

## **MID DEVON DISTRICT COUNCIL**

**MINUTES** of a **MEETING** of the **COMMUNITY POLICY DEVELOPMENT GROUP**  
held on 24 July 2018 at 2.15 pm

### **Present**

#### **Councillors**

B A Moore (Chairman)  
Mrs A R Berry, Mrs C P Daw, Mrs G Doe,  
R J Dolley, F W Letch and Mrs E J Slade

### **Apologies**

#### **Councillor(s)**

Mrs E M Andrews and Mrs H Bainbridge

### **Also Present**

#### **Councillor(s)**

C R Slade, Mrs M E Squires and Mrs J B Binks

### **Also Present**

#### **Officer(s):**

Andrew Jarrett (Deputy Chief Executive (S151)), Andrew Pritchard (Director of Operations), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Joanne Nacey (Group Manager for Finance), Lee Chester (Leisure Manager), Corrine Parnell (Centre Manager), John Bodley-Scott (Economic Development Team Leader), Kevin Swift (Public Health Officer) and Carole Oliphant (Member Services Officer)

## **15 APOLOGIES AND SUBSTITUTE MEMBERS (00.00.01)**

Apologies were received from Cllr Mrs E M Andrews and Cllr Mrs H Bainbridge

## **16 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00.00.14)**

There were no declarations of interest made.

## **17 MINUTES OF THE PREVIOUS MEETING (00.00.25)**

Cllr Mrs E J Slade stated that she had declared a personal interest as a member of the Tiverton Museum Executive Committee, not the Advisory Committee as stated in the draft minutes. The Minutes of the Meeting held on 29<sup>th</sup> May 2018 were duly amended and approved as a correct record and **SIGNED** by the Chairman.

## **18 PUBLIC QUESTION TIME (00.01.25)**

There were no members of the public present.

## **19 CHAIRMANS ANNOUNCEMENTS (00.01.51)**

The Chairman reminded the Group that a Members Briefing would take place on 16<sup>th</sup> August 2018 on Diet, Lifestyle and Nutrition at 2.00pm in the Exe Room.

## **20 GRANT FUNDED AGENCIES (00.03.58)**

The Chairman introduced Vicki Rowe, Chief Executive Officer from Torridge, North, West and Mid Devon Citizens Advice who presented a report on the charity's activities including case studies of clients who had been helped. She explained that the charity was expecting a rise in enquiries due to the imminent roll out of Universal Credit across the District.

She explained that an outside donor had plugged the gap in the funding from the Council after the 3 year service level agreement had come into force but the donor had now stepped aside. She pronounced that there was now a shortfall in funding and that the Citizens Advice was looking to secure additional funding from the Council so that it could sustain its activities.

Discussion took place regarding the communication between the Citizens Advice and the Council's Outside Body (OB) representative. Cllr Mrs J B Binks, the OB representative explained to the Group that she had received no meaningful communication or invitations to meetings from the Citizens Advice Chief Executive Officer for over 16 months and was frustrated that a better relationship could not be forged. The Group explained to the Chief Executive Officer of Citizens Advice that the Council tried to support agencies but could not do that effectively without a line of communication.

The Chairman, referring to the request for the Group to consider increasing the funding already agreed to Citizens Advice, informed the Group that the Council was part way through the 3 year Service Level Agreement in which the level of funding had been discussed and agreed by the PDG. He said that the request for additional funding could be considered but he did not want to set expectations that any additional funding would be agreed.

The Deputy Chief Executive (S151) reiterated that Citizens Advice were in year 2 of a 3 year Service Level Agreement. He said it was unfortunate that the goalposts had changed due to the introduction of Universal Credit and he agreed to take the request for additional funding to the November PDG meeting. He repeated the Chairman's observation that agreement for additional funding could not be guaranteed as the Council were looking to reduce costs at this point.

The Group discussed the Council's own response to helping individuals who would require assistance when Universal Credit was rolled out and acknowledged that a lot of signposting had already been done by the Council to inform people of where help was available.

## 21 **TAP FUND SUMMARY 2018-2019 (00.34.18)**

The Group had before it and **NOTED** a \*report from Group Manager for Growth, Economy and Delivery on the TAP Fund for 2017-2018.

He outlined the contents of the report and highlighted the summary of TAP fund allocations and explained the Communities Together Fund. He explained that the TAP fund was a joint fund between DCC and MDDC and that the applications were approved by a panel of DCC & MDDC councillors. Last year it had 60 applications, of these 80% were successfully funded.

He further explained that last year there were discussions on how the Council supported smaller parishes.

The Officer explained the move to the Communities Together Fund which underlined the original thinking, i.e. communities working together. The County Council wanted to ensure that projects were innovative and new projects were funded in order to stop repeat funding and maintenance projects. He said that it was important to work with Town and Parish Councils but also confirmed that communities and community groups could apply for funding. He explained that the Communities Together Fund deadline was September for applications and he asked Members to encourage groups in their parishes to apply.

The Cabinet Member for Community Well Being explained that details of the Communities Together Fund were on the DCC website.

It was **AGREED** that the link to the DCC website would be sent to Members of the Group and that a list of local TAP awards would be sent to Town & Parish Councils in a future edition of the Town & Parish Newsletter.

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

## 22 **SINGLE EQUALITIES POLICY & EQUALITY OBJECTIVE (00.43.07)**

The Group considered a \*report from the Group Manager for Performance, Governance and Data Security outlining the Council's statutory duties under the Equality Act 2010 and seeking Members' approval for the revised Single Equality Scheme and Equality Objective.

She explained that an amendment was required in her original report. Appendix B – Summary of Equalities Legislation to remove a blank line

Discussion took place regarding how the Council would know its customers and that providing feedback was not possible for some members of the public.

It was **RECOMMENDED** that Cabinet approve the Single Equality Scheme and Equality Objective as attached in Annexe 1 subject to the amendment to Appendix B – Summary of Equalities Legislation to remove the extra line

(Proposed by the Chairman)

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

## 23 **COMMUNITY ENGAGEMENT UPDATE (00.50.08)**

The Group received a verbal update on the contents of the scoping document of the Scrutiny Committee Community Engagement Working Group from the Scrutiny Officer.

Discussion took place regarding the work of the Community Engagement Working Group with the Scrutiny Officer explaining that the Group had identified issues with regard to two way communication and the need to improve it. It was clear that

interaction with Customer First was key issue and that the process of handling complaints needed to be looked at.

He explained that the Working Group had agreed to send out a survey on the subject of communication with the District Council to the Town and Parish Councils to get an idea of what the issues were. He confirmed 10 surveys had so far been returned.

The Group requested that the Scrutiny Officer send them a list of the Councils who had not responded so that Members could encourage their Parish and Town Councils to participate.

The Group discussed the timing of the survey to the Town and Parish Council's as Members explained that most of them were off for August and the PDG recommended that timeframes for return of the survey were extended. The Scrutiny Officer confirmed that if the Community Engagement Working Group approved this then the survey return date could be extended.

## 24 REVENUE AND CAPITAL OUTTURN REPORT (00.55.43)

The Group had before it and **NOTED** a \* report from the Deputy Chief Executive (S151) presenting the revenue and capital outturn figures for the financial year 2017/18.

The Group Manager for Finance outlined the contents of the report and highlighted the Community Development report on page 52 which showed that there was an overall overspend of £132k partly attributed to the Market and that the vast majority of this was depreciation. She explained that the Council had spent money on the Pannier Market, Tiverton but it had not increased the valuation and the figures were reported as per normal accounting practices.

Consideration was given to the request that future reports did not state 'Markets' as the figures only related to Tiverton Pannier Market.

The Group Manager for Finance explained the 55% difference in external income. She explained there was a change in both expenditure and income so the figures cancelled each other out.

At this point of the meeting the Chairman proposed that further consideration and discussion take place in closed session and therefore it was **RESOLVED** that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 respectively of Part 3 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information).

(Proposed by the Chairman)

The Deputy Chief Executive (S151) and the Group Manager for Finance gave an overview of the remainder of the Outturn report and explained any variances.

Note: \*Report previously circulated.

## 25 MEETING MANAGEMENT

The Chairman indicated that he intended (with the Groups approval) to take agenda item number 14 (Leisure Facilities – Visitor Numbers) as the next item of business as the meeting was already in closed session.

## 26 LEISURE FACILITIES - VISITOR NUMBERS

The Group received and **NOTED** a \*report from the Leisure Manager on the effect on visitor numbers since the introduction of new prices and the refurbishment of the facilities at the Exe Valley Leisure Centre.

He explained there was increased participation across the Leisure centres and encouraging results.

Members thanked the Leisure Manager for his report.

The meeting then returned to open session.

Note: - \*Report previously circulated

## 27 PERFORMANCE AND RISK (01.01.51)

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.

She explained that the covering report gave the 2017-2018 outturn figures and the appendix report showed the 2018-2019 figures to date.

The Group discussed the food safety compliance figures and the Director of Operations explained that it was the Local Authority's responsibility to inspect the premises on behalf of the Food Standards Agency. He explained businesses were not required by law in England to display their Food Hygiene Rating Scheme rating but they were in Wales and Northern Ireland.

There was a general discussion around the Food Hygiene Rating Scheme with Members expressing concern that the displaying of the rating was not compulsory.

The Group requested a written report be circulated which explained why the standards of food safety compliance had decreased in Mid Devon.

The Director of Operations asked that any Members who had specific queries about the Food Hygiene Rating Scheme to contact him direct and he would provide them with an answer.

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

## 28 TRIM TRAILS (01.08.00)

The Group received a verbal report from the Public Health Officer on Trim Trails.

He gave a brief update having received 3 quotes out of a possible 5. He explained that at first sight the quotations looked good and would lead to interesting trim trails going forward. The Public Health Officer confirmed that there would be a decision soon and the installation of the trial Trim Trail in Tiverton would be before Christmas.

The Group asked if MDDC were contributing all of the monies for the Tiverton trial and the Public Health Officer explained that the funding was via a S106 contribution.

The Cabinet Member for Community Well Being explained that developers would be asked to provide trim trails on new developments being built in the Mid Devon area in the future. He asked for Members who knew of trim trails being considered or funded in the Parishes to let MDDC know so that there was no duplication of trails moving forward and that it could be checked if there was S106 money available.

## 29 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (01.14.28)

There were no additional items identified for the next meeting.

(The meeting ended at 4.02 pm)

**CHAIRMAN**