

## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **MEETING** of the **COMMUNITY POLICY DEVELOPMENT GROUP**  
held on 27 September 2016 at 2.15 pm

### **Present**

#### **Councillors**

B A Moore (Chairman)  
Mrs E M Andrews, F W Letch,  
Mrs E J Slade, Mrs H Bainbridge, R J Dolley  
and Mrs C P Daw

### **Apologies**

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

Mrs A R Berry

### **Also Present**

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

R M Deed, C R Slade and Mrs M E Squires

### **Also Present**

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

Jill May (Director of Corporate Affairs and Business Transformation), Julia Stuckey (Member Services Officer), John Bodley-Scott (Economic Development & Regeneration Manager), Lee Chester (Leisure Centre Manager), Rob Fish (Principal Accountant), Andrew Jarrett (Director of Finance, Assets and Resources), Simon Newcombe (Public Health and Professional Services Manager) and Amy Tregellas (Head of Communities and Governance and Monitoring Officer)

## 31 **APOLOGIES AND SUBSTITUTE MEMBERS**

Apologies were received from Cllr Mrs A R Berry.

## 32 **PUBLIC QUESTION TIME**

Mr David Margetts, Trustee at Citizens Advice, referring to item 7 on the agenda asked if the total spend by the Council would remain the same irrespective of which option was selected and if it would be possible to bring the timescales forward to allow for the signing of contracts at an earlier time, which would be helpful for the groups concerned.

The Chairman informed Mr Margetts that his question would be answered at the agenda item.

## 33 **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the last meeting were approved as a correct record and **SIGNED** by the Chairman.

## 34 **CHAIRMANS ANNOUNCEMENTS**

The Chairman had no announcements to make.

### 35 **PERFORMANCE AND RISK**

The Group had before it and **NOTED** a report \* from the Head of Communities and Governance providing Members with an update on performance against the Corporate Plan and local service targets for 2016-17 as well as providing an update on the key business risks.

The Officer outlined the contents of the report and in the discussion that followed the use of colour within the report was raised as an issue. The officer confirmed that this would be addressed.

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

### 36 **FINANCIAL MONITORING**

The Group had before it and **NOTED** a report \* from the Director of Finance, Assets & Resources 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, explaining that figures for August had become available since the publication of the agenda.

The officer explained that the overall variance forecast for the authority stood at £200k within the report and that this figure had changed to £300k at the end of August. This represented 3.4% of the net budget.

Main areas affecting the forecast overspend relating to the Community PDG were Leisure, Planning income and Housing Benefit subsidy.

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

### 37 **GRANT PAYMENTS TO EXTERNAL ORGANISATIONS 2016-17**

The Group had before it a report \* from the Grants and Funding Officer which sought Member approval for changes to the approach to Strategic Grant funding for 2017/18 to 2019/20.

The Head of Communities and Governance informed Members that a number of options had been put to a working group on 12<sup>th</sup> September 2016. The Group had discussed transferring the grant allocation for the Museum of Mid Devon Life and the Tourist Information Centre from the grants budget to the Economic Development budget as the service they provided fitted was a better fit with the economy and tourism work that was being undertaken.

The second matter discussed by the working group involved looking at the reduced pot of funding that remained and deciding how best to use it. In previous years cuts had been made in the allocation to groups in receipt of grants but it was felt that this was not the best approach and undertaking the process annually meant that the groups concerned struggled to plan strategically. An option was proposed which meant adopting a commissioning approach to the process. This would involve starting afresh, with each organisation being able to put a case to the authority as to

why they should be recipients of funding. This was endorsed by the working group who had considered that this would focus on groups that contributed to the well-being of communities.

The officer highlighted a couple of changes to the proposed timetable within the report, confirming that if approved the report would go to Cabinet on 27<sup>th</sup> October and following their approval the consultation process could commence.

In answer to Mr Margetts question the officer confirmed that the total spend would be the same regardless of the option selected but that it was anticipated that a cut to the budget would be required. The timetable was a 'best guess' as to how quickly the change could be delivered and officers would aim to bring it forward as soon as was possible.

It was **RECOMMENDED** to Cabinet that:

1. The Museum of Mid Devon Life and Tiverton Tourism Information Service be moved from the grants budget to a separate tourism budget;
2. Option 2, a commissioning approach to future grant allocations, should be adopted; and
3. Grants to be paid on an annual basis for the duration of the 2015-2020 Corporate Plan.

(Proposed by Cllr Mrs H Bainbridge and seconded by Cllr Mrs E J Slade)

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

### 38 **LEISURE SERVICES REGULAR UPDATE**

At an earlier meeting the Group had requested a six monthly update from the Leisure Services Manager (Development and Performance). The officer gave a presentation which outlined a description of the service, areas that had changed and the short and medium term objectives. Members were shown processes that were in place to maintain housekeeping, maintenance and health and safety as well as new artwork and website design.

Discussion took place regarding:

- Campaigns that had taken place;
- Work that was being undertaken to link to GP's to relaunch the referral scheme;
- The rebrand and the potential to become a viable business.

The Chairman thanked the officer for his presentation.

### 39 LEISURE PRICING UPDATE

The Group had before it and **NOTED** a report \* from the Leisure Manager (Development and Performance) updating Members on items within the Leisure Pricing Policy, from the PDG recommendations of 2 February 2016.

The Officer explained that in line with the recommendations the pricing structure had been applied, and further reviews had taken place to simplify the structure, improving the branding/presentation of the fees, and ensuring a corporate standard and approach to charging for lettings across the facilities.

Branding and marketing material had been presented in a format that clearly identified fees and charges for adult, junior and concessionary fees. This re branding also applied to all marketing material, and would be represented on the updated leisure website to launch early October 2016.

A corporate approach to a series of lets had been applied across the facilities for 2016/17, with a cost per area analysis to be completed in preparation for the Leisure Pricing Policy for 2017/18. This would ensure that the operational costs per activity area were reflected in the charges, and that future lettings were considered within a fully commercial context.

Discussion took place regarding:

- Aims that the service would be breaking even by 2020 net of capital charges;
- Capital charges;
- Any increase in population may help with membership figures;
- The cost of running wetside facilities.

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

### 40 EXE VALLEY LEISURE CENTRE EXTENSION

The Group had before it a report \* from the Leisure Manager (Development and Performance) proposing a business case for constructing an extension with internal modification to the fitness facilities at Exe Valley Leisure Centre, purchasing new equipment and upgrading the changing amenities.

The officer explained that the Exe Valley Leisure Centre was considered to be at capacity, particularly at peak times, and had the potential to increase income by expanding the fitness facilities, in addition to modifying the ancillary facilities, such as the changing areas and car parking to accommodate membership growth.

An options appraisal was conducted by an independent organisation, Leisure Futures, in August 2014. One of the recommendations concluded that, an extension of the fitness facilities was the optimum invest-to-save option to accommodate an unmet demand for fitness memberships in the Centre's catchment area.

A feasibility study had been completed by AFLS&P Architects Limited, which had proposed three options for design and specification of an extension to the fitness facilities.

The officer explained that design proposals had been reviewed by a project team of officers, senior management and Cabinet Members, with option 2 provisionally identified as a preferred option.

Discussion took place regarding:

- Confidence that there was a demand for increased capacity;
- Data used during the extension at the Lords Meadow facility had proved trustworthy;
- During evenings the centre was currently at capacity.

It was **RECOMMENDED** to the Cabinet that the fitness facility development project at Exe Valley Leisure Centre be identified as a Leisure priority, and that option 2 be approved as the preferred option.

(Proposed by the Chairman and seconded by Cllr F W Letch)

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

#### 41 **HEALTH AND SAFETY POLICY**

The Group had before it and **NOTED** a report \*from the Health and Safety Officer.

It was **AGREED** that the Health and Safety Policy be reviewed by the Health and Safety Committee and actions contained within the report be undertaken prior to a future review by the Group.

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

#### 42 **ENVIRONMENTAL HEALTH PARTNERSHIP WORKING**

The Group had before it and **NOTED** a report \* from the Public Health and Professional Services Manager providing members with an update on current partnership and collaborative working to increase the resilience of the Environmental Health team and achieve public health objectives.

The Officer outlined the contents of the report explaining that the Environmental Health team, working with and alongside other public health professionals, were key partners in local and national efforts to protect, improve the health and quality of life, and reduce health inequalities of the individuals and communities in Mid Devon. Areas covered included food, environmental protection, control of communicable disease, health protection, occupational health and safety and private water supplies.

Discussion took place regarding:

- Food fraud and multi-agency work that was undertaken to detect this;
- Environmental protection;
- Markets and inspections that are undertaken;
- Proceed of crime funds.

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

#### 43 **PUBLIC HEALTH PLAN**

The Group had before it a report \* from the Public Health and Professional Services Manager providing a framework for public health action across Mid Devon.

The officer outlined the contents of the report informing Members that the Public Health Strategy and Action Plan aligned with and directly supported a number of key themes in the Corporate Plan such as working with private landlords to improve housing conditions, working with local communities to encourage them to support themselves and to increase physical activity and promote health and wellbeing

The production of a Public Health Plan was a priority project within the Corporate Plan for completion 2016-17.

The officer advised the Group that the Public Health Plan was informed by the priorities set out in the Devon Joint Health and Well Being Strategy to address health inequalities and the district specific health surveillance data. This data was set out in a range of clinical and health indicators measured against England, Regional and Devon averages and produced by Public Health England and Public Health Devon at Devon County Council.

The four priorities in Mid Devon were prevention of cardiovascular disease and cancer, decent high quality housing, emotional/mental health and resilience and air quality.

It was **AGREED** that this Group receive a six monthly update on Public Health.

Discussion took place regarding:

- Private sector housing and what action could be taken against landlords that did not provide decent homes;
- Lifestyle choices and how they affected life expectancy;
- The need to work with Leisure Services and to encourage links with GP's;
- The difficulties of working with a zero budget;
- Local walking groups and the benefits of them.

It was **RECOMMENDED** to Cabinet that Council be asked to approve the Public Health Strategy Action Plan for 2016 – 2019.

(Proposed by the Chairman)

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

#### 44 **EXPANDING THE ROLE OF THE CQC - CONSULTATION**

The Care Act 2014 required the Care Quality Commission (CQC) to carry out performance assessments of providers of health and adult social care services. These performance assessments were provided in the form of a rating.

When ratings were introduced in 2014 they were limited to NHS Trusts and NHS Foundation Trusts, GP practices, adult social care providers and independent hospitals.

The Government would like the CQC to develop ratings for other sectors that they regulated and was seeking views on this issue.

Discussion took place regarding the consultation and it was **AGREED** that a response be sent on behalf of the Group regarding concerns about funding.

It was **AGREED** that the information regarding consultation be put in WIS for Members to complete individually.

Note: - Consultation documents previously circulated and attached to Minutes.

#### 45 **FUTURE POLICY DEVELOPMENT**

This item was deferred to the next meeting of the Group.

#### 46 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING**

Community Engagement Strategy  
Community Engagement Action Plan  
Financial Monitoring  
Performance and Risk  
Town and Parish Charter  
RIPA  
Environmental Issues in the Westex Area

(The meeting ended at 5.00 pm)

**CHAIRMAN**