

## **MID DEVON DISTRICT COUNCIL**

**MINUTES** of a **MEETING** of the **CABINET** held on 25 October 2018 at 2.15 pm

### **Present**

**Councillors** C J Eginton (Leader)  
R J Chesterton, P H D Hare-Scott,  
C R Slade and R L Stanley

### **Apologies**

**Councillor(s)** Mrs M E Squires

### **Also Present**

**Councillor(s)** F W Letch and F J Rosamond

### **Also Present**

**Officer(s):** Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Andrew Pritchard (Director of Operations), Jill May (Director of Corporate Affairs and Business Transformation), Kathryn Tebbey (Group Manager for Legal Services and Monitoring Officer), Jenny Clifford (Head of Planning, Economy and Regeneration), Alan Keates (Group Manager for ICT and GMS Services), Lynsey Chilcott (Customer Services Manager) and Sally Gabriel (Member Services Manager)

## **83. APOLOGIES**

Apologies were received from Cllr Mrs M E Squires.

## **84. PUBLIC QUESTION TIME**

There were no members of the public present.

## **85. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**

Members were reminded of the need to declare any interests when appropriate.

## **86. MINUTES OF THE PREVIOUS MEETING (00-00-52)**

The minutes of the previous meeting were approved as a correct record and signed by the Chairman.

## **87. REVIEW OF THE COMPLAINTS AND FEEDBACK POLICY (00-01-00)**

Arising from a report of the Group Manager for Business Transformation and Customer Engagement, the Scrutiny Committee had recommended that the revised policy be approved.

The Customer Services Manager outlined the contents of the report stating that the policy last reviewed in September 2015 highlighted the key requirements for

recording and dealing with complaints, which remained unchanged in the revised document. The policy continued to set out the standards and timescales that customers expected when providing feedback to the authority, it also provided standards for staff in dealing with complaints and any feedback. The policy had been updated to reflect changes in the structure and to show that stage 1 complaints would be dealt with by Services Managers and stage 2 complaints by Group Managers or a member of the Leadership Team. The policy also reflected the change of contact details for the Ombudsman.

**RESOLVED** that the recommendation of the Scrutiny Committee be approved.

(Proposed by Cllr C R Slade and seconded by Cllr P H D Hare-Scott)

Note: \*Report previously circulated, copy attached to minutes.

88. **ANNUAL REPORT OF COMPLAINTS, COMMENTS AND COMPLIMENTS (00-03-12)**

The Cabinet had before it and **NOTED** a report of the Group Manager for Business Transformation and Customer Engagement providing an update on complaints, comments and compliments received as part of the 1.7 million contacts with customers in 2017/18.

The Customer Services Manager outlined the contents of the report highlighting how the complaints, compliments and comments were recorded through the CRM system in accordance with the corporate complaints policy. She outlined the number of complaints received and provided information with regard to complaints to the Ombudsman which were highlighted within the report.

Consideration was given to calls to mobile phones which were not logged on the system, thus increasing the number of calls to the authority.

Note: \*Report previously circulated, copy attached to minutes.

89. **SECTION 106 AGREEMENTS AND FINANCIAL CONTRIBUTIONS - PROPOSED GOVERNANCE (00-04-56)**

The Cabinet had before it a \* report of the Head of Planning, Economy and Regeneration setting out additional recommendations for governance of s106 contributions.

The Cabinet Member for Planning, and Economic Regeneration outlined the contents of the report stating that the Council currently collected financial contributions from new development through legal agreements signed under Section 106 of the Town and Country Planning Act 1990 (as amended). It was considered that the governance of the s106 contributions set out in the Councils adopted SPD could be further refined to enhance the transparency of this process. He highlighted the proposed new governance arrangements: the project specific requirement, the proposed delegated authority to the Head of Planning, Economy and Regeneration, the formation of the S106 Board and that views of the Parish and Town Council and Ward Members would be sought. He emphasised that the proposed governance arrangements were for consultation with the Town and Parish Councils and that a

further report (following the consultation process) would be brought before the Cabinet at a future meeting.

Consideration was given to:

- The process looked heavy and complicated
- The Government requirements
- The need to clearly explain to the Town and Parish Councils how the proposals would work
- The fact that there would no longer be an open pot
- The need to consider the views of the Town, Parish and Ward Members when identifying projects
- The need for each Town and Parish Council Clerk to be provided with a list of the proposed projects for their catchment areas

**RESOLVED** that the governance arrangements as set out in the report be agreed for consultation purposes with Parish and Town Councils.

(Proposed by Cllr R J Chesterton and seconded by Cllr R L Stanley)

Note: \*Report previously circulated, copy attached to minutes.

90. **FINANCIAL UPDATE FOR THE SIX MONTHS TO 30 SEPTEMBER 2018 (00-12-09)**

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

The Cabinet Member for Finance informed the meeting that the General Fund forecasted a deficit for the current year of £305k. There had been a further large decrease in income from the Planning Service, however he explained that this was a countrywide issue due to the present economic climate. Most of the other functions of the Council were broadly on budget. The Housing Revenue Account was in good order; however Universal Credit could still have an impact which could lead in to increase of rent arrears.

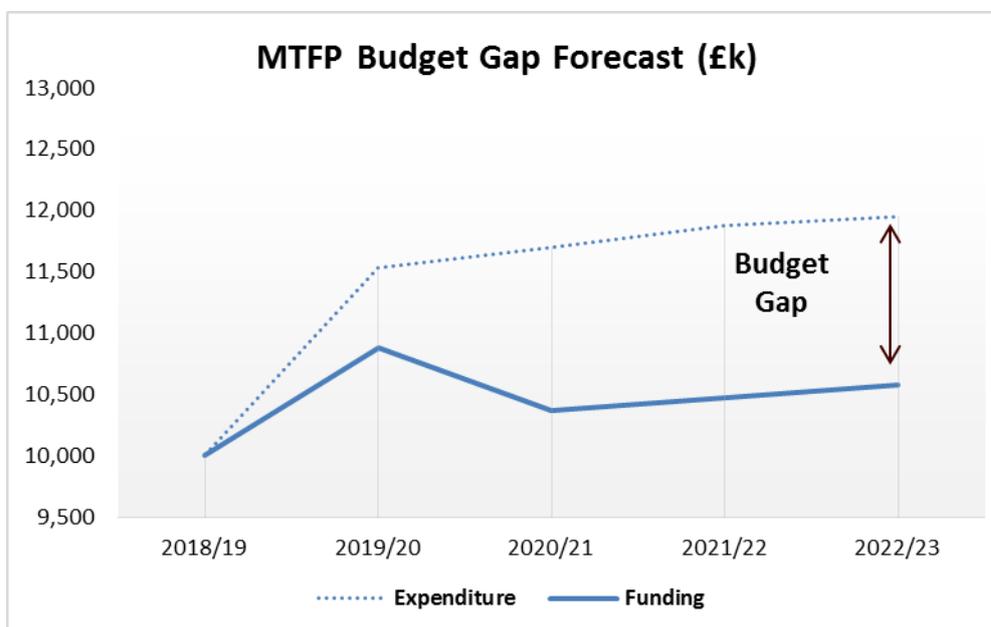
Note: \*Report previously circulated, copy attached to minutes.

91. **MEDIUM TERM FINANCIAL PLAN - GENERAL FUND (GF) AND CAPITAL PROGRAMME (00-14-32)**

The Cabinet had before it a \*report of the Deputy Chief Executive (S151) providing an updated Medium Term Financial Plan (MTFP) which took into account the Council's key strategies (i.e. the Corporate Plan, Business Plans, Treasury Management Plan, Asset Management Plan, Work Force Plan and Capital Strategy) and demonstrated that it had the financial resources to deliver the Corporate Plan. The report modelled potential changes in funding levels, new initiatives, unavoidable costs and proposed service savings.

The Cabinet Member for Finance outlined the contents of the report stating that the MTFP was based on best assumptions and estimates for further year on year reductions in Government funding.

The budget gap forecast for 2019/20 to 2022/23 as depicted below:



It was forecasted that the budget gap would be £1.4m if no remedial action was undertaken. Key assumptions had been made with regard to the Revenue Support Grant, Business Rates, any capping on a Council Tax rise, income from the New Homes Bonus and any possible amendment to the split between county and district authorities.

Consideration was given to whether the assumptions were realistic and that there was no guarantee on Government funding.

**RESOLVED** that the Medium Term Financial Plan be **NOTED** and that the proposals outlined in paragraph 8.2 of the report be fully endorsed.

(Proposed by Cllr P H D Hare-Scott and seconded by Cllr C R Slade)

Note: \* Report previously circulated, copy attached to minutes.

## 92. **DRAFT 19/20 GENERAL FUND AND CAPITAL PROGRAMME (00-21-05)**

The Cabinet had before it and **NOTED** a \* report of the Deputy Chief Executive (S151) in order 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.

The Cabinet Member for Finance outlined the contents of the report informing the meeting that the budget at the present time was £661k adrift of a balanced budget; work was taking place with Managers with a view to reducing the figure.

The proposed budget would be shared with the Policy Development Groups who would be asked for constructive suggestions with regard to reducing the budget.

Consideration was given to:

- recent legislation with regard to Council Tax on empty properties
- the public consultation that had taken place with the citizens panel
- Statutory and non-statutory services

Note: \*Report previously circulated, copy attached to minutes.

93. **REFURBISHMENT OF LORDS MEADOW LEISURE CENTRE FITNESS STUDIO (00-27-03)**

The Cabinet had before it a \* report of the Leisure Manager – Health and Fitness seeking approval from Cabinet to bring forward the refurbishment of Lords Meadow Leisure Centre Fitness Studio and undertake that work in the current financial year (FY18/19); the funding for this work having been programmed in the next financial year (FY19/20).

The Cabinet Member for Community Well-Being outlined the contents of the report stating that the investment in the Exe Valley Leisure Centre in the last financial year had delivered excellent results and that the focus was now on improving the facilities at the Lords Meadow Leisure Centre with investment into the fitness studio and therefore the Cabinet were being asked to consider an in-year virement of £185,000 to fund the refurbishment. The changes would be cosmetic with the installation of the very best matrix equipment and there would be no structural alterations to the building. If approved the scheme would be completed by 1 January 2019.

Members considered the scheme to be necessary and that it would be very well received.

**RESOLVED** that an in-year virement of £185,000 to fund the refurbishment of the fitness suite at Lords Meadow Leisure Centre be approved.

(Proposed by Cllr C R Slade and seconded by Cllr R J Chesterton)

Note: \*Report previously circulated, copy attached to minutes.

94. **INFORMATION SECURITY AND INFORMATION SECURITY INCIDENT POLICIES (00-29-56)**

The Cabinet had before it a \* report of the Group Manager for Performance, Governance and Data Security updating the existing Information Security Management Policy (Appendix A) and the Information Security Incident Policy (Appendix B) to reflect current job roles and best practice.

The Group Manager for IT and GMS Services outlined the contents of the report stating that the existing policy was already based on best practice, therefore only minor changes to the roles and responsibilities of relevant officers had been made along with current legislation and taking into account GDPR.

**RESOLVED** that the revised Information Security and Information Security Incident Policies be approved.

(Proposed by the Chairman)

Note: \*Report previously circulated, copy attached to minutes.

95. **SCHEDULE OF MEETINGS 2019/20 (00-31-24)**

The Cabinet had before it \* a schedule of meetings for the municipal year 2019/20.

The Member Services Manager explained the requirement for the schedule to meet certain decision-making and reporting requirements within the 6 cycles of the municipal year.

**RECOMMENDED** to Council that the Schedule of Meetings for the 2019/20 municipal year be approved.

(Proposed by the Chairman)

Note: \*Schedule previous circulated, copy attached to minutes.

96. **MODERNISATION OF COUNCIL HOMES 2018-2023 (00-32-31)**

The Cabinet had before it a \* report of the Director of Operations advising Members on the results of the procurement of the contract for the Modernisation of Council Homes 2018 – 2023.

The Cabinet Member for Housing outlined the contents of the report stating that there was a legal requirement to maintain the stock and meet the Decent Homes Standard, this mainly identified the replacement of kitchens and bathrooms and included the upgrading of electrical circuits to Council owned property in the district. He explained the financial implications of the tender.

**RESOLVED** that the contract be awarded to Supplier 3 for a period of 3 years with the option to extend for a further 1 +1 years.

(Proposed by Cllr R L Stanley and seconded by Cllr P H D Hare-Scott)

Note: \* Report previously circulated, copy attached to minutes.

97. **NOTIFICATION OF KEY DECISIONS (00-33-38)**

The Cabinet had before it and **NOTED** its rolling plan \* for November 2018 containing future key decisions.

Note: \*Plan previously circulated, copy attached to minutes.

(The meeting ended at 2.52 pm)

**CHAIRMAN**

