPDATE (00.53.22)**

The Group received a verbal update from the Group Manager of Performance and Data Security who stated that progress was monitored by the Audit Committee 6 times a year. She explained that MDDC were currently looking to reinstate the Equality Reference Group and were contacting previous contacts to see if they would want to be involved in a revised group.

51 **SAFEGUARDING POLICY GUIDANCE AND PROCEDURES (00.55.54)**

The Group received the revised *Safeguarding Policy and Procedures from the Director of Corporate Affairs and Business Transformation.

She outlined the contents of the report and stated that there were very few changes apart from officer titles and that the authority had a duty to ensure that all employees knew who to contact regarding safeguarding issues.

It was **RECOMMENDED** to the Cabinet that it approves the revised Safeguarding Policy and Procedures.

(Proposed by the Chairman).

Note:* Safeguarding Policy and Procedures previously circulated and attached to the minutes.

52 **HEALTH & SAFETY POLICY (00.57.59)**

The Group had before it and **NOTED** a *report from Director of Corporate Affairs and Business Transformation advising Members that, in accordance with the Health and Safety at Works Act 1974, the Council's Health and Safety at Works Policy has been reviewed by the Health and Safety Committee.

Discussion took place regarding a zero tolerance threshold and whether this could be adopted within the Council.

The Group requested that the number of incidents and near misses were reported to the PDG at the January meeting. The Group requested that further details were given about the tolerances used to define an incident and a near miss.

It was **RECOMMENDED** that Cabinet **NOTE** that the Health & Safety Policy was approved by the JNCC on 12th September 2018 and reviewed by the Health and Safety Committee and Unison subject to the numbers of incidents and near misses being reported to the Community PDG on a regular basis.

(Proposed by the Chairman)

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

53 **LEISURE UPDATE (01.05.30)**

The Group received and **NOTED** a six monthly update from the Leisure Manager by way of a presentation.

The Leisure Manager outlined the contents of the presentation and highlighted the increases in percentages of memberships and participation across all three sites.

She further explained that all three sites were now qualified to assist with cancer rehabilitation and that to date 45 people had been helped by the programme.

She outlined the nature of the imminent upgrades to Lords Meadow at Crediton and explained that the gym equipment being installed was of the same standard that had been installed at Exe Valley Leisure Centre in Tiverton.

Note: - Presentation attached to the minutes

54 **FINANCIAL MONITORING (01.12.10)**

The Group had before it and **NOTED** a report * from the Deputy Chief Executive (S151) presenting a financial update in respect of the income and expenditure so far in the year.

The Principal Accountant outlined the contents of the report and explained the variances and predicted over spend.

Discussion took place regarding the reduction in payments for planning applications and the affect that this had on the income stream for the Council.

Note: *Report previously circulated and attached to the minutes

55 **DRAFT BUDGET 2019-2020 (01.22.19)**

The Group had before it and **NOTED** a *report from the Deputy Chief Executive (S151) asking them to consider options available in order for the Council to set a budget for 2019/2020 and agree a future strategy for further budget reductions for 2020/2021 onwards.

The Chairman explained to the Group that unlike previous years he did not feel that a working group would be beneficial.

The Principal Accountant outlined the contents of the report and explained that Group Managers were currently looking at their budgets to see where and if any savings could be made.

Discussion took place increase in staff salaries and that MDDC adhere to National pay scales. He explained that the average increase across the authority is 3%, with most staff having a 2% pay increase but those predominantly in Leisure & Waste would see increases of circa 7%. (this is what Jo clarified)

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

56 **PERFORMANCE AND RISK (01.43.45)**

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 and attached to the minutes

57 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (01.45.12)**

There were no additional items identified.

(The meeting ended at 4.02 pm)

CHAIRMAN

COMMUNITY POLICY DEVELOPMENT GROUP 22 JANUARY 2019

Health and Safety Policy review

Cabinet Member(s): Cllr Margaret Squires
Responsible Officer: Michael Lowe (Health and Safety Officer)

Reason for Report: To advise Members of the amount of incidents and near misses reported to the Health and Safety Officer for the financial year up to 31 December 2018.

Relationship to Corporate Plan: Health and safety impacts across all aspects of the corporate plan as there is an obligation on the Council to ensure that its activities do not adversely affect the health and safety of employees, members of the public, contractors and others with whom we interact.

Financial Implications: Accidents and incidents can lead to financial loss through sickness absence due to injury and costs involved in litigation or prosecution if the Council is found to have been negligent in carrying out its duty of care under the Health and Safety at Work Act.

Legal Implications: Failing to comply with health and safety legislation and regulations could result in the Council being issued with improvement/prohibition notices and/or prosecution. The Council would also be at risk of potential civil litigation.

Risk Assessment: Ensuring the Council has robust accident and incident reporting policies and procedures, which are proactively monitored, will ensure the health and safety of employees and those who are affected by its actions and also reduce the potential risk of legal challenges and civil litigation.

Equality Impact Assessment: The accident reporting policy covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the policy and related procedures.

The policy as a whole seeks to advance equality of opportunity for and between different protected groups.

The purpose and intended outcomes of the policy do not seek to foster good relations between and across protected groups. However, the organisation has a range of other policies, projects and actions to help bring people together – e.g. Equality Training, Dignity at Work, Harassment Policy

1.0 Introduction

1.1 The reporting of accidents and incidents are monitored by the Health and Safety Officer on an ongoing basis with quarterly reporting to the Health and Safety Committee.

- 1.2 The relevant Group Manager will ensure that all accidents and incidents are reviewed, investigated and that remedial/preventative measures, if required, are put in place. They will ensure records are maintained and recorded correctly.
- 1.3 More serious accidents may require an investigation from a team of investigators. The decision to set up an investigation team can be made by the Group Manager or the Health and Safety Officer.
- 1.4 The definition of an accident is defined as an unplanned event which causes injury or ill health to persons.
- 1.5 The definition on an incident is a “near miss” or dangerous occurrence that has the potential to cause injury.

2.0 Accident and incident analysis

2.1 For the year to date (1 April 2018 – 31 December 2018) there have been 23 minor accidents involving employees and 6 minor accidents involving members of the public reported to the Health and Safety Officer.

2.2 The causes of accidents involving employees are:

Manual handling	6
Slips, trips and falls	6
Hit by fixed or stationary object	5
Hit by moving object	5
Contact with hazardous substance	1

2.3 The causes of accidents involving members of the public are:

Slips, trips and falls	2
Hit by moving object	2
Hit by fixed or stationary object	1
Contact with electric	1

2.4 For the year to date there have been 9 incidents reported to the Health and Safety Officer.

2.5 The causes of these are:

Vehicle movement	5
Chemicals or other substances hazardous to health	3
Manual handling	1

Contact for more Information: Michael Lowe, Health and Safety Officer, mlope@middevon.gov.uk

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

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Community PDG 22nd 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

Estates Management

Leisure - Site Specific

Exe Valley Leisure Centre

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

20

20

60

60

Culm Valley sports centre

Fitness Gym Kit Replacement

185

185

Total

265

265

Other MDDC Buildings

MSCP Improvements

MSCP-Top Deck surfacing

70

70

MDDC Depot sites

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

25

25

30

30

20

20

Cemeteries

Tiverton Cemetery - Infrastructure extension

80

80

Other Projects

Land drainage flood defence schemes
Homeless Emergency Shelter Options Project

25

25

75

* General Fund Development Schemes

Tiverton redevelopment project

1,500

0

Total

1,750

325

*** All developments schemes are subject to acceptable Business Case**

Economic Development Schemes

* Hydro Mills Electricity Project

680

680

Total

680

680

*** All Economic Development schemes are subject to acceptable Business Case**

ICT Projects

UPS Power supplies refresh
Continuous replacement/Upgrade of WAN/LAN (networking hardware switches)
Lalpac Licensing System replacement (SN)
Replacement Access Database - Property Services

25

25

100

100

80

80

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

Budgeted Capital Programme (per 25/10/18 Cabinet)

Budgeted Capital Programme (for 03/01/19 Cabinet)

2019/20

2019/20

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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COMMUNITY PDG 22 JANUARY 2019:

PERFORMANCE AND RISK FOR 2018-19

Cabinet Member Cllr Colin Slade
Responsible Officer Director of Corporate Affairs & Business Transformation,
Jill May

Reason for Report: To provide Members with an update on performance against the corporate plan and local service targets for 2018-19 as well as providing an update on the key business risks.

RECOMMENDATION: That the PDG reviews the Performance Indicators and Risks that are outlined in this report and feeds back 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

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 Community Portfolio. See 3.0 below.
- 1.3 Appendix 3 shows the profile of all risks for the Community Portfolio.
- 1.4 The Community PDG agreed that the performance indicators for Leisure would be provided in Part II to allow Members to review performance without risk to the Leisure business. This information is included as Appendix 4
- 1.5 All appendices are produced from the corporate Service Performance And Risk Management system (SPAR).

2.0 Performance

- 2.1 Regarding the Corporate Plan Aim: **Promote physical activity, health and wellbeing:** A total refurbishment of the fitness studio at Lords Meadow Leisure Centre has been completed; the official opening ceremony for the facility was on 10 January 2019.
- 2.2 Trim trail commissioning is on target for Q4 2018/19.
- 2.3 **Other: compliance with food safety law** there has been some reclassification of premises which has reduced the number of higher risk premises this PI relates to.
- 2.4 Mid Devon community groups are reminded that the deadline to apply for funding from round two of the Communities Together Fund (CTF) is fast approaching. Community groups must apply to the Communities Together Fund by the 21 February 2019 deadline.

3.0 Risk

- 3.1 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)
- 3.2 Appendix 3 shows the risk matrix for MDDC for this quarter. If risks are not scored they are included in the matrix at their inherent score which will be higher than their current score would be.

4.0 Conclusion and Recommendation

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

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

Circulation of the Report: Management Team and Cabinet Member

Corporate Plan PI Report Community

Monthly report for 2018-2019
 Arranged by Aims
 Filtered by Aim: Priorities Community
 Filtered by Flag: Exclude: Corporate Plan Aims 2016 to 2020
 For MDDC - Services

Key to Performance Status:

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

* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Community

Priorities: Community

Aims: Promote physical activity, health and wellbeing

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group to Manager	Officer Notes
<u>GP Referrals</u>	22 (9/12)			22	22	22	22	22	22	22	22	22					Corinne Parnall	(December) 22 (K)

Aims: Other

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group to Manager	Officer Notes
<u>Number of social media communications MDDC send out</u>	133 (9/12)		30	69	66	66	75	77	86	125	160	94					Jane Lewis	(December) No. of Facebook Posts Published = 5 No. of Tweets Tweeted = 43 (MA)
<u>Number of web hits per month</u>	24,152 (9/12)			35,191	33,432	29,453	30,317	31,082	29,611	31,193	29,782	28,428					Jane Lewis	
<u>Compliance with food safety law</u>	89% (9/12)		90%	85%	85%	85%	85%	85%	86%	86%	87%	87%					Simon Newcombe	(April - August) The reduction to 85% compliance is statistical issue. The cycle of inspection and interventions has meant a 3-yearly review of the lowest category risk premises has been completed this financial year. This has resulted in a number being identified as no longer active/preparing food and require deregistration. Such low-risk premises (e.g. village halls/pre-prepared food) have the most straightforward compliance targets and typically score above 90% as a result. Having fewer such premises means the overall % compliance across the district is now

Corporate Plan PI Report Community																		
Priorities: Community																		
Aims: Other																		
Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual Date	Group to Manager	Officer Notes
																		lower. The higher risk premises are still performing as before and the number of food retail premises scoring 4 or 5 on Scores-on-door remain unaffected. (CY)

Community PDG Risk Management Report - Appendix 2

Report for 2018-2019
For Community - Cllr Colin Slade Portfolio
Filtered by Flag:Include: * CRR 5+ / 15+
For MDDC - Services

Not Including Risk Child Projects records or Mitigating Action records

Key to Performance Status:

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

Community PDG Risk Management Report - Appendix 2

Risk: Legionella Legionella

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status: Medium (10)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 2 - Low
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Service Manager: Darren Beer, Heather Hargreaves

Review Note:

Risk: Plant Room Plant Room

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status: Medium (10)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 2 - Low
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Service Manager: Darren Beer, Heather Hargreaves

Review Note:

Risk: Pool Inflatable Pool Activities

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

Current Status: Medium (10)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 2 - Low
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Service Manager: Darren Beer, Heather Hargreaves

Review Note: improvement through increased staffing resources, or removing the activity. Staff training is undertaken for this activity in addition to the NPLQ qualification

Community PDG Risk Management Report - Appendix 2

Risk: School Swimming Sessions School Swimming Sessions

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status: Medium
(10)**

**Current Risk Severity: 5 - Very
High**

**Current Risk Likelihood: 2 -
Low**

Service Manager: Darren Beer, Heather Hargreaves

Review Note: Improvement possible by increased staffing resources

Risk: Swimming Lessons Swimming Lessons

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status: Medium
(10)**

**Current Risk Severity: 5 - Very
High**

**Current Risk Likelihood: 2 -
Low**

Service Manager: Darren Beer, Heather Hargreaves

Review Note: Improvement possible with increased staffing resources

Risk: Swimming Pool Swimming pool & spectator walkway

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status: Medium
(10)**

**Current Risk Severity: 5 - Very
High**

**Current Risk Likelihood: 2 -
Low**

Service Manager: Darren Beer, Heather Hargreaves

Review Note: Improvement possible by increased staffing resources

Risk Matrix Community Appendix 3

Report For Community - Cllr Colin Slade Portfolio Current settings

Risk Likelihood	5 - Very High	No Risks	No Risks	No Risks	No Risks	No Risks
	4 - High	No Risks	No Risks	No Risks	No Risks	No Risks
	3 - Medium	No Risks	No Risks	3 Risks	No Risks	No Risks
	2 - Low	No Risks	3 Risks	9 Risks	1 Risk	7 Risks
	1 - Very Low	No Risks	No Risks	No Risks	3 Risks	3 Risks
	1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High	
	Risk Severity					

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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