



**Exeter City Council**

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A meeting of the **EXECUTIVE** will be held in the Rennes Room, Civic Centre, Paris Street, Exeter at **5.30 pm** on **MONDAY 11 FEBRUARY 2008** to consider the following business. If you have an enquiry regarding any items on this agenda, please contact Rowena Whiter, Member Services Manager on **Exeter 265110**.

**Entry to the Civic Centre can be gained through the Customer Service Centre, Paris Street.**

Pages

## **A G E N D A**

### **Part I: Items suggested for discussion with the press and public present**

1. **DECLARATIONS OF INTEREST (MINUTE 13)**

Councillors are reminded of the need to declare personal and prejudicial interests, including the nature and extent of such interests, in relation to business on the agenda, before any discussion takes place on the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

2. **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 -  
EXCLUSION OF PRESS AND PUBLIC**

It is considered that the Committee would be unlikely to exclude the press and public during consideration of any of the items on the agenda, but if it should wish to do so, the following resolution should be passed:-

**RECOMMENDED** that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of the particular item(s) on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1, Schedule 12A of the Act

3. **GENERAL FUND REVENUE ESTIMATES AND CAPITAL PROGRAMME 2008/09 TO 2010/11(MINUTE 14)**

To consider the report of the Head of Treasury Services. 1 - 36

Scrutiny Committee – Resources considered the proposed estimates and capital programme at their meeting on 23 January 2008 and their comments will be reported.

(Estimates and Fees and Charges to be circulated separately to Members)

(Report circulated)

4. **ANNUAL INVESTMENT STRATEGY 2008-2009 (MINUTE 15)**

To consider the report of the Head of Treasury Services. 37 - 42

Scrutiny Committee – Resources considered the report at their meeting on 23 January 2008 and their comments will be reported.

(Report circulated)

5. **THE PRUDENTIAL CODE FOR CAPITAL FINANCE IN LOCAL AUTHORITIES (MINUTE 16)**

To consider the report of the Head of Treasury Services. 43 - 62

(Report circulated)

6. **REVIEW OF THE COUNCIL'S GENERAL POLICY IN RESPECT OF HEALTH AND SAFETY AT WORK (MINUTE 17)**

To consider the report of the Head of Environmental Health Services and the Head of Human Resources. 63 - 80

Scrutiny Committee – Resources considered the report at their meeting on 23 January 2008 and their comments will be reported.

(Report circulated)

7. **DRAFT SUPPLEMENTARY PLANNING DOCUMENT - HOUSEHOLDER EXTENSIONS DESIGN GUIDE (MINUTE 18)**

To consider the report of the Head of Planning Services. 81 - 110

(Report circulated)

8. **ADOPTION OF SUPPLEMENTARY PLANNING GUIDANCE - STUDENT ACCOMMODATION DEVELOPMENTS IN RESIDENTIAL AREAS (MINUTE 19)**
- To consider the report of the Head of Planning Services. 111 - 126
- (Report circulated)
9. **REPORT OF PANEL - DRAFT REGIONAL SPATIAL STRATEGY FOR THE SOUTH WEST (MINUTE 20)**
- To consider the report of the Director Economy and Development. 127 - 136
- (Report circulated)
10. **AUTHORISED SIGNATORIES FOR AFFORDABLE HOUSING SCHEMES (MINUTE 21)**
- To consider the report of the Head of Housing Services. 137 - 138
- (Report circulated)
11. **COUNCILLORS ALLOWANCES 2008/09 (MINUTE 22)**
- To consider the report of the Assistant Chief Executive. 139 - 152
- (Report circulated)

**DATE OF NEXT MEETING**

The next scheduled meeting of the Executive will be held on **Tuesday 18 March 2008** at 5.30 pm in the Civic Centre.

*A statement of the executive decisions taken at this meeting will be produced and made available as soon as reasonably practicable after the meeting. It may be inspected on application to the Customer Service Centre at the Civic Centre or by direct request to the Member Services Manager on 01392 265110. Minutes of the meeting will also be published on the Council's web site as soon as possible.*

*Membership -*  
Councillors Edwards (Chair), D Baldwin, Boyle, Dixon, Mrs Henson, Mrs Morrish, Sheldon, Shepherd and P A Smith

Find out more about Exeter City Council services by looking at our web site <http://www.exeter.gov.uk>. This will give you the dates of all future Committee meetings and tell you how you can ask a question at a Scrutiny Committee meeting. Alternatively, contact the Member Services Officer on (01392) 265115 for further information.

**Individual reports on this agenda can be produced in large print on request to Member Services on 01392 265111.**

## EXETER CITY COUNCIL

EXECUTIVE  
11 FEBRUARY 2008

### GENERAL FUND REVENUE ESTIMATES AND CAPITAL PROGRAMME FOR 2008/09 TO 2010/11

#### 1. PURPOSE OF THE REPORT

- 1.1 To approve the General Fund revenue estimates for 2008/09 and to recommend the Band D level of Council Tax for 2008/09. This report also includes the proposed Capital Programme for 2008/09 and future years, and a note of the proposals in respect of the Housing Revenue Account.

#### 2. BACKGROUND

- 2.1 At its meeting of 20 November 2007, the Executive approved a budget strategy based upon key assumptions including the likely level of available resources and the proposed new revenue bids and other identified spending pressures. This strategy, including the revised medium term financial plan, indicated that the Council can afford to fund its proposed spending plan in the short term to medium term by utilising some of its balances and reserves. However there are a number of spending pressures that the Council needed to be made aware of. In particular the impact of borrowing to fund the Council's future capital programme will add more pressure to the revenue budget in future years. Implicit within the budget strategy and medium term financial plan is the requirement to identify ongoing cashable efficiency savings.
- 2.2 The latest Comprehensive Spending Review (CSR07) has indicated a tough financial settlement for Local Government for the next three years. There will be an aggregate increase in external grant funding of 4.2% in 2008/09, 3.5% in 2009/10, and 3.45% in 2011/12. This amounts to a real terms increase of 1.5%, 0.8%, and 0.7% over the CSR period. Given that the Government's priorities will continue to be for Education and Social Care, the actual grant increases for district council services are considerably less than this. The CSR07 has also indicated a significant reduction in the Local Authority Business Growth incentive (LABGI) grant funding from £1 billion in CSR04 to £150 million in CSR07. There will be total LABGI funding available of £50 million for 2009/10 and £100 million available in 2010/11, with no funding outlined for 2008/09. To date Exeter City Council has benefited greatly from this funding having received £465,108 for 2005/06, £923,941 for 2006/07, and the current budget estimates a further £1.5 million for this (2007/08) financial year.
- 2.3 The assumptions made in the budget strategy with regard to the Formula Grant support from the Government were over optimistic. The Government has now announced the final local government finance settlement for 2008/09. For Exeter the guideline figure is as follows:
- Formula Grant £11,892,916 (increase 1.4 % against 'adjusted' 2007/08 grant )

The provisional settlement now indicates that in cash terms our grant will increase by £164,109 against the adjusted 2007/08 grant amount of £11,728,807.

### **3. KEY BUDGET ASSUMPTIONS**

3.1 In producing the Council's medium term financial plan and annual revenue budget a number of factors have to be taken into consideration. Economic factors outside our control such as inflation, interest rates, and economic growth etc. can have a huge impact upon the Council's overall financial position. Consequently it is necessary to make a number of assumptions on such issues so that a meaningful financial plan can be produced.

3.2 The revenue estimates for 2008/09 include the following assumptions:

- Pay 2.5%
- General Inflation Nil (see para 3.3 below)
- Income 3.0%
- Interest on Investments 5.75%

3.3 As a means of finding efficiency savings many non-pay budgets will not be fully increased for inflation. There will be some exceptions to this in particular where there are ongoing contractual arrangements in place and where the Council has to meet the full price increase e.g. insurance, fuel and electricity. The Retail Price Index (RPI) for November 2007 was 4.3% whilst in the same month the Consumer Price Index (CPI) was 2.1%. Although the Government no longer produce targets for the RPI it is still used to determine increases in pensions, benefits and pay negotiations. The Government's current target for CPI is 2%.

3.4 With regard to interest rates the UK base rate has gradually increased from 4.75% in August 2006 to 5.75% in July 2007 before reducing to 5.5% in December 2007. Although the overall growth and interest rate expectations of the United Kingdom economy remain uncertain most analysts are now predicting further decreases in interest rates next year. Based upon the Council achieving a 5.75% return on its cash investments next year, this will yield around £1.3 million in the Council's General Fund budget. A small change of only 0.1% either way from this assumption would lead to either an increase or reduction of income of around £23,000.

### **4. LOCAL GOVERNMENT FINANCE SETTLEMENT 2008/09**

4.1 As indicated above the final grant settlement includes a notification of our likely grant for next year. The City Council's final grant settlement for 2008/09 is £11.893 million and this represents an overall cash increase of £0.229 million (2.0%) compared to the current year (£11.664 million). The Council's adjusted formula grant for 2007/08 to enable a like for like comparison is £11.729 million. On this basis our grant settlement for 2008/09 equates to a year-on-year cash increase of £0.164 million (1.4%).

4.2 This final grant settlement is less than we were originally forecasting and it would appear to be a very disappointing settlement for the City Council in comparison with recent years' grant settlements. The provisional grant settlement figures for 2009/10 and 2010/11 were also announced at the same time. They indicate an even tougher

settlement with yearly grant increases of only 0.9% and 0.8% respectively. The attached Appendix 1 shows as a comparison the grant settlement figures for all Devon authorities covering this latest spending review period.

## **5. CONCESSIONARY TRAVEL**

5.1 The grant allocations for concessionary travel have also been announced. Exeter will receive £647,000, £663,000, and £681,000 respectively for the next 3 years. Although this is slightly better than the 'worst case' scenario (£408,000) of funding options it is also far from the best case option for Exeter of an extra £1.2 million grant. At the moment it is hoped that this extra grant will cover the costs of the new national concessionary travel scheme that takes affect from April 2008.

## **6. FURTHER ISSUES TO BE CONSIDERED**

6.1 Before any final recommendations could be made about the level of council tax a number of other issues have required consideration as follows: -

- Central Government advice on the level of Council Tax
- Future spending pressures and review of the medium term financial planning process
- The level of reserves and balances

## **7. COUNCIL TAX**

7.1 Council tax in England increased by an average of 4.2% in 2007/08 compared to 4.5% in 2006/07. In comparison with this Exeter City Council increased its band D council tax in 2007/08 from £106.93 to £110.03, an increase of £3.10 (2.9%). This meant that Exeter had set the 4<sup>th</sup> lowest council tax out of all the other (238) English District Councils.

7.2 The Government has already stated its intention of keeping council tax increases to low single figures and have previously used their capping powers to restrict local authorities' budgets. This has been taken into account when formulating the Council's Medium Term Financial Plan. The latest Budget Strategy approved by Executive in November 2007 now includes an assumption that council tax will increase by no more than 4.5% for the next 3 financial years.

## **8. FUTURE SPENDING PRESSURES AND REVIEW OF THE MEDIUM TERM FINANCIAL PLANNING PROCESS (APPENDIX 2)**

8.1 The Council has a medium term financial strategy that forms an integral part of its formal financial planning processes. The key elements of this strategy form part of the overall Budget Strategy that is approved by Council each year. As a brief reminder the Medium Term Financial Strategy contains the following key points:

- It sets out a 4 year revenue financial plan (covering the period to 2010/11)
- Identifies the likely level of grant support from the government
- Sets out the likely level of future council tax increases
- Identifies future service cost variations

- Identifies level of future investment income
  - Takes into account the revenue consequences of our Capital Strategy
  - Identifies the future amount of efficiency savings/cost reductions required for a balanced budget
- 8.2 An updated revenue financial plan covering the period 2007/08 to 2010/11 is attached in Appendix 2.
- 8.3 Although the Council is required to approve an annual revenue budget it does also need to take into account future spending pressures and the likely level of available resources covered by its medium term financial plan. The medium term position has worsened since the earlier strategy that was presented to the Executive in November due to the less favourable grant settlement. In the medium term, assuming that there are no major changes in service delivery, the Council will need to identify significant ongoing efficiency savings in order to deliver a balanced budget within its overall available resources. The revised plan indicates that efficiency savings of £700,000 in 2009/10 and £1 million in 2010/11 will need to be identified and delivered in order to have an overall balanced budget position in the medium term. This level of efficiency savings will be very challenging to achieve and therefore work has already commenced at looking at more efficient ways of working including mobile working technology.
- 8.4 Looking to the longer term there are a number of uncertainties and factors that could affect the future financial position. These include: the amount of grant support from central government, the level of future years' pension contributions, potential costs arising from the review of service plans, the cost of any new statutory functions, and additional borrowing and revenue costs in respect of any new capital programme commitments. Any additional revenue costs that are not currently identified within the medium term financial plan will have to be met from either additional savings or the use of the General Fund Balance.

## **9. BALANCES AND RESERVES**

- 9.1 Previous advice to members has indicated that the General Fund Balance should equate to at least 15% of Exeter's revenue budget. The latest estimated position of the General Fund Balance is that it will be about £4.864 million as at 31 March 2008, equivalent to 28.2% of Exeter's net revenue budget. The council's revised medium-term financial plan (Appendix 2) indicates that the General Fund Balance will be reduced to around 25% by the end of 2010/11. At the moment it is felt prudent to maintain the General Fund Balance above the minimum level to safeguard against any future unforeseen budgetary pressures and act as protection against any potential shortfall of efficiency savings. In addition, the government is currently reconsidering all aspects of the approach used to distribute the remaining resources available for Year 3 of the LABGI scheme. As mentioned already in the background of this report, the City Council's current budget includes estimated LABGI funding of £1.5 million for the current (2007/08) financial year. This estimate was based upon the likely economic growth and the current methodology used to distribute the LABGI resources. However if the review of LABGI results in significantly less resources being available, the City Council may instead have to consider using a compensating amount from its balances to meet the potential shortfall.



9.2 The Council's other reserves have been earmarked for specific purposes. In particular, the Superannuation Reserve has been earmarked to offset any potential increased revenue commitments in respect of our Pension Fund contributions. The Pension Fund is revalued every three years with the results of the latest revaluation due at the end of this financial year. However it is currently anticipated that as a result of changes that are being made to the Local Government Pension Scheme from next year, the Council's employers contribution rate is not expected to rise significantly.

**10. ASSET IMPROVEMENT AND MAINTENANCE (AIM)**

10.1 The General Fund budget for 2008/09 includes an overall allowance of £1,750,250 for AIM expenditure in order to maintain and service the Council's non-housing properties. Of this amount £1,292,670 will be allocated to meet on-going revenue commitments and £457,580 for high priority service requirements.

**11. DEBT RECOVERY**

11.1 The City Council is responsible for collecting substantial amounts of money each year through council tax, business rates, council house rents and sundry debtors. There are robust and efficient recovery processes in place to ensure that the Council maximises the collection of all its debt. Performance is also measured and monitored against in-year collection performance indicators. During 2006/07 (the last complete financial year), the in-year collection rates were 97.1% for council tax, 99.0% for business rates and 98.8% for housing rents. There is no in-year collection target in respect sundry debt. The Council eventually collects more than 99% of all the income that it is due. The total amount of debt that was written-off during 2006/07 was £722,906 of which £26,430 was for housing rents, £36,247 was in respect of sundry debt, £299,137 was for business rates and £431,175 was in respect of council tax. The total amount of debt that was due for all these areas in 2006/07 was £125.3 million and the write-offs are equivalent to 0.6% of this amount. With regard to council tax in particular, £343,581 was in respect of debt that was more than 3 years old. There are no significant budgetary implications in respect of these write-offs as the Council has previously made adequate provision for bad debts.

**12. REVENUE ESTIMATES FOR 2008/09 (APPENDIX 3)**

12.1 In total, Service Committee Expenditure for 2008/09 is £18,401,830, which is only £149,820 more than the current year. This increase in Service Committee Expenditure is summarised below: -

	<b>£000's</b>
Service Committee Budget – 2007/08	18,253
Increases due to Inflation	519
Service Developments	678
Increase in housing benefit payments not met by subsidy	483
Additional revenue from car parks and commercial properties	(483)
Efficiencies and other savings	<u>(1,048)</u>
<b>Service Committee Budget – 2008/09</b>	<b>18,402</b>

12.2 In addition there are other items to be taken into account that do not form part of the individual service controllable budgets that are referred to as 'below the line'. These include an estimate of £1,300,000 for net interest in respect of our overall positive cash balances and transfers in respect of balances and reserves. The Council's total General Fund Expenditure budget requirement for 2008/09 is planned to be £16,215,173, an increase of £471,243 (3.0%) compared to 2007/08.

### **13. COUNCIL TAX BUDGET REQUIREMENT 2008/09 (APPENDIX 4)**

13.1 When the Formula Grant of £11,892,916 is taken into account the resultant net expenditure to be financed from council tax payers is £4,322,257 (as indicated in Appendix 3), an increase of £242,257 (5.9%) compared to 2007/08. The resultant increase for council tax payers will however be less than this due to the increase in the tax base used in the calculation.

13.2 Each year the Council must estimate the likely surplus or deficit position on its Collection Fund and any such amounts must be taken into account when determining the band D Council Tax amount for 2008/09. For next year the amount that must be taken into account by the City Council is a surplus of £8,278.

13.3 As indicated above it is proposed that the net expenditure to be funded by council tax payers for 2008/09 is £4,322,257. The surplus of £8,278 must be deducted from this amount to give a revised amount to be funded of £4,313,979. When the tax base of 37,520 divides this amount, the proposed band D council tax for 2008/09 will be £114.98, an increase of £4.95 (4.5%) compared with the 2007/08 band D amount of £110.03.

### **14. HOUSING REVENUE ACCOUNT (HRA)**

14.1 The Government has increased Exeter's average rent, collected over 52 weeks, by £3.02 from £53.05 to £56.07 (5.7%). The increase reflects a general increase of 3.9% together with the continuation of the phased implementation of the Government's rent restructuring policy, which will converge the rents of all social landlords by 2016/17.

14.2 The rent is calculated using a formula linked to 1999 property values in the area relative to the national average, local earnings relative to the national average and the number of bedrooms in the property. The full effect of the rent convergence is being phased in over the period to 2016/17 in order to reduce the impact on individual tenants.

14.3 The Exeter City Council HRA Subsidy determination for 2008/09 has been increased by the following in line with the number and types of dwellings as at 1<sup>st</sup> April 2008:

• Maintenance	0.00%
• Management	2.74%
• Major Repairs Allowance	-1.48%
• Rent (average)	5.22%

In net terms, the subsidy payment to the Department of Communities and Local Government has increased by some £897k to £4.426m, this includes the cessation of the Rental Constraint Allowance of £211k, which the government paid as compensation for limiting the rent increase to 5%.

An additional £4 per dwelling per year has been built into the Management allowance per dwelling to fund the production of the Energy Performance certificates for local authority stock. The government's intention is that this is not a one-off allowance for 2008/09 but it will form a continuing constituent part of the allowance for at least the next decade, as certificates will be valid for 10 years.

## **15. CAPITAL PROGRAMME RESOURCES (APPENDIX 5)**

- 15.1 The annual capital programme is financed from Government allocated grants together with money from the Council's own capital receipts and capital reserves. However the funding from these sources is reducing and from 2008/09 onwards the Council will have to use borrowing instead to fund part of its proposed capital programme. This will also have an ongoing impact on the Council's revenue budget. The current revenue cost of borrowing consisting of interest and loan repayments, is about £85,000 for each £1 million that is borrowed. The Council must ensure that any borrowing decisions remain affordable and to this end, has to adopt a number of prudential indicators, which are set out in the Prudential Code for Capital Finance in Local Authorities developed by CIPFA. A separate report to this meeting of the Executive sets out the Council's Prudential Indicators for approval by members.
- 15.2 The Council will carry forward into 2008/09 approximately £8.4 million of unapplied capital receipts, comprising of £7.1 million in respect of the General Fund, and £1.3 million for the Housing Revenue Account. It is anticipated that further capital funds totalling £11.8 million will be received during 2008/09. The Council will therefore have capital funds totalling £20.2 million of which £14.4 million will be available for General Fund capital scheme and the remaining £5.8 million available for the Housing Revenue Account. Appendix 5 sets out the forecast use of the resources available for both the General Fund and the Housing Revenue Account and the likely amounts of borrowing that will be necessary to fund part of the capital programme.

## **16. GENERAL FUND CAPITAL PROGRAMME (APPENDIX 6)**

- 16.1 The proposed capital programme is set out in Appendix 6. The new / previously approved schemes total £22.307 million in 2008/09. The capital programme has been set out in line with the Council's strategic objectives, in order to demonstrate how the Council's capital priorities help to contribute towards their achievement. Although a number of schemes contribute to the achievement of more than one strategic objective, they have been placed under the objective to which it is considered the scheme contributes the most.
- 16.2 In order to help improve overall delivery and monitoring of the capital programme, schemes have been placed within two categories, C1 and C2. Category C1 is for those schemes that the Council is committed to and reasonably certain of being able to deliver within the planned timescales. Conversely, Category C2 is for those schemes that the Council is committed to but is less certain of being able to deliver due

primarily to factors outside of the control of the Council. It is also acknowledged that some schemes would have elements within both categories.

## **17. HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME (APPENDIX 7)**

17.1 For 2008/09 the medium term financial strategy provides for a HRA capital programme of £5.802 million. This is funded from:

- Major Repairs Allowance £3.122 million
- Revenue Contributions to Capital £0.797 million
- Capital Receipts £1.883 million

## **18. RISK ASSESSMENT**

18.1 It has already been mentioned above in this report that our financial forecasts are based on a number of assumptions including the level of inflation, interest rates, income levels, support from the Government and general prevailing economic conditions. In addition there are a number of uncertainties that could affect the financial position either now or in the future

18.2 Although the Council faces risks from the assumptions and uncertainties outlined in this report these have been mitigated by the following: -

- Adopting a prudent approach to financial forecasting which involves obtaining information from external professional sources
- Continuous monitoring and review of the key factors together with regular reports to Members on any key issues
- Regular stewardship meetings with budget managers to ensure that budget pressures are identified at the earliest opportunity
- The adoption of robust financial management arrangements including option appraisal, risk assessment and financial monitoring
- Retaining a prudent level of reserves and balances

18.3 As part of the general budget-setting process the Council needs to also consider the risks inherent in the budgets set and the adequacy of the measures put in place to manage the potential risks. A risk assessment has been undertaken of the main volatile budget areas and this formed part of the budget strategy approved by Executive in November.

## **19. STATEMENT OF THE ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES**

19.1 There is a requirement under Section 25 of the Local Government Act 2003 that requires the chief finance officer of a local authority to formally report to its members on the robustness of the estimates and the adequacy of its reserves when it is considering its budget and council tax.

- 19.2 I have already outlined above in this report the key assumptions that have been made in the budget proposals for next year including an assessment of the risks and mitigating factors. As the chief finance officer for this Council I therefore consider that the budget estimates for 2008/09 that have been prepared are both robust and achievable.
- 19.3 With regard to the adequacy of reserves previous advice to members has indicated that the General Fund Balance should equate to at least 15% of Exeter's revenue budget. For 2008/09 this would require a balance of about £2.432 million based upon a General Fund Expenditure budget of £16,215,173. The latest estimated position of the General Fund Balance is that it will be about £4.439 million as at 31 March 2009, equivalent to 27.2% of Exeter's budget. The revenue proposals for 2008/09 indicate that a contribution of £424,727 can be made from the Council's General Fund Balance. This will ensure that during the medium term financial plan the General Fund Balance remains above the 15% level whilst at the same time ensuring prudential financial planning arrangements are in place to alleviate future revenue budget pressures.
- 19.4 The Council's financial strategy recognises the need to maintain a General Fund Balance to provide stability for both medium and longer term planning and to provide a contingency against unforeseen events. In setting this amount at 15% of the net budget the following have been taken into account: -
- The size of the authority
  - The volatility of some income and expenditure budgets
  - The risks faced by the Council with regard to funding unforeseen events
  - The financial risks inherent in partnerships, outsourcing deals and as accountable body for external funding
- 19.5 The Council's estimated revenue Reserves are as follows: -

	31/03/2007	31/03/2008	31/03/2009
	£'000	£'000	£'000
<b><u>Earmarked</u></b>			
Economic Regeneration	206	75	20
Property Maintenance	782	673	673
Other earmarked reserves	2,307	2,137	1,730
Superannuation Reserve	1,761	1,761	1,761
<b>Total Earmarked Reserves</b>	<b>5,056</b>	<b>4,646</b>	<b>4,184</b>
 <b><u>Non-Earmarked</u></b>			
General Fund Balance	<b>4,997</b>	<b>4,864</b>	<b>4,439</b>

## 20. PRECEPTS

20.1 Devon County Council, the Devon and Cornwall Police Authority and the Devon and Somerset Fire Authority will all precept separately upon the council tax payers in Exeter. At this stage their precepts for Band D are recommendations and subject to final approval. The County Council, Police Authority and Fire Authority will meet on the 14th, 15th and 11th February respectively. The recommendations are:

	2007/08	2008/09	Change	
	£	£	£	%
Devon County Council	1,023.93	x,xxx.xx	xx.xx	x.xx
Devon and Cornwall Police	131.73	xxx.xx	x.xx	x.xx
Devon and Somerset Fire Authority	63.45	xx.xx	x.xx	x.xx
<b>Total Precept</b>	<b>1,219.11</b>	<b>1,219.11</b>	<b>54.83</b>	<b>4.71</b>

## 21. FINAL POSITION

21.1 Based upon the recommendations above the aggregate requirements of Exeter City Council, Devon County Council, Devon and Cornwall Police Authority and the Devon and Somerset Fire Authority will result in a council tax for the City of Exeter for 2008/09 of £x,xxx.xx per Band D property.

21.2 This is an overall increase of £xx.xx (x.xx%) on the amount of £x,xxx.xx levied for 2007/08.

21.3 The detailed figures are: -

Band	Exeter £	DCC £	Police £	Fire £	Total £
A	76.65				
B	89.43				
C	102.20				
D	114.98				
E	140.53				
F	166.08				
G	191.63				
H	229.96				

## **22. RECOMMENDATIONS**

It is recommended that:

- 22.1 the Council's overall spending proposals in respect of both its revenue and capital budgets are approved;
- 22.2 the council tax for each Band be recommended to the Council as set out in section 21.3, subject to Devon County Council, Devon and Cornwall Police Authority and the Devon and Somerset Fire Authority confirming their Band D levels respectively;
- 22.3 when the actual council tax amounts for Devon County Council, Devon and Cornwall Police Authority, and the Devon and Somerset Fire Authority are set then the revised council tax levels be submitted to Council on 19 February 2008 for approval;
- 22.4 Members note the Statement given by the chief finance officer as required under Section 25 of the Local Government Act 2003.

### **HEAD OF TREASURY SERVICES**

#### **CORPORATE SERVICES DIRECTORATE**

**Local Government (Access to Information) Act 1985 (as amended)**  
**Background papers used in compiling this report:**

None

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## FORMULA GRANT INCREASES - DEVON AUTHORITIES

Authority	Adjusted Grant 2007/08 £m	Provisional Grant 2008/09 £m	Provisional Grant 2009/10 £m	Provisional Grant 2010/11 £m	Grant Increase 2007/08 - 2010/11 £m	Grant Increase %
Devon	135.431	145.635	153.334	161.447	26.016	19.2%
Plymouth Torbay	96.933 49.127	100.729 53.365	103.520 56.312	106.064 59.147	9.131 10.020	9.4% 20.4%
East Devon <b>Exeter</b>	7.726 <b>11.729</b>	7.810 <b>11.893</b>	7.948 <b>11.999</b>	8.157 <b>12.089</b>	0.431 <b>0.360</b>	5.6% <b>3.1%</b>
Mid Devon	5.818	5.938	6.059	6.186	0.368	6.3%
North Devon	7.750	7.925	8.103	8.287	0.537	6.9%
South Hams	5.398	5.452	5.480	5.549	0.151	2.8%
Teignbridge	9.410	9.564	9.722	9.905	0.495	5.3%
Torridge	5.897	6.076	6.258	6.433	0.536	9.1%
West Devon	4.137	4.201	4.266	4.340	0.203	4.9%

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Medium Term Revenue Plan (2007/08 - 2010/11)

APPENDIX 2

	2007-08 £'000	2008-09 £'000	2009-10 £'000	2010-11 £'000
<b>Resources</b>				
Central Government Support	11,664	11,893	11,999	12,089
Local Authority Business Growth Incentive Grant	1,500	0	100	200
Council Tax (4.5%)	4,080	4,322	4,576	4,853
<b>Likely resources</b>	<b>17,244</b>	<b>16,215</b>	<b>16,675</b>	<b>17,142</b>
<b>Expenditure</b>				
<b>Service expenditure</b>				
Committee expenditure base budget	16,412	18,253	18,402	17,877
Inflation	549	519	523	508
Increase in service costs	1,712	1,161	209	986
Identified Savings / additional income	(420)	(1,531)	(557)	(6)
<b>Additional reductions required</b>			<b>(700)</b>	<b>(1,000)</b>
Supplementary Budgets	18,253	18,402	17,877	18,365
Qtr2 Underspend	1,086			
Revenue Contribution to Capital	(55)			
AIM	20			
LGR Transitional Costs	58			
	186			
	19,548	18,402	17,877	18,365
<b>Other funding</b>				
Investment interest	(1,340)	(1,300)	(1,200)	(1,100)
Contribution to/ (from) earmarked reserves	(831)	(462)	0	0
Contribution to/ (from) balances - Other	53	(425)	(2)	(123)
Contribution to/ (from) balances - LGR	(186)	0	0	0
Use of Superannuation reserve	0	0	0	0
	(2,304)	(2,187)	(1,202)	(1,223)
<b>Total Net Budget</b>	<b>17,244</b>	<b>16,215</b>	<b>16,675</b>	<b>17,142</b>

Opening General Fund Balance	4,997	4,864	4,439	4,437
Closing General Fund Balance	4,864	4,439	4,437	4,314
Balance as a percentage of budget	28.2%	27.4%	26.6%	25.2%

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## DRAFT 2008/09 GENERAL FUND ESTIMATES

	2007/08 BUDGET £	2008/09 BUDGET £	CHANGE £	%
Scrutiny - Community	14,284,670	16,677,790	2,393,120	
Scrutiny - Economy	708,580	1,543,820	835,240	
Scrutiny - Resources	5,398,220	5,733,990	335,770	
Less notional capital charges	(2,877,480)	(2,932,190)	(54,710)	
FRS 17 Pension Adjustment	738,560	688,240	(50,320)	
Deferred Charges		(3,309,820)	(3,309,820)	
<b>SERVICE ESTIMATES TOTAL</b>	<b>18,252,550</b>	<b>18,401,830</b>	<b>149,280</b>	<b>0.8%</b>
Net Interest	(1,380,000)	(1,300,000)	80,000	
Business Growth Incentive Grant	(1,500,000)	0	1,500,000	
<b>SERVICE ESTIMATES NET EXPENDITURE</b>	<b>15,372,550</b>	<b>17,101,830</b>	<b>1,729,280</b>	<b>11.2%</b>
Transfer to/(from) working balance	631,120	(424,727)	(1,055,847)	
Transfer to/(from) earmarked reserves	(259,740)	(461,930)	(202,190)	
<b>GENERAL FUND EXPENDITURE</b>	<b>15,743,930</b>	<b>16,215,173</b>	<b>471,243</b>	<b>3.0%</b>
Formula Grant	(11,663,930)	(11,892,916)	(228,986)	2.0%
<b>COUNCIL TAX NET EXPENDITURE</b>	<b>4,080,000</b>	<b>4,322,257</b>	<b>242,257</b>	<b>5.9%</b>

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**EXETER CITY COUNCIL  
2008/09 COUNCIL TAX - SUMMARY**

	<b>2007/08</b>	<b>2008/09</b>
Council Tax Base	36,927	37,520
	Total Expenditure £	Total Expenditure £
	Band D Council Tax £	Band D Council Tax £
General Fund Budget	4,080,000	4,322,257
Collection Fund (Council Tax)	-16,823	-8,278
<b>TOTAL</b>	<b>4,063,177</b>	<b>4,313,979</b>
	<b>110.03</b>	<b>114.98</b>

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<b>GENERAL FUND</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>CAPITAL RESOURCES AVAILABLE</b>						
Usable Receipts Brought Forward	11,627,677					11,627,677
GF capital receipts	1,489,500	500,000	520,000	500,000	500,000	3,509,500
GF capital receipts from the canal basin redevelopment	352,423	1,399,679	0	0	0	1,752,102
Use of canal basin capital receipts for capital financing	(127,423)	(252,679)	380,102	0	0	0
Disabled Facilities Grant	248,000	248,000	248,000	248,000	248,000	1,240,000
Other - Grants/External Funding/Reserves/Section 106	1,757,593	1,141,592	494,407	86,016	0	3,479,608
Private Sector Renewal - capital grant	1,147,520	646,692	450,810	559,004	559,004	3,363,030
Heritage Lottery Fund	626,378	3,112,156	4,018,476	1,164,990	0	8,922,000
L/ABGIG - Science Park	0	750,000	0	0	0	750,000
Transfers from Social Housing Pot to HRA	(101,760)	(100,000)	0	0	0	(201,760)
Less ringfenced capital grant for private sector renewal	(73,931)	(144,015)	0	0	0	(217,946)
Less ringfenced for Disabled Facility Grants	0	0	0	(248,000)	(248,000)	(496,000)
<b>Total Resources available</b>	<b>16,945,977</b>	<b>7,301,425</b>	<b>6,111,795</b>	<b>2,310,010</b>	<b>1,059,004</b>	<b>33,728,210</b>
<b>GENERAL FUND CAPITAL PROGRAMME</b>						
Committed capital programme	14,117,777	19,284,631	7,377,558	311,249	0	41,091,215
Proposed New Bids	0	3,022,400	5,378,300	5,010,000	2,090,000	15,500,700
<b>Total General Fund</b>	<b>14,117,777</b>	<b>22,307,031</b>	<b>12,755,858</b>	<b>5,321,249</b>	<b>2,090,000</b>	<b>56,591,915</b>
<b>ESTIMATED SPEND IN YEAR</b>	<b>9,882,444</b>	<b>19,850,255</b>	<b>15,621,210</b>	<b>7,551,632</b>	<b>3,059,375</b>	<b>55,964,915</b>

<b>UNCOMMITTED CAPITAL RESOURCES:</b>						
Capital Receipts Brought Forward	11,627,677	7,063,533	0	0	0	11,627,677
Resources in Year	5,318,300	7,301,425	6,111,795	2,310,010	1,059,004	22,100,533
Less Estimated Spend in Year	(9,882,444)	(19,850,255)	(15,621,210)	(7,551,632)	(3,059,375)	(55,964,915)
Less Committed Spend in Future Years					(627,000)	(627,000)
Borrowing Requirement		5,485,297	9,509,415	5,241,622	2,627,371	22,863,705
Uncommitted Capital Receipts	<u>7,063,533</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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<b>HOUSING REVENUE ACCOUNT</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>CAPITAL RESOURCES AVAILABLE</b>						
Usable Receipts Brought Forward	3,273,283					3,273,283
Other HRA Sales	296,500	100,000	100,000	100,000	100,000	696,500
RTB sales	568,000	400,000	250,000	250,000	250,000	1,718,000
Major Repairs Allowance	3,179,230	3,122,030	3,122,000	3,122,000	3,122,000	15,667,260
Revenue Contributions to Capital	1,079,510	772,600	900,000	900,000	900,000	4,552,110
Transfer from GF re Social Housing Pot	101,760	100,000	0	0	0	201,760
External contributions from utility company	173,390	0	0	0	0	173,390
Contributions from working balance	0	24,487	727,175	591,506	0	1,343,168
<b>Total Resources available</b>	<b>8,671,673</b>	<b>4,519,117</b>	<b>5,099,175</b>	<b>4,963,506</b>	<b>4,372,000</b>	<b>27,625,471</b>
<b>CAPITAL PROGRAMME</b>						
<b>HOUSING REVENUE ACCOUNT</b>						
MRA expenditure	3,179,230	3,122,030	3,122,000	3,122,000	3,122,000	15,667,260
HRA Programme - additional expenditure	3,882,540	2,288,990	1,586,175	1,576,675	1,521,190	10,855,570
Fees	326,490	391,510	391,000	391,000	391,000	1,891,000
<b>Total Housing Revenue Account</b>	<b>7,388,260</b>	<b>5,802,530</b>	<b>5,099,175</b>	<b>5,089,675</b>	<b>5,034,190</b>	<b>28,413,830</b>
<b>UNCOMMITTED CAPITAL RESOURCES:</b>						
Usable Receipts Brought Forward	3,273,283	1,283,413	0	0	0	3,273,283
Resources in Year	5,398,390	4,519,117	5,099,175	4,963,506	4,372,000	24,352,188
Less Estimated Spend	(7,388,260)	(5,802,530)	(5,099,175)	(5,089,675)	(5,034,190)	(28,413,830)
Borrowing Requirement				126,169	662,190	788,359
Uncommitted Capital Resources	1,283,413	0	0	0	0	0
<b>WORKING BALANCE RESOURCES:</b>						
Balance Brought Forward	2,843,168	2,843,168	2,818,681	2,091,506	1,500,000	2,843,168
Used in Year for Capital Programme	0	24,487	727,175	591,506	0	1,343,168
Balance Carried Forward	2,843,168	2,818,681	2,091,506	1,500,000	1,500,000	1,500,000

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## GENERAL FUND - CAPITAL PROGRAMME 2008/09 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2008/09 £	2009/10 £	2010/11 £	Future Years £	What is the scheme trying to achieve
<b>A PROSPEROUS CITY</b>								
1	Basin / Quayside	DP	C2	1,147,000 #	1,269,650 #			To deliver the regeneration of the Quayside by funding essential infrastructure improvements and land acquisition
2	Central Station Gateway Enhancement	RS	C2	118,260 #	118,260 #			Contribution to joint scheme with Network Rail and Devon County Council to enhance the Central Station forecourt
3	Met Office Relocation	JR	C1	8,750 #				Funds the provision of enhanced bus services to the Sowton Area as provided for under a legal agreement
4	Science Park	RB	C2	849,910 #				To encourage the expansion of science and technology in the City and to attract inward investment, through the creation of a science park
	<b>Sub Total - Prosperous City</b>			<b>2,123,920</b>	<b>1,387,910</b>	<b>0</b>	<b>0</b>	
<b>B ACCESSIBLE CITY</b>								
1	Equal Opportunities Improvements	PM	C1	30,000 #	30,000 #			To allow disabled access improvements to be carried out to various Council properties
2	Implementation of Walking Strategy	DH	C2	15,000 # 30,000	30,000	30,000		Provision of a network of walking routes across the City to help increase the level of walking to key facilities. The funding will allow a phased programme of work in conjunction with Devon County Council and Sustrans
3	National Cycle Network - Exe Estuary	DH	C1	30,000				To complete work on a high quality cycle route from Limekilns to Swans Nest car park in conjunction with Devon County Council
4	Riverside Valley Park Enhancement	PM	C2	100,000 #				A programme of improvements is being undertaken to enhance access, landscape value and biodiversity of this area
5	Strategic Signage - Phase 2	RS	C2	232,190 #	75,000 #			Replacement of the existing finger post system and the installation of 20 new monoliths to complete the city centre signage project and to locate signs at other key locations including the Park and Ride sites
	<b>Sub Total - Accessible City</b>			<b>437,190</b>	<b>135,000</b>	<b>30,000</b>	<b>0</b>	

## GENERAL FUND - CAPITAL PROGRAMME 2008/09 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2008/09 £	2009/10 £	2010/11 £	Future Years £	What is the scheme trying to achieve
<b>C ELECTRONIC CITY</b>								
1	Additional Module to HR ResourceLink System	SS	C1	14,800				To improve the functionality of the Human Resources system including a new module for dealing with expenses, which will facilitate on-line processing of expenses
2	Authentication Module	PE	C2	25,000 #				To enable secure on-line transactions (housing, planning, benefits)
3	Continuation of GIS Strategy	JS	C1	7,500 # 40,000				To continue the programme of creating a central database of all Council data related to land and property, in order to ensure accurate address data for all services
4	Contract Management System	PM	C1	1,100 #				Enhancement of management system for grounds maintenance, repairs, highways and cleansing services
5	Corporate Network Infrastructure	PE	C1	30,000				A continuation of the enhancement and upgrade programme to the corporate network infrastructure, in order to manage the growth in demand of high bandwidth applications
6	Corporate Server Upgrades	PE	C1	20,000				A continuation of the upgrade programme in order to utilise new technologies to provide a high capacity storage system, which will provide fast and reliable data recovery
7	Data Archiving and Storage Systems	PE	C1	40,000				To implement additional data archiving and managed storage systems to complement the current Storage Area Network (SAN) infrastructure, in order to help meet demand for the storage of scanned documents, photographic images and emails
8	Electronic Document and Records Management (EDRM)	JS	C1	42,000				To continue to put in place a corporate EDRM system so that all appropriate services may be provided with a system to improve the creation, storage, accessibility, control and disposal of their documents and records
9	FIMS Replacement	AS	C1	131,270 #				Additional funding to replace the current financial ledger (FIMS) with a new system, in order to provide improved financial management information

## GENERAL FUND - CAPITAL PROGRAMME 2008/09 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2008/09 £	2009/10 £	2010/11 £	Future Years £	What is the scheme trying to achieve
<b>C ELECTRONIC CITY (CONT)</b>								
10	High Availability Server	PE	C1	75,000				Replication of core business data and systems via a Storage Area Network (SAN) in order to support disaster recovery and business continuity
11	Induction eLearning	SS	C2	17,000				To improve the present Corporate staff induction training programme with an intranet based e-learning induction programme
12	Information Asset Register	JS	C1	2,000 #				Introduction of an on-line register of all information held by services across the Council, in order to deal with Freedom of Information requests efficiently and effectively
13	IT Development Staff Recharges	PE	C1	200,000				To provide for the cost of IT Developers, which will be directly involved in the implementation of computer software, development of new systems and qualify as capital expenditure
14	IT Service Desk Upgrade	PE	C1	45,000				To upgrade the current IT Services Helpdesk system in order to enhance service delivery and incorporate industry standards to manage change control, fault resolution, system configuration and asset management
15	Lagan Self-Service Portal	JS	C2	25,000				The purchase of Lagan's Self-Service Portal to extend the use of Customer Relations Management to the web channel and enable customers to make requests for services on-line and track the progress of their enquiry
16	Parking Fines System	RC	C2	50,000 #				Introduction of a parking enforcement system to manage the 'life cycle' of the standard charge process, in order to modernise, streamline and improve efficiency of the service
17	PC Replacement Programme	PE	C2	50,000 # 20,000				To provide a rolling programme of replacement and upgrades to the Council's PCs
18	RAMM Web 2.0 Developments	AC	C2	50,000				To exploit the potential of new web technologies for the museum in order to promote wider citizen engagement through interactive service provision
19	Replacement of T Repairs	PM	C2	85,000				To establish a modern contractor IT system which will enable more efficient working and reporting for the Building Electrical Services Team

## GENERAL FUND - CAPITAL PROGRAMME 2008/09 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2008/09 £	2009/10 £	2010/11 £	Future Years £	What is the scheme trying to achieve
<b>C ELECTRONIC CITY (CONT)</b>								
20	Single Sign On	PE	C1	15,000				To provide efficient and secure access to multiple back office systems via a 'single sign on' whilst maintaining current security and authentication measures
21	Website and Intranet Development	PE	C1	20,000				To facilitate continued development and enhancement of the corporate website and intranet
	<b>Sub Total - Electronic City</b>			<b>1,005,670</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>D CULTURAL AND FUN PLACE TO BE</b>								
1	Bromhams Farm - Refurbish Changing Rooms	PM	C2	74,800 #				Refurbish changing facilities
2	Contribution to RAMM re HLF Parks Bid	PM	C1		176,800			To replace funding from the bid to the Heritage Lottery Fund in respect of Historic Parks, in order to allow access between the rear of the museum and Rougemont Gardens
3	Enhancement of Chill Zone	AC	C2	4,000 #				Improved skating and other facilities to increase recreational use for the 10 to 25 year age group
4	Enhancements to Exeter Corn Exchange	DP	C1	104,500	76,500			To enable a range of improvements to be made at the Exeter Corn Exchange to ensure that it meets the standards required for modern venues and keeps pace with improvements to other venues within the City
5	Exhibition Fields - New Storage Sheds	AC	C2	134,250 #				Replacement of existing unsafe and insecure building in order to provide safe and appropriate storage for the equipment essential to operate the Athletics Arena
6	Floodlighting	RS	C2	12,000 #				To provide for floodlighting the city's historic landmark features, to enhance their visibility and appeal to visitors and residents alike and to improve security for pedestrians and for the buildings themselves.
7	Hamlin Lane - Refurbish Changing Rooms	PM	C2	296,720 #				Rebuild of obsolete changing facilities
8	Leisure Management Contract	AC	C2	80,000 #				To fund maintenance and improvements to leisure facilities, in accordance with the terms of the contract extension with DC Leisure
9	New Swimming Facility	AC	C2	85,000 #	3,500,000	3,500,000		To replace the existing Pyramids Swimming and Leisure Centre with a new swimming facility that will meet the growing needs of the cities residents



## GENERAL FUND - CAPITAL PROGRAMME 2008/09 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2008/09 £	2009/10 £	2010/11 £	Future Years £	What is the scheme trying to achieve
<b>D CULTURAL AND FUN PLACE TO BE (CONT)</b>								
10	Old Paper Mill Countess Weir	AC	C2	77,720 #				To allow essential stabilisation works to be carried out to the roof of this Grade 2 listed building
11	Parks Improvements	PM	C2	29,000 #	30,000 #			To allow essential repairs to be carried out including improvements to paths, gates and fences
12	Play Area Refurbishments	AC	C2	200,000 #	80,000 #	80,000 #		Continuation of programme to improve children's play areas
13	Playing Fields - General Improvements	PM	C2	55,000 #				Continuation of improvements to playing fields and changing rooms
14	RAM Museum Off Site Store	AC	C1	73,273 #				To provide a purpose built store for the Royal Albert Memorial Museum on land in Exton Road
15	RAM Museum Redevelopment	AC	C1	9,037,758 #	3,289,648 #	231,249 #		Major project using Heritage Lottery funding to enable significant modernisation of the Museum including improving access for the public
16	Refurbishment of BMX Track	AC	C1	30,000				To provide a safe track and to support local volunteers in their efforts to create a facility for young people from all over the City
17	Roof Improvements to Rear Part of Topsham Museum	AC	C1	45,000				To ensure that the gallery area is kept watertight, to maintain the structure of the Grade II listed building and to improve heat retention
18	Skating Area Exhibition Fields	AC	C2	16,000 #				Improved skating facilities to increase recreational use for the 10 to 25 year age group
19	Sports Facilities Refurbishment	AC	C1	50,000 #	50,000 #			Refurbishment of leisure facilities in accordance with contractual obligations.
	<b>Sub Total - Cultural and Fun Place To Be</b>			<b>10,405,021</b>	<b>7,202,948</b>	<b>3,811,249</b>	<b>0</b>	Replacement of items of plant and machinery that the Council retains responsibility for
<b>E STRONG COMMUNITIES</b>								
1	New Community Centre for Countess Weir	AC	C2		220,000 #			To assist the community group in its effort to improve the facilities available in Countess Weir
2	Re-cladding of Paperchain Store at the MRF	PM	C2	66,100				To provide a watertight shell for storage by Paperchain and so continue to provide a leased facility for this community service
	<b>Sub Total - Strong Communities</b>			<b>66,100</b>	<b>220,000</b>	<b>0</b>	<b>0</b>	

## GENERAL FUND - CAPITAL PROGRAMME 2008/09 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2008/09 £	2009/10 £	2010/11 £	Future Years £	What is the scheme trying to achieve
<b>F HEALTHY AND ACTIVE CITY</b>								
1	Disabled Facilities Grants	BN	C1	450,000 #	450,000 #	0	0	To meet the legal duty to pay grants to enabled disabled people to remain in their homes
	<b>Sub Total - Healthy and Active City</b>			<b>450,000</b>	<b>450,000</b>	<b>0</b>	<b>0</b>	
<b>G ENVIRONMENT CARED FOR</b>								
1	Additional Vehicle for Garden and Dog Waste	BN	C1	30,000				New vehicle to help meet the demands of the garden waste collection scheme and collections from increased numbers of dog bins
2	Cemeteries and Churches Storage Improvements	PM	C2	50,000 #				Carry out necessary improvements and repairs to vehicle and equipment storage at Higher Cemetery and Exwick Cemetery
3	City Centre Enhancements	JR	C2	200,000 #	200,000 #			To provide for the enhancement of the city centre's pedestrian environment which will encompass Lower High Street, Cricklepit and Paris Street
4	Civic Centre Conversion of Boiler to Dual Fuel	JS	C2	25,400 #				To help improve energy efficiency within the Civic Centre
5	Conservation Area Enhancements	RS	C2	31,000 #				To provide funding for a programme of environmental enhancements to fifteen designated conservation areas
6	Environmental Improvements to Cowick Street	RS	C1	100,000				To improve the environmental quality of Cowick Street in order to enhance this entrance to the City and support the local shops and business community and improve the pedestrian environment
7	Exeter Corn Exchange - Install Wood Pellet Boiler	DP	C1	80,000				To replace the existing obsolete oil heating boiler with a wood pellet boiler, which will also help reduce the Council's carbon dioxide emissions
8	Exwick Retaining Walls	DH	C1	31,000 #				Provides for essential maintenance to a range of retaining walls in Farm Hill, Exwick to ensure public safety
9	Fore Street, Heavitree - Environmental Enhancement	RS	C2	359,640 #				To create a well-designed public realm which mediates between motor vehicles and pedestrians and which enhances Fore Street as a place to visit

## GENERAL FUND - CAPITAL PROGRAMME 2008/09 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2008/09 £	2009/10 £	2010/11 £	Future Years £	What is the scheme trying to achieve
<b>G ENVIRONMENT CARED FOR (CONT)</b>								
10	General Open Spaces Improvements	PM	C1	100,000 #				To allow essential repairs and facility improvements to be carried out within allotments and public open spaces
11	Landscape Design Project at Honiton Road	RS	C2	20,000				To provide an attractive approach to the City from the M5, by planting trees and shrubs
12	Local Authority Carbon Management Programme	PM	C2	100,000	100,000	100,000	200,000	To achieve a significant reduction in the Council's carbon dioxide emissions through the implementation of energy efficiency, renewable energy and sustainable transport initiatives
13	New Trade Waste Recyclable Service Vehicle	BN	C1	70,000				To provide a recyclable collection to trade customers in order to reduce waste going to landfill
14	New Wheelie Bins	BN	C1	40,000				To provide all homes with wheelie bins for the recycle from home scheme, including the provision of wheelie bins to new residential developments
15	Planning Delivery Grant Schemes	RS	C2	40,000 #				To allow continued investment and improvement in the Planning Service
16	Tarmac Cemetery Paths	PM	C1	10,000	10,000	10,000	20,000	Continue programme of tarmacing and kerbing to raise overall standard of cemetery roads and paths in order to provide a safer environment
17	Upgrade of Turf Sewage Treatment Plant	AC	C2	10,000				Contribution towards the upgrade of sewage treatment plant in order to provide effective treatment of sewage and a reliable supply of water
	<b>Sub Total - Environment Cared For</b>			<b>1,297,040</b>	<b>410,000</b>	<b>110,000</b>	<b>220,000</b>	
<b>H SAFE CITY</b>								
1	CCTV Consultancy - Enhancements	JR	C1	15,000 #	15,000 #			Technical advice in respect of expanding the existing CCTV coverage in the City to target identified crime hotspots
2	CCTV System Enhancements	BN	C1	25,000				To enhance the coverage and effectiveness of the City's CCTV to target identified crime hotspots and improve community safety
3	Increased CCTV Coverage at the Civic Centre	JS	C1	25,000				To provide effective coverage of all vulnerable areas in the Civic Centre in order to provide improved security for both staff and visitors
4	Provision of CCTV at Haven Road Car Park & Boat Storage Area	RC	C2	60,000 #				Provision of six CCTV cameras and one help point station to help give improved security to users of the car park and boatyard facilities
5	Purchase Two MATRON Noise Monitoring Systems	BN	C1	14,000				To continue to maintain the provision of an unmanned out of hours response service for noise monitoring
	<b>Sub Total - Safe City</b>			<b>139,000</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	

## GENERAL FUND - CAPITAL PROGRAMME 2008/09 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2008/09 £	2009/10 £	2010/11 £	Future Years £	What is the scheme trying to achieve
<b>I A LEARNING CITY</b>								
1	Improvements at the Quay House Visitor Centre	RB	C1	53,000				Enhancements to the centre in order to maintain its position as a key visitor information point on Exeter's historic quayside.
	<b>Sub Total - A Learning City</b>			<b>53,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>J HOUSING IN THE CITY</b>								
1	Social Housing Grants	SW	C2	2,512,750 # 1,000,000	450,000 # 1,000,000	1,000,000	1,500,000	To facilitate the provision of affordable housing in the City
2	Renovation Grants	BN	C1	750,000 #	500,000 #			To assist in making private sector homes fit for habitation
	<b>Sub Total - Housing in the City</b>			<b>4,262,750</b>	<b>1,950,000</b>	<b>1,000,000</b>	<b>1,500,000</b>	
<b>K ACHIEVING EXCELLENCE IN PUBLIC SERVICES</b>								
1	Belle Isle Nursery Various Improvements	PM	C2	72,740 #				To carry out necessary repairs and improvements to storage buildings, roadways and walkways
2	Capitalised Staff Costs	AS	C1	370,000	370,000	370,000	370,000	To provide for the cost of certain Council employees, which will be directly involved in the construction or acquisition of assets and qualify as capital expenditure, including engineers, architects and surveyors
3	Civic Centre Refurbish Link Bridge	JS	C1	10,000 #				To replace fire doors and carry out improvements works
4	External Professional Support - Architects, Surveyors etc	PM	C2	100,000 #				To provide for additional professional resources required to help deliver capital schemes within planned timescales including external architects, surveyors and engineers
5	Exwick Cemetery - Create New Burial Area	PM	C1	13,500 #				To continue service provision for burials at Exwick Cemetery
6	Provision of a Garden of Remembrance at Exwick Cemetery	BP	C1	15,000	15,000			To enhance service provision for the bereaved by offering more options for burial and memorialisation

GENERAL FUND - CAPITAL PROGRAMME 2008/09 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES	Lead Officer	Category	2008/09 £	2009/10 £	2010/11 £	Future Years £	What is the scheme trying to achieve
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K ACHIEVING EXCELLENCE IN PUBLIC SERVICES (CONT)

7	Refurbishment of Civic Centre Communal Areas	JS	C1	476,620 #			To continue the programme of refurbishing the communal areas in the Civic Centre including, replacing fire doors, refurbish staff toilets, upgrade lift lobbies and upgrade mini kitchens
8	Civic Centre Replace Control Panels and Drives in Lifts	JS	C1	48,000 #			To replace the control and drive systems of both lifts to take advantage of new technology in order to provide an efficient, reliable and full service
9	Replacement of Tractor Sheds	PM	C1	99,980 #			To provide a purpose built Parks and Open Spaces depot at King Georges Field and to demolish the old 'tractor sheds'. This will enable a new access road and bus stop to be provided for the new community centre for Countess Wear
10	Resurface Matthews Hall Car Park	RC	C1	16,000			To improve the surface of the car park in accordance with health and safety requirements and to increase customer satisfaction
11	Vehicle Replacement Programme	PM	C1	845,500 #	600,000 #		To ensure that the Council's vehicles are replaced so that a safe and reliable fleet is maintained
<b>Sub Total - Achieving Excellence in the Public Services</b>				<b>2,067,340</b>	<b>370,000</b>	<b>370,000</b>	

TOTAL GENERAL FUND CAPITAL PROGRAMME

22,307,031 12,755,858 5,321,249 2,090,000

Category 'C1' Schemes

13,780,551 62% 5,682,948 45% 611,249 11% 390,000 19%

Category 'C2' Schemes

8,526,480 38% 7,072,910 55% 4,710,000 89% 1,700,000 81%

TOTAL GENERAL FUND CAPITAL PROGRAMME

22,307,031 12,755,858 5,321,249 2,090,000

# Indicates schemes currently approved

Lead Officer Key Table	AC
Head of Leisure and Museums	AS
Head of Treasury Services	BN
Head of Environmental Health Services	DH
Engineering and Construction Manager	DP
Head of Estates Services	JR
Director of Economy and Development	JS
Head of Corporate Customer Services	BP
Head of Administration and Bereavement Services	PE
Head of IT Services	PM
Head of Contracts and Direct Services	RB
Head of Economy and Tourism	RC
Head of Administration and Parking Services	RS
Head of Planning Services	SS
Head of Human Resources	SW
Head of Housing and Social Inclusion	

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## HOUSING - CAPITAL PROGRAMME 2008/09 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		2007-2008 B/FWD £	2008-2009 £	2009-2010 £	2010-2011 £	Total £
<b>HOUSING IN THE CITY</b>						
1	Adaptations	-	400,000	400,000	400,000	1,200,000
2	Asbestos Survey	-	100,000	-	-	100,000
3	Asbestos Work	(10,000)	50,000	25,000	25,000	90,000
4	Bathroom Replacements	-	351,380	366,750	366,750	1,084,880
5	Central Heating	(50,000)	432,340	377,680	377,680	1,137,700
6	Communal TV Aerials	20,000	-	9,500	-	29,500
7	Council House Extensions	-	100,000	-	-	100,000
8	Defective Properties	-	253,500	262,505	262,505	778,510
9	Door Entry Systems	-	10,000	10,000	10,000	30,000
10	Door Replacements	-	75,750	-	-	75,750
11	Electrical Rewires Programmed	(98,890)	492,150	429,505	429,505	1,252,270
12	Energy Conservation	-	50,000	50,000	50,000	150,000
13	Environmental Improvements	-	140,000	140,000	140,000	420,000
14	External Walls	-	54,630	28,965	28,965	112,560
15	Fees	-	391,510	391,000	391,000	1,173,510
16	Kitchen Replacements	-	980,450	1,024,915	1,024,915	3,030,280
17	Plastic windows/ doors reactive	-	-	44,480	44,480	88,960
18	Programmed Reroofing	-	855,280	713,875	713,875	2,283,030
19	Rendering of Council Dwellings	250,000	-	200,000	200,000	650,000
20	Sheltered Accomodation	354,430	400,000	525,000	525,000	1,804,430
21	UPVC Gutters, Downpipes & Fascia	-	200,000	100,000	100,000	400,000
<b>Total HRA Capital Programme</b>		<b>465,540</b>	<b>5,336,990</b>	<b>5,099,175</b>	<b>5,089,675</b>	<b>15,991,380</b>

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## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - RESOURCES

23 JANUARY 2008

### EXECUTIVE

11 FEBRUARY 2008

## ANNUAL INVESTMENT STRATEGY - 2008-09

### 1. PURPOSE OF THE REPORT

- 1.1 To seek adoption by the Council of the Annual Investment Strategy 2008-09, as required under section 15(1)(a) of the Local Government Act 2003.

### 2. BACKGROUND

- 2.1 Formal guidance was issued by the Secretary of State in March 2004 under section 15(1)(a) of the Local Government Act 2003 concerning the adoption of an Annual Investment Strategy that sets out the authority's policies for managing its investments. The guidance applies in relation to the financial year 2004/05 and subsequent financial years. The guidance indicates that the Annual Investment Strategy must be approved by full Council before the start of the financial year.

### 3. ANNUAL INVESTMENT STRATEGY – CHANGES

- 3.1 It is not proposed to make any substantial changes to the current policy. It has been updated to reflect our current investment patterns and section 2.3 has been expanded to clarify that the Council will borrow at the best interest rates available to minimise the cost of financing the capital programme.

### 4. RISKS INVOLVED

- 4.1 The strategy continues to minimise the risk of lending money as we only lend to those institutions with high credit ratings. Credit ratings are monitored on a monthly basis and we limit the amount that we lend to individual organisations. The current economic conditions have highlighted the risks involved and we have, for example, suspended investing in Northern Rock. However, Building Societies tend to have less aggressive business models than the smaller banks and are therefore widely acknowledged as very low risk counterparties and limiting our lending to the top 25 will minimise this risk.

### 5. CONCLUSIONS

- 5.1 There are no significant amendments to the Annual Investment Strategy.

## **6. RECOMMENDATIONS**

- 6.1 It is recommended that the Executive recommend to Council the adoption of the attached Annual Investment Strategy and delegations contained therein.

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

### **Local Government (Access to Information) Act 1985 (as amended) Background Papers used in compiling this report:**

1. Treasury Management Strategy
2. Fund Manager Contracts

## EXETER CITY COUNCIL

## ANNUAL INVESTMENT STRATEGY – 2008-09

**1. Introduction**

- 1.1 The Council has regard to the ODPM's Guidance on Local Government Investments ("Guidance") and CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes ("CIPFA TM Code").

**2. Investment Principles**

- 2.1 The overriding principles of the Council:

- All investments will be conducted in sterling;
- The Council's main objective is the security of its investments;
- The liquidity of investments is also a key objective.

- 2.2 The council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

- 2.3 The Guidance maintains that the borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity. The Council will however seek to borrow at the most appropriate time in order to finance its future capital programme.

**3. Specified and Non-Specified Investments**

- 3.1 In-house investments are either placed in call accounts or on term deposits with banks and building societies in line with the limits set out in section 5.1. No investments shall be made over one year. Our external Fund Manager only invests in institutions or money market funds with the highest possible credit rating and may invest for more than one year.

**3.2 Specified Investments**

- All investments up to one year, in sterling with institutions set out in 5.1 below shall be deemed specified.
- The types of investment include term deposits and certificates of deposits.
- The external managers may also invest in gilts and Government fixed interest securities for up to one year, which will also be classed as specified.
- Use of money markets may be made (AAA rated only) for periods of no more than a year by both the in-house and external investment managers.

**3.3 Non specified Investments**

- In-house investing may be made to a lower level with Building Societies who are asset ranked in the top 25 societies who do not subscribe to credit ratings. These are seen to be of low risk and have a large asset base. Investments may be for no longer than one year.
- The external Fund Manager may invest in Government fixed interest Securities for

- more than one year as they are liquid, low risk and allow for good financial planning.
- The external Fund Manager may invest in Certificates of Deposit for more than one year using their professional judgement.
- The above is subject to the requirement that no more than 50% of the external managers Fund may be held in non-specified investments during the year.

#### 4. Liquidity

- 4.1 Based on its cash flow forecasts, the Council anticipates its external fund balances in 2008-09 to range between £20m and £25m. Daily cashflow balances will normally range between £0 and £12m. In addition £5m has been invested for up to 364 days.
- 4.2 Giving due consideration to the Council's level of balances over the next 5 years, the need for liquidity, its spending commitments and provisioning for contingencies, the Council has determined that the external Fund Manager may hold up to 50% in 'non specified' investments during the year.

#### 5. Security of Capital: The use of Credit Ratings

- 5.1 Credit quality of counterparties (issuers and issues) and investment schemes will, in the first instance, be determined by reference to credit ratings published by Moody's and Fitch. No institution with less than a Fitch F1 (Moody P-1) rating will be used for any investment. However, asset rankings are also considered appropriate criteria for Building Societies falling within the top 25 rankings, which do not currently subscribe to Moody's or Fitch credit ratings.

#### In-house investment

Type of Institution	Limit per Institution £m
<b>Banks</b>	
Minimum Fitch Rating F1+ short term	4m
Minimum Fitch Rating F1 short term	3m
Minimum Moody's rating P-1 short term	3m
<b>Building Society</b>	
Minimum Fitch Rating F1+ short term	4m
Minimum Fitch rating F1 short term, within top 25 asset rankings	3m
Minimum Moody's rating P-1 short term, within top 25 asset rankings	3m
Asset ranking only, within top 25 asset rankings	3m
<b>Local Authorities</b>	3m

## External Fund Managers

Type of Institution	Limit per Institution £m
<b>Banks</b>	
Minimum Fitch Rating F1+ short term	4m
<b>Building Society</b>	
Minimum Fitch Rating F1+ short term	4m

5.2 As the Fund Managers and in-house team can both invest in F1+ institutions, there may be occasions when the Council has up to £8 million invested with an F1+ rated institution. As this is the highest rating possible it is considered that the risk involved is acceptable.

### 5.3 **Monitoring of credit ratings**

The Council subscribes to Sterling Consultancy Services, which provide a monthly credit rating list for the Council, as well as updates throughout the month. The following monitoring is therefore in place:

- All credit ratings will be monitored monthly.
- If a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria as outlined in 5.1 its further use, as a new investment, will be withdrawn immediately and the external fund managers informed of the same.
- If a counterparty/investment scheme is upgraded so that it fulfils the Council's criteria, the Section 151 Officer will have the delegated authority to include it on the lending list.

## 6. **Investments defined as capital expenditure**

6.1 The Council will not use or allow its external fund managers to make any investment, which will be deemed capital expenditure.

## 7. **Investment Strategy to be followed in-house**

7.1 The Council's in-house managed funds are based on the likely cash-flow position and rarely exceed one month. Investments will be made to ensure that cash flow is protected and borrowing is not required. However, on occasion, money has been invested for a longer period up to 364 days. These are funds which are not required for day-to-day cash management purposes.

7.2 As Investec envisage interest rates remaining stable, the Council will continue to seek to utilise its Bank of Scotland reserve account (which is linked to base rate) and use short-dated deposits up to 3 months to ensure liquidity of assets for day to day cashflow, but will invest for up to a maximum of one year for other investments. Additionally, the Council's bankers, the Co-operative Bank operate a Public Sector Reserve Account, which automatically sweeps excess funds from our general bank account into one paying a higher interest rate. The limit on the account is £3 million, with interest varying depending on the amount in the account. The interest paid is still much lower than other investments and therefore only limited funds are kept in this account.

**8. External Cash Fund Management**

- 8.1 Investec manages the Council's funds on a discretionary basis. The Strategy is in line with the contractually agreed procedures.

**9. Prudential Indicators**

- 9.1 The Council sets each year, in February, prudential indicators for Treasury Management, to ensure that proper control of borrowing and investing is maintained. These indicators can be found in the Council's budget book.

**10. End of year Investment Report**

- 10.1 At the end of the financial year, the Council will prepare a report on its investment activity as part of its Annual Treasury Report.

HEAD OF TREASURY SERVICES  
JANUARY 2008

## EXETER CITY COUNCIL

**EXECUTIVE  
11 FEBRUARY 2008**

### **THE PRUDENTIAL CODE FOR CAPITAL FINANCE IN LOCAL AUTHORITIES**

#### **1. PURPOSE OF THE REPORT**

- 1.1 To set out the proposed 2008/09 prudential indicators for capital finance for adoption by the Council.
- 1.2 The Chartered Institute of Public Finance and Accountancy (CIPFA) have published the Prudential Code for Capital Finance in Local Authorities as a professional code of practice to support local authorities in making their capital investment decisions. Since 1 April 2004, local authorities have been required by Regulation to comply with the Prudential Code when carrying out their duties under Part 1 of the Local Government Act 2003.
- 1.3 The Prudential Code has replaced the previous complex regulatory frameworks governing local authority capital expenditure. The new system is one based largely on self-regulation by local authorities themselves.
- 1.4 The Prudential Indicators report will be incorporated within the Budget Book for approval at the full Council meeting as per the statutory requirement.

#### **2. BACKGROUND**

- 2.1 With effect from 1 April 2004, the Government abolished the capital finance legislation in Part 4 of the Local Government and Housing Act 1989 and the Local Authorities (Capital Finance) Regulations 1997 (Statutory Instrument 1997/319) and replaced it with a new Prudential system based on self regulation. This means that Councils are free to borrow for capital investment where the borrowing is affordable.

#### **3. PRUDENTIAL INDICATORS**

- 3.1 The proposed prudential indicators for the next three years are shown in Appendix A-C.
- 3.2 There are very few changes to the indicators from last year other than updating of the capital programme and the impact on the Council Tax of newly approved schemes. The council will start to borrow during 2008-09 and this is reflected in the Authorised Limit of the Council and the Operational Boundary. This will be sufficient to manage the capital programme and any daily borrowing requirements.

#### **4. RECOMMENDATION**

4.1 It is recommended that:

- The prudential indicators set out in Appendix A–C be adopted.

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

**Local Government (Access to Information) Act 1985 (as amended)**

**Background papers used in compiling this report:**

1. The Prudential Code for Capital Finance in Local Authorities
2. The Prudential Code Guidance Notes



### General Fund Prudential Indicator Calculations

The purpose of the prudential indicators is to demonstrate that the Council's financial plans meet the statutory requirement to be affordable, prudent and sustainable.

#### General Fund Capital Expenditure

The prudential indicator for capital expenditure should be based upon a capital programme that takes into account the Council's asset management and capital investment strategies.

Strategic Theme	2006/07 Actual £'000	2007/08 Estimate £'000	2008/09 Estimate £'000	2009/10 Estimate £'000	2010/11 Estimate £'000
Prosperous City	135	287	2,124	1,388	0
Accessible City	1,580	1,054	437	135	30
Electronic City	1,099	1,041	1,006	0	0
Cultural and Fun Place To Be	2,602	3,386	10,405	7,203	3,811
Strong Communities	0	0	66	220	0
Healthy and Active City	699	446	450	450	0
Environment Cared For	801	2,318	1,297	410	110
Safe City	168	237	139	15	0
Safe Learning City	0	0	53	0	0
Housing in the City	2,513	3,270	4,263	1,950	1,000
Achieving Excellence in Public Services	2,079	2,079	2,067	985	370
<b>Total General Fund Capital Expenditure</b>	<b>11,675</b>	<b>14,118</b>	<b>22,307</b>	<b>12,756</b>	<b>5,321</b>

#### General Fund Financing costs

The figures for the actual financing costs will be taken from the Council's financial statements using the definition of financing costs specified in the Prudential Code. Estimates for the current and future years should be calculated in a manner consistent with this definition.

Description	2006/07 Actual £'000	2007/08 Estimate £'000	2008/09 Estimate £'000	2009/10 Estimate £'000	2010/11 Estimate £'000
Interest payable with respect to short term borrowing	10	30	0	0	0
Interest payable under 'irredeemable' long term liabilities	0	0	548	847	982
Interest and investment income	(1,357)	(1,350)	(1,300)	(1,200)	(1,100)
Replacement for Minimum Revenue Provision (England and Wales)	0	0	0	451	697
Voluntary contribution to financing costs in respect of short-life assets	0	0	0	36	56
<b>Total General Fund Financing Costs</b>	<b>(1,347)</b>	<b>(1,320)</b>	<b>(752)</b>	<b>134</b>	<b>635</b>

### General Fund Estimates of the ratio of financing costs to net revenue stream

The net revenue stream is the estimate of the amounts to be met from government grants and local taxpayers. An important theme of the Code is transparency. For this reason the authority's calculation of the net revenue stream should be consistent with the figure that can be identified in the Income and Expenditure Account for 'Net Operating Expenditure'.

When the Council is 'debt-free' the ratio of financing costs to net revenue stream will be negative. This reflects the fact that for 'debt-free' authorities, the negative financing costs are making a contribution to the Income and Expenditure Account.

Description	2006/07 Actual £'000	2007/08 Estimate £'000	2008/09 Estimate £'000	2009/10 Estimate £'000	2010/11 Estimate £'000
Financing costs	(1,347)	(1,320)	(752)	134	635
Net revenue stream (General Fund Expenditure - Budget Book/Financial Strategy)	14,905	15,744	16,215	16,575	16,942
<b>Ratio of financing costs to net revenue stream %</b>	<b>(9.0)</b>	<b>(8.4)</b>	<b>(4.6)</b>	<b>0.8</b>	<b>3.7</b>
Negative for a debt free authority	%	%	%	%	%

### Estimates of the incremental impact of capital investment decisions on the Council Tax

A fundamental constraint on capital investment by a local authority is its scope to afford its financial implications. For local authorities it is ultimately determined by a judgement about acceptable council tax levels.

This prudential indicator shows the potential impact of the capital investment decisions on the Council Tax.

Description	2008/09 Estimate £'000	2009/10 Estimate £'000	2010/11 Estimate £'000
Total budgetary requirements for the authority with existing capital programme	15,962	16,315	16,699
Total budgetary requirements for the authority with proposed capital programme	16,215	16,675	17,142
Difference	253	360	443
<b>Incremental Impact on Band D Council Tax</b>	<b>£6.74</b>	<b>£9.50</b>	<b>£11.57</b>

**General Fund Capital Financing Requirement**

The Capital Financing Requirement will reflect the Council's underlying need to borrow for a capital purpose.

*Actual General Fund Capital Financing Requirement at 31 March 2007*

Description	£'000
Operational assets	68,954
Non-operational assets	44,612
Deferred charges	0
Revaluation Reserve	0
Capital Adjustment Account	(103,253)
Government Grants Deferred	(3,268)
<b>Actual General Fund Capital Financing Requirement 31 March 2007</b>	<b>7,045</b>

*Estimated General Fund Capital Financing Requirement at 31 March 2008*

Estimate of General Fund Capital Financing Requirement 31 March 2007	7,045
Estimate of Operational assets 2007/08	3,895
Estimate of Non-operational assets 2007/08	(1,034)
Estimate of Deferred charges 2007/08	0
Estimate of Revaluation Reserve 2007/08	0
Estimate of Capital Adjustment Account 2007/08	(1,731)
Estimate of Government Grants Deferred 2007/08	(1,130)
<b>Estimate of General Fund Capital Financing Requirement 31 March 2008</b>	<b>7,045</b>

*Estimated General Fund Capital Financing Requirement at 31 March 2009*

Estimate of General Fund Capital Financing Requirement 31 March 2008	7,045
Estimate of Operational assets 2008/09	(417)
Estimate of Non-operational assets 2008/09	(350)
Estimate of Deferred charges 2008/09	0
Estimate of Revaluation Reserve 2008/09	0
Estimate of Capital Adjustment Account 2008/09	16,397
Estimate of Government Grants Deferred 2008/09	(3,453)
<b>Estimate of General Fund Capital Financing Requirement 31 March 2009</b>	<b>19,222</b>

Estimated General Fund Capital Financing Requirement at 31 March 2010.

Estimate of General Fund Capital Financing Requirement 31 March 2009	19,222
Estimate of Operational assets 2009/10	(1,992)
Estimate of Non-operational assets 2009/10	3,720
Estimate of Deferred charges 2009/10	0
Estimate of Revaluation Reserve 2009/10	0
Estimate of Capital Adjustment Account 2009/10	8,351
Estimate of Government Grants Deferred 2009/10	(3,922)
<b>Estimate of General Fund Capital Financing Requirement 31 March 2010</b>	<b>25,379</b>

Estimated General Fund Capital Financing Requirement at 31 March 2011.

Estimate of General Fund Capital Financing Requirement 31 March 2010	25,379
Estimate of Operational assets 2010/11	(2,698)
Estimate of Non-operational assets 2010/11	3,500
Estimate of Deferred charges 2010/11	0
Estimate of Revaluation Reserve 2010/11	0
Estimate of Capital Adjustment Account 2010/11	2,181
Estimate of Government Grants Deferred 2010/11	(725)
<b>Estimate of General Fund Capital Financing Requirement 31 March 2011</b>	<b>27,637</b>

**HRA Prudential Indicator Calculations**

Local authorities that have a Housing Revenue Account (HRA) are required to prepare separate calculations for their HRA and non-HRA elements.

**HRA Capital Expenditure**

The prudential indicator for capital expenditure should be based upon a capital programme that takes into account the Council's asset management and capital investment strategies.

Description	2006/07 Actual £'000	2007/08 Estimate £'000	2008/09 Estimate £'000	2009/10 Estimate £'000	2010/11 Estimate £'000
Housing in the City	5,794	7,388	5,803	5,099	5,090
<b>Total HRA Capital Expenditure</b>	<b>5,794</b>	<b>7,388</b>	<b>5,803</b>	<b>5,099</b>	<b>5,090</b>

**HRA Financing costs for a debt free authority**

Description	2006/07 Actual £'000	2007/08 Estimate £'000	2008/09 Estimate £'000	2009/10 Estimate £'000	2010/11 Estimate £'000
Interest payable with respect to short term borrowing	0	0	0	0	0
Interest payable under 'irredeemable' long term liabilities	0	0	0	0	0
Interest and investment income	(361)	(450)	(425)	(330)	(330)
Replacement for Minimum Revenue Provision (England and Wales)	0	0	0	0	0
Voluntary contribution to financing costs in respect of short-life assets	0	0	0	0	0
<b>Total HRA Financing Costs</b>	<b>(361)</b>	<b>(450)</b>	<b>(425)</b>	<b>(330)</b>	<b>(330)</b>

**HRA Estimates of the ratio of financing costs to net revenue stream**

For the Housing Revenue Account the net revenue stream, for the purposes of the Code, is the amount to be met from housing subsidy and rent income.

Description	2006/07 Actual £'000	2007/08 Estimate £'000	2008/09 Estimate £'000	2009/10 Estimate £'000	2010/11 Estimate £'000
Financing costs	(361)	(450)	(425)	(330)	(330)
Net revenue stream	14,024	14,614	15,249	15,889	16,557
<b>Ratio of financing costs to net revenue stream %</b> Negative for a debt free authority	<b>(2.6)</b> %	<b>(3.1)</b> %	<b>(2.8)</b> %	<b>(2.1)</b> %	<b>(2.0)</b> %

**Estimates of the incremental impact of capital investment decisions on the Housing Rents**

A fundamental constraint on HRA capital investment by a local authority is its scope to afford its financial implications. For local authorities it is ultimately determined by a judgement about acceptable rent levels.

This prudential indicator shows the potential impact of the HRA capital investment decisions on the average weekly rent.

Description	2008/09 Estimate £'000	2009/10 Estimate £'000	2010/11 Estimate £'000
Forecast HRA budgetary requirements for the authority with existing HRA capital programme	14,906	15,457	16,029
Forecast HRA budgetary requirements for the authority with proposed HRA capital programme	14,906	15,457	16,029
Difference	0	0	0
<b>Incremental Impact on average weekly housing rents</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

## HRA Capital Financing Requirement

## APPENDIX B

The Capital Financing Requirement will reflect the Council's underlying need to borrow for a capital purpose.

### Actual HRA Capital Financing Requirement at 31 March 2007

Description	£'000
Operational assets	292,975
Non-operational assets	464
Deferred charges	0
Revaluation Reserve	0
Capital Adjustment Account	(297,729)
Government Grants Deferred	(562)
<b>Actual HRA Capital Financing Requirement 31 March 2007</b>	<b>(4,852)</b>

### Estimated HRA Capital Financing Requirement at 31 March 2008

Actual HRA Capital Financing Requirement 31 March 2007	(4,852)
Estimate of Operational assets 2007/08	(3,741)
Estimate of Non-operational assets 2007/08	(458)
Estimate of Deferred charges 2007/08	0
Estimate of Revaluation Reserve 2007/08	0
Estimate of Capital Adjustment Account 2007/08	4,372
Estimate of Government Grants Deferred 2007/08	(173)
<b>Estimate of HRA Capital Financing Requirement 31 March 2008</b>	<b>(4,852)</b>

### Estimated HRA Capital Financing Requirement at 31 March 2009

Estimate of HRA Capital Financing Requirement 31 March 2008	(4,852)
Estimate of Operational assets 2008/09	(3,653)
Estimate of Non-operational assets 2008/09	0
Estimate of Deferred charges 2008/09	0
Estimate of Revaluation Reserve 2008/09	0
Estimate of Capital Adjustment Account 2008/09	3,653
Estimate of Government Grants Deferred 2008/09	0
<b>Estimate of HRA Capital Financing Requirement 31 March 2009</b>	<b>(4,852)</b>

Estimated HRA Capital Financing Requirement at 31 March 2010

**APPENDIX B**

Estimate of HRA Capital Financing Requirement 31 March 2009	(4,852)
Estimate of Operational assets 2009/10	(3,602)
Estimate of Non-operational assets 2009/10	0
Estimate of Deferred charges 2009/10	0
Estimate of Revaluation Reserve 2009/10	0
Estimate of Capital Adjustment Account 2009/10	3,602
Estimate of Government Grants Deferred 2009/10	0
<b>Estimate of HRA Capital Financing Requirement 31 March 2010</b>	<b>(4,852)</b>

Estimated HRA Capital Financing Requirement at 31 March 2011

Estimate of HRA Capital Financing Requirement 31 March 2010	(4,852)
Estimate of Operational assets 2010/11	(3,602)
Estimate of Non-operational assets 2010/11	0
Estimate of Deferred charges 2010/11	0
Estimate of Revaluation Reserve 2010/11	0
Estimate of Capital Adjustment Account 2010/11	3,728
Estimate of Government Grants Deferred 2010/11	0
<b>Estimate of HRA Capital Financing Requirement 31 March 2011</b>	<b>(4,726)</b>



**Prudential Indicator Calculations****PRUDENTIAL INDICATORS OF AFFORDABILITY****Estimates of Incremental Impact of Capital Investments Decisions on the Council Tax**

This prudential indicator shows the potential impact of the capital investment decisions on the Council Tax.

Description	2008/09 Estimate	2009/10 Estimate	2010/11 Estimate
Incremental Impact on Band D Council Tax	£6.74	£9.50	£11.57

**Estimates of Incremental Impact of Capital Investments Decisions on the Housing Rents**

This prudential indicator shows the potential impact of the HRA capital investment decisions on the average weekly rent.

Description	2008/09 Estimate	2009/10 Estimate	2010/11 Estimate
Incremental Impact on Average Weekly Housing Rents	£0.00	£0.00	£0.00

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**Total Actual / Estimates of Capital Expenditure**

The prudential indicator for capital expenditure should be based upon a capital programme that takes into account the Council's asset management and capital investment strategies.

Description	2006/07 Actual £'000	2007/08 Estimate £'000	2008/09 Estimate £'000	2009/10 Estimate £'000	2010/11 Estimate £'000
Total General Fund Capital Expenditure	11,675	14,118	22,307	12,756	5,321
Total HRA Capital Expenditure	5,794	7,388	5,803	5,099	5,090
<b>Total Actual / Estimates of Capital Expenditure</b>	<b>17,469</b>	<b>21,506</b>	<b>28,110</b>	<b>17,855</b>	<b>10,411</b>

**Prudential Indicator Calculations****Total Actual / Estimates of Financing Costs**

Description	2006/07 Actual £'000	2007/08 Estimate £'000	2008/09 Estimate £'000	2009/10 Estimate £'000	2010/11 Estimate £'000
Total General Fund Financing Costs	(1,347)	(1,320)	(752)	134	635
Total HRA Financing Costs	(361)	(450)	(425)	(330)	(330)
<b>Total Actual / Estimates of Financing Costs</b>	<b>(1,708)</b>	<b>(1,770)</b>	<b>(1,177)</b>	<b>(196)</b>	<b>305</b>

**Actual / Estimates of Ratio of Financing Costs to Net Revenue Stream**

The net revenue stream is the estimate of the amounts to be met from government grants and local taxpayers, and for the Housing Revenue Account, is the estimate of the amounts to be met from housing subsidy and rent income.

Since the Council is 'debt-free' the ratio of financing costs to net revenue stream will be negative. This reflects the fact that for 'debt-free' authorities, the negative financing costs are making a contribution to the consolidated revenue account.

Description	2006/07 Actual %	2007/08 Estimate %	2008/09 Estimate %	2009/10 Estimate %	2010/11 Estimate %
General Fund Ratio of Financing Costs to Net Revenue Stream	(9.0)	(8.4)	(4.6)	0.8	3.7
HRA Ratio of Financing Costs to Net Revenue Stream	(2.6)	(3.1)	(2.8)	(2.1)	(2.0)

**Prudential Indicator Calculations**  
**Actual / Estimates of Capital Financing Requirement**

The Capital Financing Requirement will reflect the Council's underlying need to borrow for a capital purpose.

Description	2006/07 Actual £'000	2007/08 Estimate £'000	2008/09 Estimate £'000	2009/10 Estimate £'000	2010/11 Estimate £'000
General Fund Capital Financing Requirement	7,045	7,045	19,222	25,379	27,637
HRA Capital Financing Requirement	(4,852)	(4,852)	(4,852)	(4,852)	(4,726)
<b>Total Actual / Estimates of Capital Financing Requirement</b>	<b>2,193</b>	<b>2,193</b>	<b>14,370</b>	<b>20,527</b>	<b>22,911</b>

**Authorised Limit**

In England and Wales the prudential indicator for the Authorised Limit for external debt for the current year is the statutory limit determined under Section 3 (1) of the Local Government Act 2003: 'A local authority shall determine and keep under review how much money it can afford to borrow'

The Authorised Limit should not be set so high that it would never in any possible circumstances be breached. It should reflect a level of borrowing which, while not desired, could be afforded but may not be sustainable. The Authorised Limit must therefore be set to establish the outer boundary of the Council's borrowing, based on a realistic assessment of the risks.

Description	2008/09 £'000	2009/10 £'000	2010/11 £'000
Borrowing	22,500	30,000	35,000
Other long term liabilities	0	0	0
<b>Authorised Limit</b>	<b>22,500</b>	<b>30,000</b>	<b>35,000</b>

## Prudential Indicator Calculations

### Operational Boundary

The Operational Boundary is the focus of day-to-day treasury management activity within the authority. It is a means by which the authority manages its external debt to ensure that it remains within the self-imposed Authorised Limit. The Operational Boundary may be breached temporarily on occasions due to variations in cashflow. However, a sustained or regular trend above the Operational Boundary would be significant and should lead to further investigation.

Description	2008/09 £'000	2009/10 £'000	2010/11 £'000
Borrowing	17,500	25,000	30,000
Other long term liabilities	0	0	0
<b>Operational Boundary</b>	<b>17,500</b>	<b>25,000</b>	<b>30,000</b>

### Actual External Debt

The prudential indicator for actual external debt will not be directly comparable to the authorised limit and operational boundary, since the actual external debt will reflect the actual position at one point in time.

Description	2006/07 Actual £'000
Actual borrowing as at 31 March 2007	4,000
Actual long term liabilities as at 31 March 2007	0
<b>Actual External Debt as at 31 March 2007</b>	<b>4,000</b>

Prudential Indicator CalculationsPRUDENTIAL INDICATORS OF PRUDENCENet Borrowing and Capital Financing Requirement

The Code makes it necessary, if a financial strategy is to be prudent, that it is one in which in the medium term Net Borrowing is only used for capital purposes. In the Code this requirement is to be demonstrated through a comparison of Net Borrowing with the Capital Financing Requirement.

Description	£'000
Total Capital Financing Requirement at 31 March 2007	2,193

<b>2007/08 Estimated Change in Capital Financing Requirement</b>	
Capital expenditure	21,506
Application of useable capital receipts	(13,535)
Application of capital grants/contributions	(7,971)
The replacement for MRP	0
Additional voluntary contributions	0
<b>Total Estimated Change in Capital Financing Requirement 2007/08</b>	<b>0</b>

<b>2008/09 Estimated Change in Capital Financing Requirement</b>	
Capital expenditure	28,110
Application of useable capital receipts	(6,258)
Application of capital grants/contributions	(9,675)
The replacement for MRP	0
Additional voluntary contributions	0
<b>Total Estimated Change in Capital Financing Requirement 2008/09</b>	<b>12,177</b>

**Prudential Indicator Calculations**

<b>2009/10 Estimated Change in Capital Financing Requirement</b>	
Capital expenditure	17,855
Application of useable capital receipts	(1,250)
Application of capital grants/contributions	(9,961)
The replacement for MRP	(451)
Additional voluntary contributions	(36)
<b>Total Estimated Change in Capital Financing Requirement 2009/10</b>	<b>6,157</b>

<b>Capital Financing Requirement:</b>	
Estimated Opening Balance 2007/08	2,193
Estimated Closing Balance 2009/10	20,527
This is an increase over the three years of	18,334

**Prudential Indicators for Treasury Management**

The first prudential indicator for treasury management is not a numerical indicator, but a statement of good practice:

*The Council has adopted the CIPFA Code of Practice for Treasury Management in the Public Services' Adopted by the Council 16 February 2004 (Executive Committee)*

**Prudential Indicator Calculations**  
**Operational Boundaries to Exposure to Interest Rate Risks**

Interest rate risk management is a top priority for local authority management. The setting of upper limits has the effect of setting ranges within which the Council will limit its exposure to both fixed and variable interest rate movements.

Description	2008/09 £'000	2009/10 £'000	2010/11 £'000
Total projected interest payable on borrowing	548	847	982
Total projected interest receivable on investments	(1,725)	(1,530)	(1,430)
<b>Net Interest</b>	<b>(1,177)</b>	<b>(683)</b>	<b>(448)</b>
<b>Upper limit - fixed rates = 100%</b>	<b>(1,725)</b>	<b>(1,530)</b>	<b>(1,430)</b>
<b>Upper limit - variable rates = 20%</b>	<b>(345)</b>	<b>(306)</b>	<b>(286)</b>

This means that the Head of Treasury Services will manage fixed interest rate exposure within the range 0% to 100% and variable interest rate exposure within the range 0% to 20%

**Prudential Indicator Calculations**  
**Operational Boundary to the Exposure Inherent in the Maturity Structure of Borrowings**

This indicator is designed to be a control over the Council having a large concentration of fixed rate debt needing to be replaced at times of uncertainty over interest rates. The indicator is, in effect, a limit on longer term interest rate exposure and is set for the forthcoming year.

The analysis of borrowing by maturity used in the Code uses the same periods as that required in the local authority SORP.

Amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate.

<b>Period</b>	<b>Upper Limit</b>	<b>Lower Limit</b>
Under 12 months	100%	0%
12 months and within 24 months	20%	0%
24 months and within 5 years	20%	0%
5 years and within 10 years	20%	0%
10 years and above	100%	0%



**Prudential Indicator Calculations**  
**Principal Sums Invested for Periods Longer than 364 Days**

The purpose of the prudential limit for principal sums invested for periods longer than 364 days is for the Council to contain its exposure to the possibility of loss that might arise as a result of having to seek early repayment or redemption of principal sums invested.

Description	At 31/3/2008
	£'000
Longer-term investments	0
Less - Held for operational purposes	(6,000)
Current Assets - Investments	28,000
Current Assets - Cash and at Bank	(1,000)
<b>Total available for investment longer term</b>	<b>21,000</b>

<b>Limits to be placed on investments to final maturities beyond year end:</b>	<b>£'000</b>
31/03/09	12,000
31/03/10	10,000
31/03/11	8,000

The current agreement with Investec allows them to place up to 50% of the portfolio in products maturing after more than 1 year. In practice they only invest in gilts which are placed for longer periods but can be sold at any time, therefore they are liquid. The limits set therefore are in line with the agreement however it is not anticipated that this will impact on the liquidity of the Council.

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## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - RESOURCES

23 JANUARY 2008

### EXECUTIVE

11 FEBRUARY 2008

## REVIEW OF THE COUNCIL'S GENERAL POLICY IN RESPECT OF HEALTH AND SAFETY AT WORK

### 1 PURPOSE OF REPORT

- 1.1 This report relates to the need to formally review, and where necessary revise, the Council's Statement of General Policy in respect of Health and Safety at Work and the organisation to carry out the policy.
- 1.2 Relevant change in legislation and guidance from the Health and Safety Commission (HSC) has been taken into account in the proposed revisions.

### 2 BACKGROUND

- 2.1 The Council has a legal duty, under Section 2 of the Health and Safety at Work etc. Act 1974 to prepare, and as often as may be appropriate revise, a written statement of its general policy with respect to the health and safety at work of its employees and the organisation and arrangements for the time being in force for carrying out the policy, and to bring the statement to the notice of all employees.
- 2.2 The present policy was last reviewed in January 2005 and contained a commitment to review at an interval no more than 3 years.
- 2.3 The existing policy has been implemented through Corporate and Directorate Annual Plans. The Key Partner Group has monitored plans and any relevant high-risk activities will be reflected in the Business Risk Register. Reports of activities are presented to the Employee Liaison Forum. The format of reporting to ELF is currently under review with proposals for the establishment of a separate officer led Joint Consultative Committee to be set up.
- 2.4 The Council has continued to work to fully align its approach to health and safety management with Health and Safety Executive (HSE) guidance Successful Health and Safety Management. Risk assessment is now well embedded into the health and safety culture, risk control policy and guidance has continued to be developed and made available to help in the task. A programme of independent internal audit has been implemented both at Corporate and Unit level. This system of formal monitoring and audit of compliance with the developed risk control systems is now well established.
- 2.5 Union representatives have been invited to comment.

### **3 PROPOSAL**

3.1 The revised documents are attached as the Appendix to this report. Existing policy documents can be viewed on CityNet Health and Safety pages.

3.2 The main revisions are:

- Incorporation of the duty to do suitable and sufficient risk assessments of fire safety in the general statement of policy.
- A commitment to produce an annual report on health and safety activities and performance. This will appear on the Council's website.
- Clarification and strengthening of the independent internal audit process.

3.3 Other changes to the organisation reflect the way we address the management of asbestos, Legionella, fire and contractors

### **4 RESOURCE IMPLICATIONS**

4.1 There are no significant identified resource issues brought about by the revisions recommended.

### **5 RECOMMENDED**

that

- (1) Scrutiny Committee Resources supports the proposed revisions to the Council's Health and Safety Policy.
- (2) Executive adopts the revised Health and Safety Policy.
- (3) The revised policy is brought to the attention of all staff.
- (4) The proposed changes to the ELF consultative process be noted.

HEAD OF ENVIRONMENTAL HEALTH SERVICES    HEAD OF HUMAN RESOURCES

S:LP/Committee/108SCR1  
9.1.08

**COMMUNITY AND ENVIRONMENT DIRECTORATE  
CORPORATE SERVICES DIRECTORATE**

**Local Government (Access to Information) Act 1985 (as amended)**

**Background papers used in compiling this report:**

'Successful health and safety management' HSG 65 – guidance published by the Health and Safety Executive – Second edition 1997.

A brief guide is available from the PEHO (Health and Safety)

'Revitalising Health and Safety – Strategy Statement – DETR- June 2000.

The Regulatory Reform (Fire Safety) Order 2005



**Exeter City Council**

## **Statement of General Policy in respect of Health and Safety at Work**

**Exeter City Council (the Council) recognises and accepts its responsibility as an employer to ensure, as far as it is reasonably practicable, that all its activities are conducted without risks to the health and safety of employees, customers and others. The Council will aim to continuously improve health and safety performance and eliminate accidents and ill health to the benefit of both the individual and the organisation. The Council will strive to act as an 'Exemplar' of health and safety practice. The welfare of employees will be protected.**

The Council will pay particular attention to meeting its general duty to provide and maintain:

- plant, vehicles and systems of work that are safe and without risks to health;
- arrangements for ensuring safety and absence of avoidable risks to health in connection with the use, handling, storage and transport of articles and substances;
- sufficient information, instruction, training and supervision to ensure the health and safety at work of employees; and to enable employees to make a positive contribution to the 'safety culture' of the organisation;
- a place of work without foreseeable risks to health and safety, for employees, customers and others and with safe access and exit pathways;
- a working environment that is safe and without foreseeable risks to health;
- suitable and sufficient assessments of risks to health and safety, including those from fire;
- consultation with employees and their representatives over matters of health and safety;
- a system to properly select and manage contractors working for it;
- adequate arrangements and facilities for welfare;
- an annual report detailing the Council's health and safety performance during the period.

The Council regards Health and Safety as being equally as important as all other corporate aims. The Chief Executive is responsible for implementation of the overall Health and Safety Policy. He will ensure successful management of the policy.

The Council will appoint one or more competent persons to provide health and safety advice and assistance.

Each employee has a duty to co-operate in the operation of this policy by:

- taking care for their own health and safety, and that of others, who may be affected by what they do or don't do;
- co-operating with the Council to allow it to comply with any legal duty or requirement placed on it, or another person.

Disciplinary action will be considered whenever there is a breach of health and safety policy or safe working practices.

A copy of this statement will be brought to the attention of all employees. It will be reviewed at intervals of no more than 3 years; sooner if required.

**SIGNED**

**Chief Executive for EXETER CITY COUNCIL January 2008**



**INVESTOR IN  
PEOPLE**

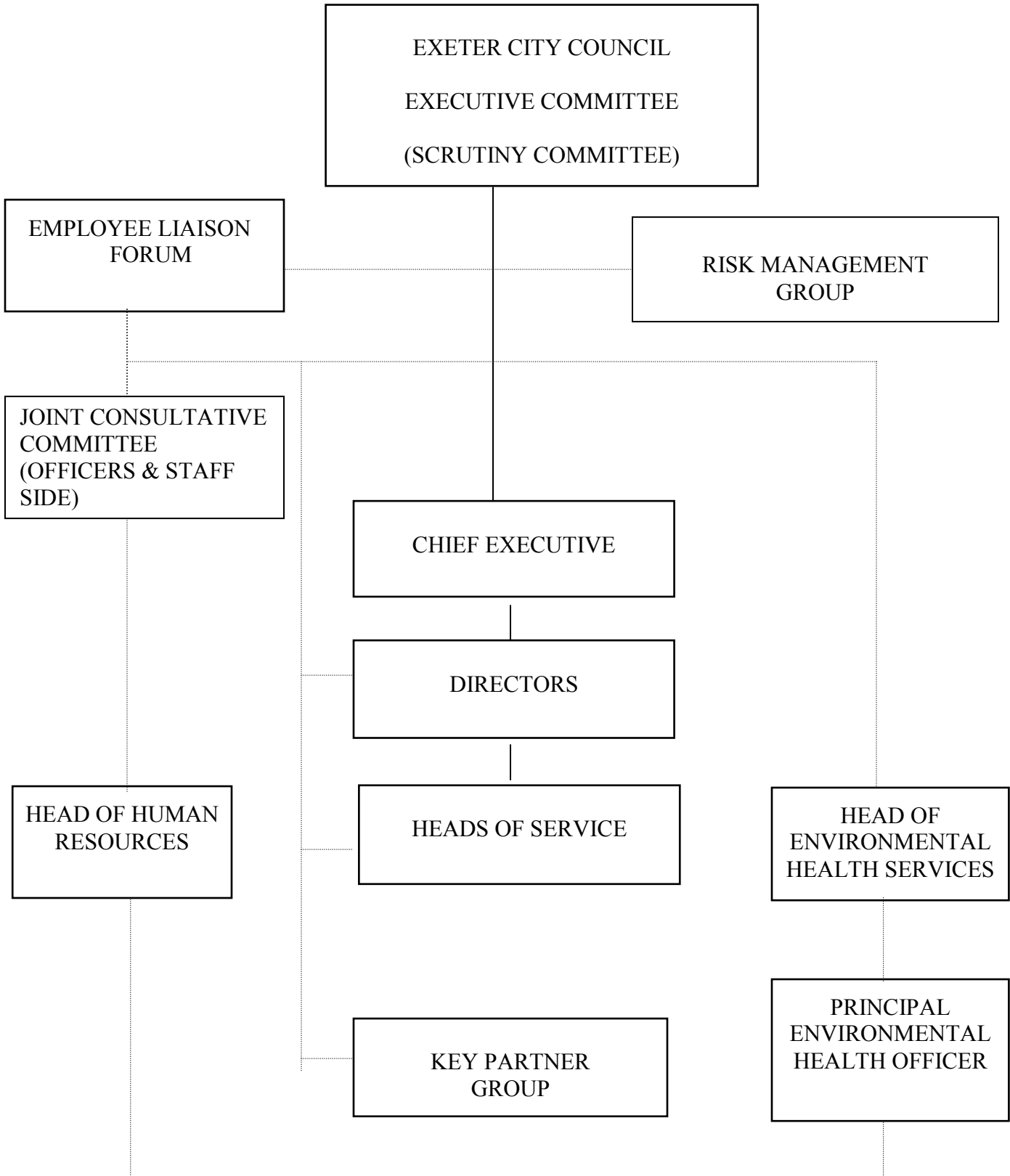
**The Organisation and Arrangements for this Policy appears on CityNet**

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## **PART 2 - THE ORGANISATION TO CARRY OUT THE POLICY**

- 1 The law requires that ultimate responsibility for health and safety rests with the highest level of management. The Council must comply with the Health and Safety at Work etc Act 1974. In practice the Chief Executive with other key staff, are responsible to the Council for ensuring successful management of the Council's health and safety policy. Key staff responsibilities are set out in this part and are reflected in job descriptions. A structure chart shows the line of management.
- 2 The Council's health and safety obligations and responsibilities fall within the terms of reference of its Executive Committee.
- 3 The Chief Executive is responsible for the implementation of the Council's Health and Safety Policy and ensuring compliance with the Council's legal duties.
- 4 The Head of Environmental Health Services is responsible to the Executive Committee for:
  - (a) Advice on the Council's duties under the Act; and
  - (b) Ensuring that the Health and Safety Policy is being implemented.
- 5 The Head of Human Resources is responsible for advising the Executive Committee on the personnel aspects of advice and policy implementation under 4 above.
- 6 Each Director is responsible to the Chief Executive for ensuring compliance with the Council's Health and Safety Policy within their Directorate including at all buildings, sites and activities for which they are responsible.
- 7 The Director Corporate Services is also responsible in the Civic Centre for compliance with the Council's Health and Safety Policy throughout the parts used in common, and for the communal building services.
- 8 The Head of Contracts and Direct Services will advise on the measures necessary to manage asbestos, and the control of Legionella bacteria in water systems.
- 9 Each Head of Service is responsible for seeing that the Council's Health and Safety Policy is implemented within their own service area.
- 10 The Principal Environmental Health Officer (Health and Safety) acts as the Corporate Health and Safety Adviser.
- 11 The Building Control Manager will provide technical assistance with the fire risk assessments process and help verify the adequacy of the assessments.

# ORGANISATIONAL STRUCTURE





## **KEY RESPONSIBILITIES - THE COUNCIL**

The Executive Committee has responsibility for:

- 1 Ensuring the health, safety and welfare at work of all Council employees.
- 2 Taking all proper steps to ensure that no one else is exposed to risks to their health and safety, arising from any activity of the Council.
- 3 Ensuring that where the Council exercises control over any non-domestic premises, made available to anyone else as a place of work, they are safe and without risks to health. This includes access and exit pathways and any plant or substance supplied for use.

In order to meet these responsibilities the Committee shall:

- 1 Ensure there is an effective overall policy for the health, safety and welfare of employees and the health and safety of others.
- 2 Ensure that the policy is reviewed, at least every three years, sooner if there is a need, due to changes of law, guidance or activity.
- 3 Ensure that suitable and sufficient assessments of the risks to the health and safety of employees and others are made, recording the significant findings of the assessments.
- 4 Ensure that the preparation of additional topic specific policies and guidance, as appropriate to ensure effective health and safety management.
- 5 Ensure an annual Corporate Health and Safety Action Plan is approved by April each year.
- 6 Ensure that staff are fully consulted and informed on Health, Safety and Welfare matters.
- 7 See that reasonable steps are taken to investigate reported adverse events, e.g. accidents, reportable dangerous occurrences and reportable disease, and that the findings are taken into account in revising relevant risk assessments.
- 8 Ensure that appropriate health and safety information is included in an annual published report on the Council's activities and performance. Performance is to be assessed by a programme of monitoring and audit.

## **KEY RESPONSIBILITIES - CHIEF EXECUTIVE**

The Chief Executive, as head of the paid service, will:

- 1 Be directly responsible for the implementation of the City Council's overall health and safety policy and topic specific policies.
- 2 Ensure that the Directors fulfil their responsibilities for health, safety and welfare.
- 3 Ensure that the responsibilities for health, safety and welfare are properly allocated and accepted at all levels.
- 4 Plan for adequate staffing, finance and resources to meet the Corporate Health and Safety Action Plan.
- 5 Promote a positive 'health and safety culture' by taking a direct interest in the Corporate and Directorate Action Plans, and lend support to the people carrying them out. Aiming to reflect the 'Exemplar' status expected of the Council.
- 6 Ensure that appropriate liability insurance is put in place.
- 7 Review at least annually the implementation of the Corporate Health and Safety Policy and agree an annual action plan.
8. Ensure that reasonable steps are taken to investigate reported adverse events, e.g. hazards, accidents, reportable dangerous occurrences and reportable disease, and that the findings are taken into account in revising relevant risk assessments.
9. Ensure that appropriate health and safety information is included in an annual published report on the Council's activities and performance.

## KEY RESPONSIBILITIES - DIRECTORS

Directors will:

- 1 Actively promote a positive 'health and safety culture', by setting an example to others in all health and safety matters, at all times.
- 2 Be directly responsible to the Chief Executive for the implementation of the Corporate Health and Safety Policies, their Directorate Health and Safety Plan and Corporate Health and Safety Plan initiatives relevant to their own Directorate.
- 3 Ensure that all staff in their Directorate receives adequate training, to enable them to co-operate in carrying out policies, and understand their own duties under the Act. Training will cover the purpose of 'risk assessment' and the need for and how to apply safe systems of work e.g. 'safe working practices' and 'permit to work'.
- 4 Ensure consultation with the Principal Environmental Health Officer (Health and Safety) and the relevant appointed health and safety representative before the introduction of a new or revised safe system of work.
- 5 Ensure that an annual health and safety action plan is prepared for the Directorate reflecting both the needs of the Corporate Plan and of the individual Directorate, by July each year.
- 6 Take positive action when it can be demonstrated that health and safety rules have been broken. Disciplinary procedures should be considered in all cases.
- 7 Ensure that adequate first - aid facilities are available to all staff in their Directorate.
- 8 Take an active part in the review of Council's Health and Safety Policies, as they affect the operations carried out within, or under the control of, their Directorate.
- 9 Evaluate all reported adverse events e.g. hazards, incidents, accidents, and reported ill-health, involving work activity, in their Directorate where they involve actual or potential injury, health risks, loss or damage to City Council property, and risks to the public, ensuring that the findings are taken into account in revising any relevant risk assessment.
- 10 Ensure that written safe systems of work e.g. 'safe working practices' and 'permit to work' are prepared and implemented in those areas of work where the 'risk assessment' indicates that a significant risk of injury or ill health will still be present despite existing controls.
11. Appoint 'key partners' to work with the Principal Environmental Health Officer (Health and Safety) towards successful health and safety and risk management.
- 12 Contribute towards the preparation of an annual report on the Council's health and safety activity and performance, for publication.

## KEY RESPONSIBILITIES - HEADS OF SERVICE

Heads of Service will:

- 1 Actively promote a positive 'health and safety culture', by setting an example to staff in all health and safety matters, at all times.
- 2 Be directly responsible to their Director for the implementation of the Health and Safety Policies and appropriate guidance, contributing to fulfilment of the Directorate action plan in so far as it affects their Service.
- 3 Prepare and execute annual action plans for health and safety for their Service in consultation with their Director.
- 4 Complete the health and safety annual checklist, include this with their service improvement portfolio, discuss this at their appraisal with their Director, and submit a copy to the PEHO (Health and Safety).
- 5 Ensure that they and all other staff within their Service receive adequate information, instruction and training, to enable them to carry out their job without risks to their own and others health and safety. Training will enable staff to understand the purpose of 'risk assessment' and the need for and how to apply safe systems of work e.g. 'safe working practices' and 'permit to work'.
- 6 Ensure that there is a systematic approach to carrying out suitable and sufficient assessments of risks to health and safety of staff and others, for the purpose of identifying measures to comply with the requirements imposed by law. Risk Assessment to be applied to all activities in the Service.
- 7 Initiate, as necessary, the preparation of written safe systems of work e.g. 'safe working practices' or 'permit to work' are prepared and implemented in those areas of work where the 'risk assessment' indicates that a significant risk of injury or ill health will still be present despite existing controls.
- 8 Consult with the Principal Environmental Health Officer (Health and Safety) and relevant appointed health and safety representatives before the introduction of a new or revised safe system of work.
- 9 Take positive action when, it can be demonstrated that, health and safety rules have been broken. Disciplinary action should be considered in all cases.
- 10 Evaluate all reported adverse events, i.e. hazards, incidents, accidents and reported ill health, involving work activity, within their Service where they involve actual or potential injury, health risks, loss or damage to City Council property, and risks to the public. Report findings to their Director and ensure that they are taken into account in revising any relevant risk assessment.

- 11 Ensure that a completed internal ECC Accident/Incident Report form is given to the Principal Environmental Health Officer (Health and Safety) without delay, in all cases of adverse events, e.g. hazard, accident, ill health or incidents, arising in the course of Council activities in the Service.

A full procedure for reporting adverse events using the ECC Accident / Incident Report form is set out in CityNet Health and Safety pages.

**In the case of a fatality, 'dangerous occurrence' or 'major injury', arrange immediate contact with the PEHO (Health and Safety), and with an appointed health and safety representative.**

- 12 Ensure that the contractors they engage work safely and comply with health and safety legislation, policies and procedure.
- 13 Contribute, as requested, towards the preparation of an annual report on the Council's health and safety activity and performance, for publication.
- 14 Additionally cooperate with the Head of Audit in audits to check for compliance with health and safety legislation, council policies, etc.

## **KEY RESPONSIBILITIES - HEAD OF ENVIRONMENTAL HEALTH SERVICES**

The Head of Environmental Health Services will, in addition to normal responsibilities as a Head of Service, be responsible for:

- 1 Implementing a programme of monitoring, based on risk, of all the City Council operational premises, sites and activities.
- 2 Ensuring that the Principal Environmental Health Officer (Health and Safety) effectively undertakes Health and Safety activities.
- 3 Advising the Chief Executive on the health and safety implications of any unsatisfactory work practices or working conditions that affect staff or others that are not remedied as required.
- 4 Effective liaison with the Health and Safety Executive, EMAS (the medical arm of HSE) and occupational health advisers, as required.
- 5 Ensuring a report to the Health and Safety Executive of all reportable injuries, dangerous occurrences and cases of ill health.
- 6 Assisting the Head of Human Resources in provision of training for all staff on Health and Safety issues, in particular with the review of the Health and Safety Training Policy.
- 7 Ensuring that there is a systematic approach, by managers, to carrying out suitable and sufficient assessment of risks to the health and safety of staff and others, for the purpose of identifying measures to comply with requirements imposed by law.
- 8 Evaluating all reported adverse events e.g. hazards, accidents, incidents and reported ill-health, arising from the work activities of the Council where they involve injury, health risks, loss or damage to property, and risks to the public; ensuring that the findings are effectively communicated to others and that proposals to strengthen the risk control systems are made where necessary.
- 9 Advising on the content and review of Health and Safety Policies, action plans, and appropriate guidance.
10. The preparation of an annual report, for publication, covering the Council's health and safety activity and performance.

## **KEY RESPONSIBILITIES - HEAD OF HUMAN RESOURCES**

The Head of Human Resources, in addition to the normal responsibilities of Head of Service, will be responsible for:

- 1 Advising the Council on the implications of its Health and Safety Policy in so far as they relate to personnel and training matters.
- 2 Consultation and negotiation with representatives of the staff on those aspects of the Policies affecting the staff and their conditions of employment.
- 3 The provision of suitable training for staff in Health and Safety matters in accordance with a Health and Safety Training Policy.
4. Contributing to an annual report on the health and safety activities and performance of the Council by supplying statistical data. This will include total employee days lost due to all causes of physical and mental illness, including injuries, disability or other health problems, and assistance in data for total cost calculations.

## **KEY RESPONSIBILITIES - HEAD OF CONTRACTS AND DIRECT SERVICES**

The Head of Contracts and Direct Services, in addition to the normal responsibilities of Head of Service will be responsible for:

- 1 Advising the Council of the measures necessary to ensure successful management of asbestos containing materials within buildings owned or occupied by the Council and on land owned or occupied by the Council. This includes the content of any policy and the organisation and arrangements necessary to ensure, as far as is reasonably practicable, that the activities are conducted without risks to the health and safety of employees, customers and others.
- 2 Advising the Council of the measures necessary to ensure successful control of Legionella bacteria and similar organisms in water systems within buildings owned or occupied by the Council and on land owned or occupied by the Council. This includes the content of any policy and the organisation and arrangements necessary to ensure, as far as is reasonably practicable, that the activities are conducted without risks to the health and safety of employees, customers and others.

These duties to be carried out in consultation with Principal Environmental Health Officer (Health and Safety)

## **KEY RESPONSIBILITIES - PRINCIPAL ENVIRONMENTAL HEALTH OFFICER (HEALTH AND SAFETY)**

The Principal Environmental Health Officer (PEHO) will be responsible to the Head of Environmental Health Services, to:

- 1 Prepare the Council's overall Health and Safety Policy, other topic specific policies and guidance, monitoring arrangements to implement them.
- 2 Keep the policy and implementation arrangements under review, assess effectiveness and recommend changes as necessary to discharge the Council's duties under the Health and Safety at Work Act 1974.
- 3 Promote suitable and sufficient assessments of risk to the health and safety of staff and others to identify the measures needed to eliminate or control risk, and to comply with health and safety law.
- 4 Advise Management at all levels on the Council's duties under the Act, including those for induction training.
- 5 Assist others in the risk assessment process, when necessary; and carry out proactive and reactive assessments over a range of Council activities to monitor the effectiveness of the management of health and safety.
- 6 Advise on preparation and implementation of risk control systems.
- 7 Carry out workplace inspections, at the request of and with appointed health and safety representatives, to identify unsafe plant, premises or working conditions.
- 8 Consider a direction to anyone undertaking work for the Council, to STOP WORK in extreme circumstances where there is an imminent risk of serious personal injury, or a dangerous occurrence. IMMEDIATE contact will then be made with the appropriate Director, Head of Services or the most Senior Officer available in the Directorate for them to take control of the situation.

('Extreme circumstance' means where in the opinion of the PEHO, an enforcement officer would consider service of a Prohibition Notice.)

- 9 Advise on the safety, design and use of plant, equipment and materials.
- 10 Advise on the selection of protective clothing and all equipment.
- 11 Arrange for the reporting, recording and analysis of all reported adverse events, e.g. hazards, accidents, incidents, cases of ill health and relevant incidents arising in the course of Council activities; evaluating the report, investigating the circumstances, as necessary; ensuring the findings are effectively communicated to others and that



proposals to strengthen risk control systems are made where necessary. Reporting includes forwarding statutory RIDDOR reports to the HSE Incident Contact Centre.

- 12 Promote a health and safety awareness programme, to include training of staff and accident prevention techniques in conjunction with the Head of Human Resources.
- 13 Audit systems to monitor and evaluate the health and safety performance of prospective contractors and those employed by the Council on a proactive and reactive basis.
- 14 Give advice on standards, methods of work to be specified in contracts.
- 15 Advise Members and Strategic Management Team as required.
- 16 Promote proper arrangements to carry out risk assessment required by fire legislation, fire training and practical evacuations. Engaging the Building Control Manager in the direct provision of technical advice regarding Council owned or occupied buildings and sites.
- 17 Prepare in conjunction with Head of Audit, and promote on behalf of 'Key Partner Group' an annual return, for completion by Heads of Service, to monitor corporate health and safety performance. The return will ask for evidence of compliance with relevant policies and guidance on a number of issues. The content is likely to vary from year to year.
- 18 Prepare and promote in conjunction with the Head of Audit on behalf of 'Key Partner Group', an audit protocol for verification of the annual health and safety returns.
- 19 Collate the available information necessary for, and prepare an annual report for publication on the Council's health and safety activities and performance.

## **KEY REPONSIBILITIES – BUILDING CONTROL MANAGER**

The Building Control Manager will in addition to his normal responsibilities provide:

- 1 Technical assistance to fire risk assessors to enable assessment of the adequacy of fire precautions in Council owned or occupied buildings and sites. This will take account of the Fire safety risk assessment guides - Department for Communities and Local Government publications, as well as specific legal requirements.
- 2 Verify that the assessments are suitable and sufficient to meet the requirements of the law.

These duties to be carried out in consultation with Principal Environmental Health Officer (Health and Safety)

## HEALTH AND SAFETY ‘KEY PARTNER’ GROUP

Each Director will appoint one or more senior managers to act as a 'Key Partner' to assist in the review of and implementation of Health and Safety Policy and good risk management practice. Aiming to promote the ‘Exemplar’ health and safety practice status expected of Councils.

Each ‘Key Partner’ will:

- meet with the Principal Environmental Health Officer (Health and Safety) and the Service Finance Manager from time to time and effect liaison within their Directorate
- establish ownership of responsibility for health and safety and risk management in the Directorate, to assist in drawing up implementation plans for health and safety policy and risk management initiatives
- advise on the allocation of tasks and duties in the Directorate
- monitor progress in implementation of policies, good practice and initiatives

They may also, from time to time, be asked to assist other managers, towards achieving our goal of successful management of health and safety and good risk management practice.

The ‘Key Partner’ Group will:

- prepare an annual health and safety action plan including detail of specific areas for review for inclusion in the Corporate Risk Register, in agreement with Directorate Management Teams
- receive and monitor reports from Units regarding progress in their health and safety, relevant risk management and insurance challenges. In particular in respect of high risk health and safety topics e.g. required annual tasks, risk assessments, etc.
- receive and address health and safety, relevant risk management, insurance issues, etc. and report progress to the Risk Management Group.
- Report to the Directorate Management Teams any health and safety and risk management issues considered to be possible Corporate Risk register entries.

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## KEY PARTNERS – November 2007

<b>Chief Executives and Chief Executive’s Support Unit</b>	-
<b>Corporate Services</b>	Brenda Steer Ed Heaton Dave Sercombe David Chadwick Angela Bennett
<b>Community and Environment</b>	Martin Johnson Robert Norley Paul Mc Cormick Neil Shire Deborah Hockey Haydn Davies
<b>Economy and Development</b>	Dave Hubbard

## **EMPLOYEE LIAISON FORUM**

Formal liaison on corporate and strategic health and safety matters between the Trade Unions and Management and Members is undertaken through the Employers Liaison Forum (ELF). The terms of reference can be viewed in the Employment Handbook on CityNet. Three meetings per annum are scheduled, with the ability to call a meeting at short notice to deal with an urgent matter. It has been proposed and agreed that a separate officer led Joint Consultative Committee (JCC) with staff side be established. This committee will agree a set of objectives and terms of reference. These are likely to include, (i) the study of accidents and trends (ii) consideration of safety audit reports (iii) health and safety training overview. The JCC will formally report to ELF on work programmes and key issues.

**APPOINTED HEALTH AND SAFETY REPRESENTATIVES – NOVEMBER 2007**

<b>UNION</b>	<b>SECTIONS COVERED</b>	<b>NAME</b>	<b>UNIT</b>
UNISON	Cleansing	N Bush	Environmental Health Services
UNISON	Environmental Protection and Environmental Health external sites	R Robertson	Environmental Health Services EPU
UNISON	Community Patrollers	Kevin Rooks	Environmental Health Services
UNISON	General	R Broom	Contracts and Direct Services
UNISON	General + <b>Unison Branch Health &amp; Safety Officer - Covers vacancies.</b>	S Warwick	Environmental Health Services
UNISON	Civic Centre -Phase 1	Vacant	
UNISON	Civic Centre – Phase 2	Eva Searle	C+E Administration and Bereavement Services
UNISON	Cemeteries	Vacant	Contracts and Direct Services
UNISON	Car Parks	S Julyan	Car Parks
UNISON	Cleansing Officers and Cleansing Administration	Vacant	Environmental Health Services
UNISON	Livestock Centre & Markets and Halls	Vacant	Markets & Halls
UNISON	MRF & Weighbridge Yard	Vacant	Environmental Health Services
UNISON	Parks and Open Spaces	Rob Greenaway	Contracts and Direct Services
AMICUS	BEST	Vacant	Contracts and Direct Services

## EXETER CITY COUNCIL

### EXECUTIVE

11 FEBRUARY 2008

#### **DRAFT SUPPLEMENTARY PLANNING DOCUMENT HOUSEHOLDER EXTENSIONS DESIGN GUIDE**

### **1 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek approval from Executive for the draft Householder Extension Design Guide supplementary planning document (SPD) to be published for public consultation. The SPD identifies the City Council's requirements in relation to domestic extensions and alterations and forms the basis for the determination of planning applications. A copy of the proposed draft SPD is at Appendix 1.

### **2 BACKGROUND**

- 2.1 The Council's adopted Local Development Scheme, that has been agreed by Government Office for the South West, identifies the need for further planning guidance to householders with regard to extensions.
- 2.2 The Council receives over 500 planning applications per annum for householder related development. The majority of these are for extensions to houses such as to the rear, side, front or in the roof space. There is a need to provide clear guidance to householders on the means of achieving high standards of design and preserving residential amenity.
- 2.3 The adopted Exeter Local Plan First Review provides the statutory planning policy framework. While it contains general policies on design, there are no specific policies relevant to extensions. Existing guidance on extensions is in the "Design Guide for Extending Your Home" published in February 1993. This document needs updating and carries less weight than a formal SPD prepared in accordance with the new planning system.
- 2.4 The draft SPD has been subject to a sustainability appraisal in accordance with the regulations. A consultation statement has also been prepared. Copies of these documents are in the Members' Room.

### **3 PROPOSED CONSULTATION**

- 3.1 The consultation period will be about 6-8 weeks, the results of which, and the proposed response, will be reported to Planning Member Working Group and Executive in the Spring with a view to the adoption of the SPD.
- 3.2 The consultation will be publicised through the web site, press releases and letters to agents, interested organisations (such as the Exeter Civic Society) and to those members of the public who have already expressed interest in response to advanced publicity.

#### **4 PLANNING MEMBER WORKING GROUP**

- 4.1 On 2<sup>nd</sup> January 2008, the draft SPD was presented to Planning Member Working Group. The feedback was positive and no issues were raised on the principles of the SPD, although some minor amendments were suggested. The document has subsequently been amended.

#### **5 RECOMMENDATION**

- 5.1 It is recommended that Executive agree the draft SPD for public consultation.

**RICHARD SHORT  
HEAD OF PLANNING SERVICES**

**ECONOMY AND DEVELOPMENT DIRECTORATE**

**Local Government (Access to information) Act 1985 (as amended)**

Background papers needed in compiling this report:

None



Exeter City Council



**DRAFT SUPPLEMENTARY PLANNING DOCUMENT**

# **Householder's Guide to Extension Design**

**FEBRUARY 2008**





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Foward

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# Forward

# Introduction

## ■ Status and Purpose

This guide is one of a series of Supplementary Planning Documents (SPDs) that form part of the Local Development Framework of Exeter. It identifies Exeter City Council's requirements in relation to domestic extensions and alterations. The SPD amplifies local plan policies DG1 and DG4 (see below) and forms the basis for the City Council's determination of planning applications.

Extensions, individually and cumulatively, have a major impact upon townscape and amenity. No proposal is too small to have an impact and the City Council requires all applications to achieve high standards of design and amenity. Applicants are advised to appoint an architect or other appropriately qualified professional to carry out the design work.

## ■ Local Plan Policies

**DG1:** Development should:

- a) Be compatible with the urban structure of the city, connecting effectively with existing routes and spaces and putting people before traffic;
- b) Ensure that the pattern of street blocks, plots and their buildings (the grain of development) promotes the urban character of Exeter;
- c) Fully integrate landscape design into the proposal and ensure that schemes are integrated into the existing landscape of the city including its three-dimensional shape, natural features and ecology;
- d) Be at a density which promotes Exeter's urban character and which supports urban services;
- e) Contribute to the provision of a compatible mix of uses which work together to create vital and viable places;
- f) Be of a height which is appropriate to the surrounding townscape and ensure that the height of constituent part of buildings relate well to adjoining buildings, spaces and to human scale;
- g) Ensure that the volume and shape (the massing) of structures relates well to the character and appearance of the adjoining buildings and the surrounding townscape;
- h) Ensure that all designs promote local distinctiveness and contribute positively to the visual richness and amenity of the townscape;

i) Use materials which relate well to the palette of materials in the locality and which reinforce local distinctiveness.

**DG4:** Residential development should:

- a) Be at the maximum feasible density taking into account site constraints and impact on the local area;
- b) Ensure a quality of amenity which allows residents to feel at ease within their homes and gardens;
- c) Ensure that the boundaries of private rear gardens facing public places are designed to make a positive contribution to the townscape;
- d) Where front gardens are included provide enclosure to create defensible space.

# **Chapter 1**

## **General Principles**

■ **1.1 Introduction**

This guide aims to raise the standard of ‘everyday’ proposals. There is, therefore, a presumption that extensions should harmonise with the character of the original building.



Figure 1.1 Extensions need to harmonise with the character of the original building.

The general principles 1-12 apply to all kinds of extensions. Further principles dealing with specific kinds of extensions can be found in the following chapters. Planning applications which follow the principles outlined will normally be successful and minimise the time taken to achieve consent.

■ **1.2 Site Appraisal**

The guide is not exhaustive and every site is different. Therefore it is important to appraise the site thoroughly in order to produce an appropriate design solution. Some sites, such as corner plots or prominent ends of terraces, will need specific solutions to suit the site circumstances, which may not comply with certain principles (Figure 1.2). A full explanation of the design approach must be given in a design and access statement.

Each application will be considered on its own merits. Existing extensions should not be taken as precedents for new proposals.



Figure 1.2 The above side extension is successful although it is not set below the original ridge or set back from the front elevation.

■ **1.3 General Principles**

**Principle 1 - Use**

Extensions to the main house should not be used as separate residential units or businesses. Accommodation (except in the case of outbuildings) must be connected internally to the main house and must not have a separate kitchen or staircase.

**Principle 2 - Street Scene**

Extensions should be in keeping with the character and appearance of the local street scene and should neither project forward of the front main building line nor cause terracing\*.

*\*Terracing refers to two-storey side extensions which result in an unacceptable reduction in width or total loss of the gap between properties to create the impression of a continuous building frontage (Figure 1.3).*



Figure 1.3 Terracing can have a detrimental effect on the local streetscene.

**Principle 3 - Integrated Design**

All elements of the proposal including landscape, bin and bicycle storage and security should be considered and designed as part of the overall scheme from the outset.

**Principle 4 - Natural Light and Outlook**

Extensions should not adversely affect the natural light and outlook enjoyed by neighbours.

**Principle 5 - Privacy**

Extensions should avoid overlooking neighbouring properties.

**Principle 6 - Scale**

Extensions should be subservient to the original house. Proposals to the full width, length and/ or height of the original building are not normally acceptable. Extensions should be set below the original ridge. and be set back from the front

**Principle 7 - Roofs**

Roofs should match the main roof in terms of shape and pitch (Figure 1.4).

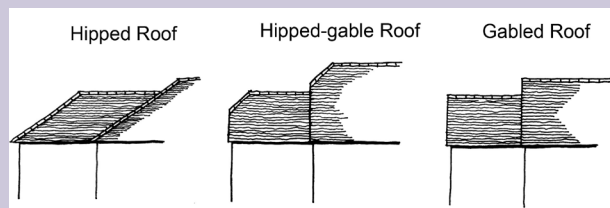


Figure 1.4 Roofs should match the main roof.

**Principle 8 – Architectural Details**

Architectural details of the main building should be protected and repeated in the extension design (Figure 1.5).



Figure 1.5 Extensions should reflect the character and appearance of the main house in terms of scale, roof form, materials and architectural details such as windows and doors.

**Principle 9 - Materials**

External materials, and the way they are used (i.e. coursing and pointing), should match the original house.

**Principle 10 - Garden Space**

Usable garden space\* should not fall below 55 square metres after the construction of the extension.

*\* Usable garden space is land under the exclusive control of the occupier and within the curtilage of the dwelling house. It only includes land that has been adequately screened, usually to the rear and side of the property, and excludes driveways.*

**Principle 11 – Landscape**

Extensions should preserve both hard and soft landscape features including trees, shrubs, walls and railings.

**Principle 12 - Security**

The security of the extended and adjoining properties should not be prejudiced by the design of extensions. Security measures should preserve the character of the streetscene and the main house.

**1.4 Contemporary Design**

Where a contemporary design is proposed, an application should be accompanied by a design statement justifying the approach taken and how the design, notwithstanding its contemporary approach, complies with the principles of townscape and amenity (Figure 1.6). The quality of the design is paramount to the success of such extensions.



Figure 1.6 An example of an extension with a contemporary design

**1.5 External Works**

Works such as decking, patios, boundary walls or fences may require planning consent. Proposals will be assessed having regard to natural light, overlooking and visual impact.

Micro-renewables such as solar and photovoltaic panels, micro-wind turbines, heat pumps, biomass technology and other similar devices may require planning permission to install.

Consult the City Council before commencing any work to ascertain whether planning permission is needed.

**1.6 Crime Prevention**

It is important to consider at an early stage the impact the proposal may have on the security of the original house and the neighbouring properties. Security measures should be unobtrusive and designed as an integral part of the overall proposal. Opportunities to break in, such as drainpipes and flat roofs providing easy access to first floor windows should be avoided. Front doors should be clearly visible from the street to prevent potential intruders being hidden from view.



Security advice can be sought from Devon and Cornwall Constabulary on their website [www.devon-cornwall.police.uk](http://www.devon-cornwall.police.uk) or telephone 08452 777444.

### ■ 1.7 Permitted Development

This guide deals with developments that require planning permission only. There are some minor developments that do not require planning permission. These are known as permitted development (PD). Householders should complete a Householder Enquiry Form to confirm whether a proposal is PD or not. The form is available from the City Council's Customer First Service Centre or from the Council's website - [www.exeter.gov.uk/planning](http://www.exeter.gov.uk/planning).

### ■ 1.8 Seeking Advice

The City Council offers pre-application advice to all householders considering extending or altering their properties. The aim is to allow planning officers to identify problems and suggest changes that will increase the likelihood of approval. The more information that is provided, the more specific the advice will be.

Our contact details are as follows:

Phone: 01392 \*\*\*\*\* or 01392 \*\*\*\*\*

Fax: 01392 265165

Email: [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

Address: Development Control Team  
Planning Services  
Exeter City Council  
EX1 1NN



## **Chapter 2**

# **Rear Extensions and Conservatories**

*Note: This chapter should be read in conjunction with Chapter 1 General Principles.*

■ **2.1 Depth**

The Council sets limits to the depth of extensions to ensure that they are in proportion with the original building and to avoid blocking natural lights and outlook to neighbouring properties.

**Terraced and Semi-detached Houses - 3.0m maximum** (Figure 2.1)

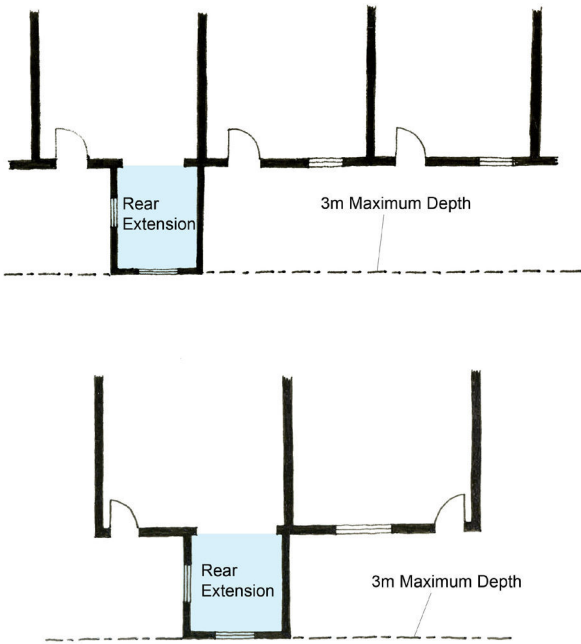


Figure 2.1 Single-storey rear extensions to terraced and semi-detached houses should not exceed 3m in depth.

**Detached Houses – 3.5m maximum** (Figure 2.2)

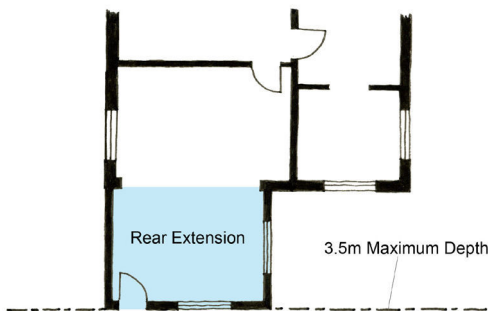


Figure 2.2 Single-storey rear extensions to detached houses should not exceed 3.5m in depth.

Measurements should be taken from the main rear wall of the original house. If in doubt about how to measure, contact the City Council for advice.

Two-storey and first floor rear extensions are more likely to have an impact on neighbours than single-storey ones in terms of natural light, outlook and amenity. Therefore in addition to the depth limits, the “45 Degrees Rule” is used to assess proposals of this kind as indicated in the diagrams below:

1. Draw lines at 45 degrees from the centre of the nearest ground floor habitable room\* windows of adjoining properties on an accurate, scaled **plan** and ensure that the plan fits within the area between the lines and the house (Figure 2.3).
2. Draw lines at 45 degrees from the centre of the nearest ground floor habitable room\* windows of adjoining properties on an accurate, scaled **elevation** and ensure that the elevation fits within the space made by the lines (Figure 2.3).

*\* Habitable rooms include all living rooms, bedrooms and kitchens, but exclude bathrooms, WCs or circulation space.*

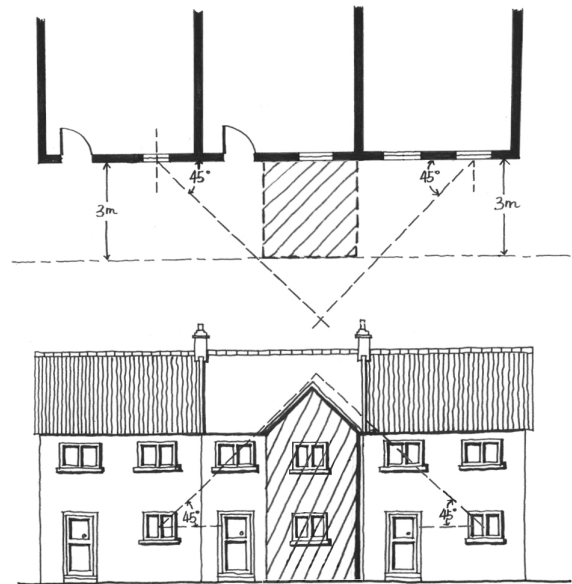


Figure 2.3 Two storey rear extensions should comply with the rear depth limits and 45 degree rules.

In case of two-storey extensions, neighbouring properties should be clearly shown on both plan and elevation drawings, showing the position and size of the nearest windows in relation to the proposed extension.

■ **2.2 Privacy**

Windows should not be placed on side walls overlooking neighbouring properties. High level, non-opening windows with obscure glass may be an acceptable solution in certain circumstances.

Where windows of the proposed rear extension overlook neighbouring properties, a minimum distance of 22m between rear facing habitable rooms should be maintained (Figure 2.4).

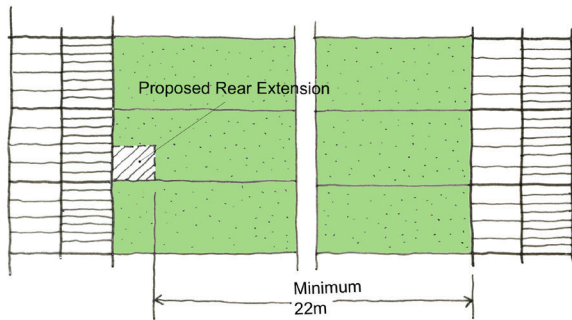


Figure 2.4 A minimum distance of 22m between rear facing habitable rooms should be maintained where overlooking occurs.

The use of a flat roof as a balcony or roof terrace over a single storey rear extension is likely to harm the privacy of neighbours and is not acceptable.

■ **2.3 Roofs**

For single-storey rear extensions there should be a gap of at least 200mm (about 2 brick course) between the highest part of the roof of the extension and the cills of first floor windows above (Figure 2.5).

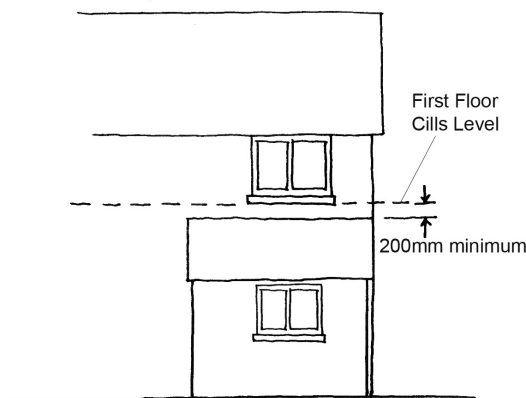


Figure 2.5 The highest part of single-storey rear extensions should be set below the first floor cills by at least 200mm.

■ **2.4 Conservatories**

The criteria for single-storey extensions apply to conservatories. The design may need to include solid walls or fixed obscure glazing to prevent overlooking.

image to follow

Figure 2.6 Conservatory with simple roof design harmonises with most properties.

■ **2.5 Checklist**

List of Material Considerations		
1.	Is the extension only to be used for purposes ancillary to the residential use of the main house?	Yes/No
2.	Does the extension comply with maximum depth limits?	Yes/No
3.	In the case of a two-storey extension, does it comply with the 45 degrees rule?	Yes/No
4.	Does the extension preserve the natural light and outlook of neighbours?	Yes/No
5.	Does the extension preserve the privacy of neighbours?	Yes/No
6.	In the case of a single-storey extension, does a gap of at least 200mm remain between the uppermost part of the roof and the first floor cill of any window?	Yes/No
7.	Does the extension match the original building in terms of roof design, doors, windows and building materials?	Yes/No
8.	Is there still 55 square metres of usable garden space after development?	Yes/No
9.	Does the extension preserve the security of the neighbours?	Yes/No

If yes is not the answer to all of above questions, contact the City Council before submitting an application.



# **Chapter 3**

## **Side Extensions**

*Note: This chapter should be read in conjunction with Chapter 1 General Principles.*

This chapter applies to both single and multi-storey side extensions and also to first floor side extensions over an existing structure such as a garage or carport.

■ **3.1 Position**

Extensions should be set back at least 1m from the front main wall of the house and be set in at least 1m from the side boundary (Figure 3.1).

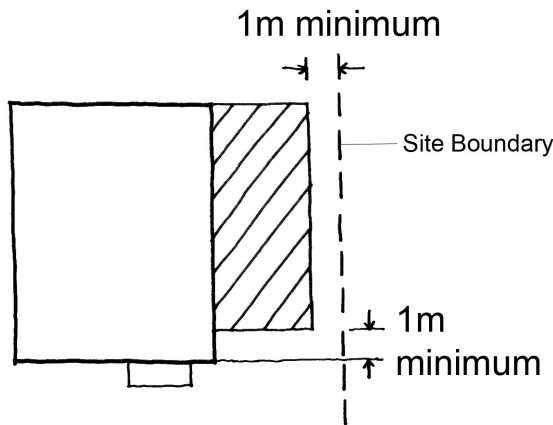


Figure 3.1 Side extensions should leave at least 1m from the side boundaries and the front main walls.

Extensions should not extend beyond the rear main wall (Figure 3.3).

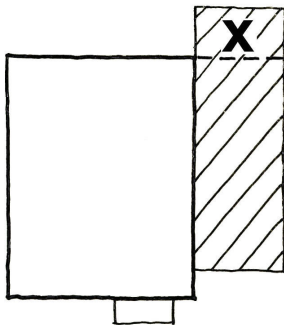


Figure 3.2 Side extension should not extend beyond the rear main wall.

■ **3.2 Proportion**

The extension should always allow the original structure to stand out as the main building. The width should not exceed half the width of the main house (Figure 3.3), the sidewalls should remain parallel to the main house (Figure 3.4).

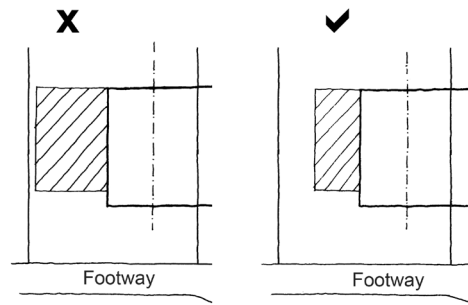


Figure 3.3 Side extensions should not exceed half the width of the main house.

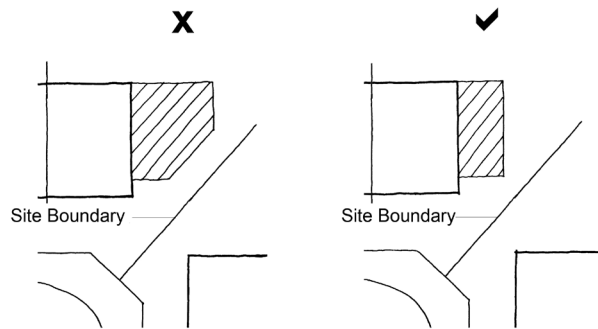


Figure 3.4 The side walls of the extensions need to be parallel to the main houses.

■ **3.3 Roofs**

Single-storey side extensions should leave a gap of at least 200mm (about 2 brick course) between the highest part of the roof of the extension and the cills of first floor windows above (Figure 3.5).

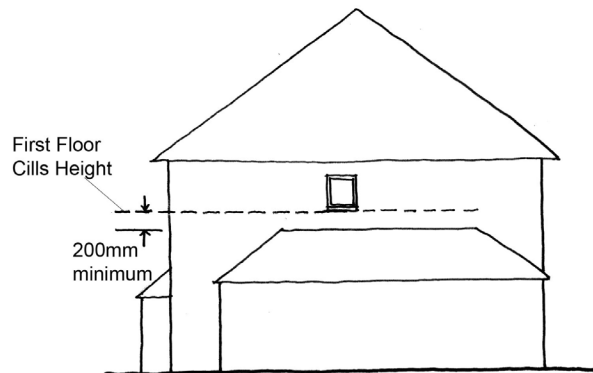


Figure 3.5 The highest part of single-storey rear extensions should be set below the first floor cills by at least 200mm.

### ■ 3.4 Garages and Carports

The criteria for side extensions apply to garages and carports. Traditional vertical timber boarding is appropriate for most garage doors (Figure 3.6).

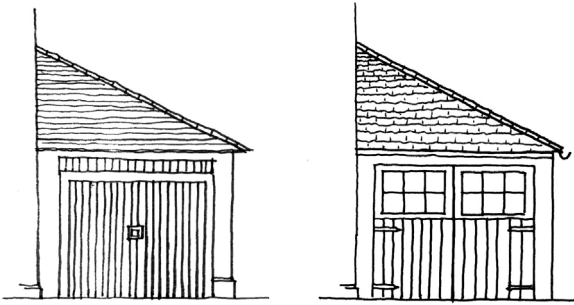


Figure 3.6 Traditional vertical timber boarding is appropriate for most garage doors.

### ■ 3.5 Checklist

List of Material Considerations		
1.	Is the extension only to be used for purposes ancillary to the residential use of the main house?	Yes/No
2.	Does the extension preserve daylight and sunlight to the neighbours?	Yes/No
3.	Does the extension preserve the privacy of neighbours?	Yes/No
4.	Is the extension set back at least 1m from the front main wall and set in at least 1m from the side boundary?	Yes/No
5.	Does the extension preserve the streetscene and avoid terracing?	Yes/No
6.	Does the extension avoid projecting beyond the rear main wall?	Yes/No
7.	Is the extension no more than half the width of the main house?	Yes/No
8.	Is the side wall of the extension parallel to that of the main house?	Yes/No
9.	In the case of a single-storey extension, does a gap of at least 200mm remain between the uppermost part of the roof and the first floor cills above?	Yes/No
10.	Does the extension match the original building in terms of roof design, doors, windows and building materials?	Yes/No
11.	Is there still 55 square metres of usable garden space after development?	Yes/No
12.	Does the extension preserve the security of the neighbours?	Yes/No

If yes is not the answer to all of above questions, contact the City Council before submitting an application.





# **Chapter 4**

## **Roof Extensions and Alterations**

*Note: This chapter should be read in conjunction with Chapter 1 General Principles.*

This chapter deals with roof extensions and alterations, including dormer windows and changes to the shape of roofs.

■ **4.1 Position**

Dormers should be placed on the rear roof.

A single dormer should be located in the centre of the roof face. Where more than one dormer is proposed, they must be located symmetrically on the roof (Figure 4.1).



Figure 4.1 Dormers should be placed on the rear roof and appear symmetrical.

Dormers should be set a minimum of 1m (measured vertically) below the ridge level, 1m above eaves and 1m from the boundary. For gabled roofs, dormers should be set in a minimum 1m from the edge of the roof (Figure 4.2).

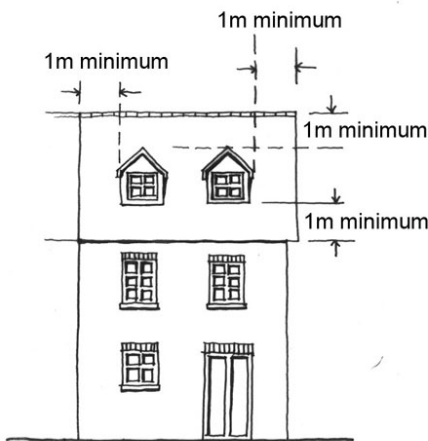


Figure 4.2 Dormers should be set below the ridges, set above the eaves and set in from the boundary and the edge of the roof.

For hipped roofs, extensions should not come within 0.5m of the hip tiles (Figure 4.3).

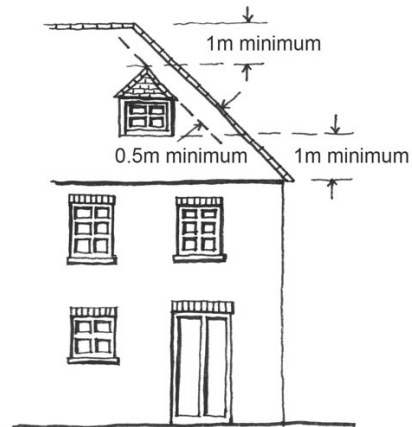


Figure 4.3 Dormer windows should be well away from the hipped part of the roof.

■ **4.2 Size and Scale**

The size of dormers should be kept to a minimum so that the main roof of the house remains the dominant feature. The windows should be clearly smaller than the windows on the main wall of the house so that scale and proportions are visually pleasing (Figure 4.4).

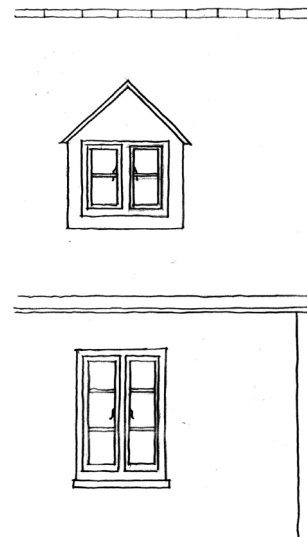


Figure 4.4 Dormer windows should be smaller than the windows on the main wall of the house.

■ **4.3 Design Details**

Flat roof dormers should be avoided. Dormer roofs may be pitched with a gable, or pitched with a hipped front. Low arched roofs may also be acceptable. Dormer cheeks should generally be clad in materials to match the roof (Figure 4.5).

Gabled Roof      Hipped Roof      Low Arched Roof



Figure 4.5 A range of designs of dormer roofs may be appropriate to the character of the main house.

■ **4.4 Privacy**

Where windows of the proposed roof extension overlook neighbouring properties, a minimum distance of 22m between rear facing habitable rooms should be maintained (Figure 4.6).

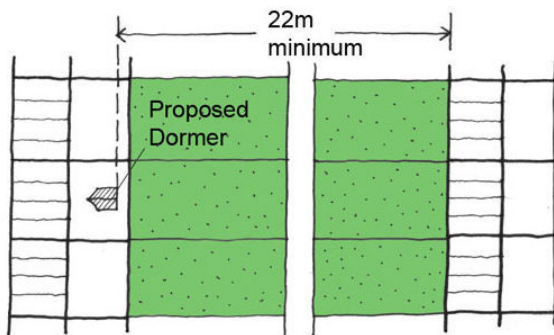


Figure 4.6 Proposed dormer windows should leave at least 22m distance away from the rear habitable rooms of the neighbouring properties .

Roof extensions or alterations to include a balcony or roof terrace will not be acceptable where they are likely to overlook neighbouring properties.

■ **4.5 Alteration to the Roof Shape**

Proposals for altering the shape of roofs will not be acceptable (Figure 4.7).

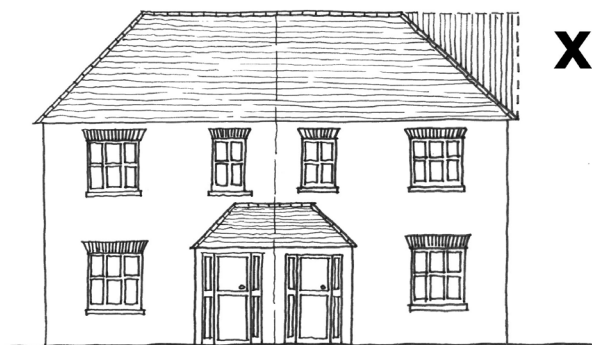


Figure 4.7 The alteration to the shape of roofs is not acceptable (e.g. from hipped roof to gabled roof).

■ **4.6 Checklist**

List of Material Considerations		
1.	Is the dormer extension on the rear roof?	Yes/No
2.	Is the dormer at the centre of the roof space? Or if two or more dormers are proposed, are they located symetrically?	Yes/No
3.	Do the set-ins and set-backs of the dormers meet the City Council's requirements?	Yes/No
4.	Does the dormer relate well to the original house in terms of scale, design details, roof form and materials?	Yes/No
5.	Does the dormer window preserve the privacy of neighbours?	Yes/No

If yes is not the answer to all of above questions, contact the City Council before submitting an application.



## **Chapter 5**

# **Detached Garages and Outbuildings**

Note: This chapter should be read in conjunction with **Chapter 1 General Principles**.

■ **5.1 Location**

Detached garages and outbuildings should be set back at least 1m from the front main wall of the house and set in from the boundaries by at least 1m (Figure 5.1).

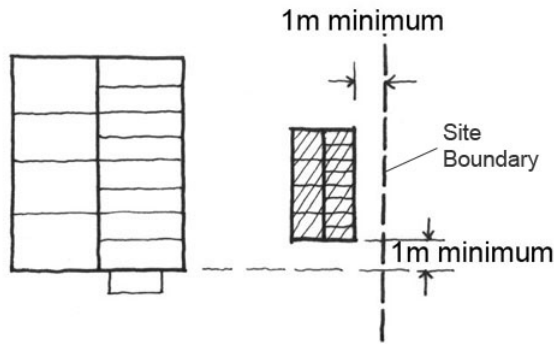


Figure 5.1 Detached outbuildings should be set back at least 1m from the front main building line of the main house and at least 1m from the site boundary.

■ **5.2 Design Details**

Detached garages and outbuildings should be confined to single-storey. Windows should be carefully placed to avoid overlooking. A garage or outbuilding may not be acceptable where changes in level result in walls significantly higher than normal domestic single storey height.

Particular care will need to be taken with the design of double garages which should be accessed by two separate doors divided by a pier (Figure 5.2). For garage doors, vertical timber boarding finished in dark paint or woodstain are appropriate across a range of design styles.

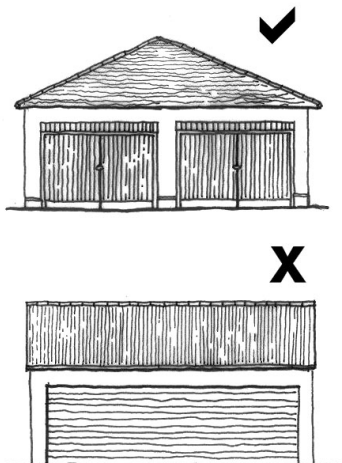


Figure 5.2 Double garages should be accessed by two separate doors divided by a pier.

The width of driveways should be kept to a minimum to reduce the impact on the streetscene and should be surfaced in an attractive material which complements the house and its garden. Enclosure to the street should be maintained by walls, railings, gates and planting (Figure 5.3).



Figure 5.3 The design of detached garages and drives should respect the local streetscene.

■ **5.3 Checklist**

List of Material Considerations		
1.	Is the detached building only to be used for purposes ancillary to the residential use of the main house	Yes/No
2.	Does the detached building preserve daylight and sunlight to neighbours?	Yes/No
3.	Does the detached building preserve the privacy of neighbouring properties?	Yes/No
4.	Does the detached building preserve the outlook of neighbours?	Yes/No
5.	Does the detached building relate well to the original house in terms of design details, roof form and materials?	Yes/No
6.	Is there still 55 square metres of garden after development?	Yes/No
7.	If a detached double garage is being proposed, would it be accessed by two separate doors?	Yes/No
8.	Is the proposed driveway kept minimum in width and is attractively surfaced?	Yes/No
9.	Does the detached building preserve the security of the neighbours?	Yes/No

If yes is not the answer to all of above questions, contact the City Council before submitting an application.

## **Appendix - Other Issues**

## ■ Other Issues

### • Planning Submission Requirements

Planning applications are made by submitting forms, specified scale plans and drawings, any other supporting information and documentation necessary to process the application, and a fee. Details of these requirements may be found at [www.exeter.gov.uk/planning](http://www.exeter.gov.uk/planning)

### • Consulting Neighbours

Applicants are advised to talk to neighbours before submitting a planning application. Consulting neighbours at an early stage can save time and expense later on by avoiding the need to have plans revised.

### • Site Boundaries

No part of the extension including rainwater goods, foundations, canopies and overhangs should extend beyond site boundaries (Figure A1).

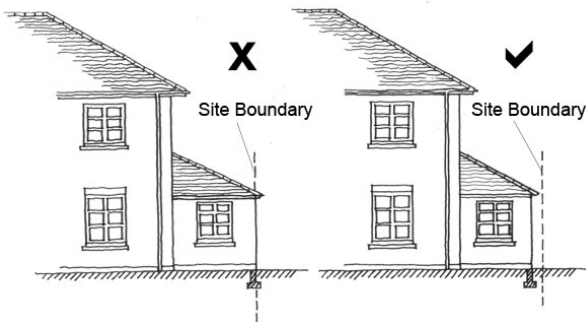


Figure A1 All parts of the extensions including rainwater goods, foundations, canopies and overhangs should be kept within the site boundaries.

### • Changing Proposals

A new application is likely to be required for changes to an approved design in terms of dimensions, external appearance or materials. All possible steps should be taken to avoid changes to the design of an extension during construction. It is advisable to seek building regulations approval at the same time as applying for planning permission.

### • Guidelines for building work

Ensure you have consent from Devon County Council to store materials and equipment on the highway. Please call ..... for further information.

### • Conservation Areas and Listed Buildings

Contact the City Council's Conservation Officer or Conservation Planner (Tel: 01392 265227 or 01392 265232 or [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)) to ascertain whether there are any particular conservation area requirements with regard to a proposal. All extensions to listed buildings require 'Listed Building Consent'.

### • Archaeology

On very rare occasions development can affect scheduled monuments and their settings. A separate consent is required for this and for ground works within central Exeter. Ground works in other historic areas can also occasionally affect buried remains. Please see the City Council's guidance on Archaeology and Development which is available from Customer First Service Centre or from the website - [www.exeter.gov.uk/planning](http://www.exeter.gov.uk/planning).

### • Trees

Important trees need to be protected during construction. The Council has produced the following documents to assist householders and developers to successfully retain trees: Trees and development (A Householders Guide) and Trees in Relation to Development (Supplementary Planning Document). These documents are available from the City Council's Customer First Service Centre or from the Council's website - [www.exeter.gov.uk/planning](http://www.exeter.gov.uk/planning).

Trees within conservation areas, and trees protected by Tree Preservation Orders cannot be felled or pruned without the consent of the Local Planning Authority. Prior to the design stage, contact the City Council's Landscape and Tree Officer (Tel 01392 265228 or [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)) to ascertain if any trees within or adjacent to the site are protected.

### • Sustainability

Extensions can provide the opportunity to improve a dwelling's environmental performance by applying energy conservation and water recycling technologies and by including green roofs and green walls where appropriate. Please consult the City Council for further information

Extensions within a zone of medium-high flood risk will require Flood Risk Assessments. For further information contact the Environment Agency on ..... or visit [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)





Planning Services  
Exeter City Council  
Civic Centre  
Paris Street, Exeter  
EX1 1NN  
Tel: 01392 26  
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## EXETER CITY COUNCIL

EXECUTIVE  
11 FEBRUARY 2008

### ADOPTION OF SUPPLEMENTARY PLANNING GUIDANCE STUDENT ACCOMMODATION DEVELOPMENTS IN RESIDENTIAL AREAS

#### 1. PURPOSE OF REPORT

- 1.1 To consider representations received in relation to the draft Supplementary Planning Guidance on Student Accommodation Developments in Residential Areas and agree proposed guidance for adoption.

#### 2. BACKGROUND

- 2.1 In July 2007 the Executive agreed draft Supplementary Planning Guidance on Student Accommodation Developments in Residential Areas for public consultation.
- 2.2 The guidance relates to the interpretation of Local Plan Policy H5 in regard to the potential over concentration of student accommodation in certain parts of Exeter.
- 2.3 Copies of the SPG were made available at the Civic Centre and on the Council Website. Copies of the SPG were also sent to academic institutions, providers of purpose built accommodation, residents' associations, agents, councillors, Devon County Council and Exeter Civic Society. A press release was issued and posters were displayed in shops within the areas referred to in the guidance.
- 2.4 Fourteen written comments have been received. These are available for inspection in planning Services.

#### 3. CONSULTATION RESPONSES

- 3.1 A schedule of the comments received and the proposed responses is included at Appendix 1.
- 3.2 Of the fourteen representations received, twelve were in general support of the guidance although specific reservations were expressed, and two were opposed in principle to the guidance.
- 3.3 Those in general support of the guidance were pleased that the Council were attempting to control student accommodation in particular areas of the City. Issues of noise, disturbance and parking were often cited in these responses. However, concern was expressed as to the effectiveness of the guidance and

some confusion was apparent in regard to the actual impact of the guidance. In particular there was uncertainty as to whether the guidance would affect the need for planning permission, when and how strictly it would be applied, and whether appeal inspectors would give it weight.

- 3.4 Whilst the University of Exeter indicates that they fully appreciate that pressures of student housing demand on areas within the City are generating concerns from residents, they state that, by adding additional constraints, the guidance runs the risk of being ‘part of the problem’ rather than a positive planning measure. The University regard the focus on achieving a ‘mixed community throughout the year’ as a questionable planning objective that does not relate obviously to Policy H5 or national policy guidance. They believe the area boundaries are not robust, do not support the community based approach and will require constant review. The University questions the view that 25% or greater student occupation produces an over concentration and considers that these are areas close to the campus that have considerable merits for student living. They believe that the guidance is unlikely to have a significant real impact on the conversion of terraced dwellings, but could preclude some potentially helpful development such as new purpose-built accommodation. Furthermore, by increasing ‘protection’ for particular areas, the policy could transfer pressures from one community within Exeter to another in an unplanned and unsustainable way. Accordingly the University suggests that the draft SPG is not adopted and that the Council works with the University to address the housing needs of the City’s students through the provision of managed accommodation around the university and in other suitable locations within the City. The University have also made a number of more detailed comments; a proposed response is in Appendix 1.

#### **4. COMMENTS**

- 4.1 It must be recognised that this guidance will not change the requirement for planning permission. It will still be the case that in many circumstances planning permission will not be needed for students to live as a single household.
- 4.2 Furthermore it needs to be clear that this guidance does not introduce a new policy. Policy H5 already exists and is used to assess any relevant planning application that is submitted. This SPG provides guidance on interpreting Policy H5 within particular areas, so that student developments do not adversely affect the character of the neighbourhood or create an imbalance in the local community.
- 4.3 The objections raised have been carefully considered. The importance of striking the right balance between planning controls and positive planning measures is recognised. The Council will continue to work closely with the University in order to promote positive measures to reduce the conflict between students and other Exeter residents. The Council also recognises that the University’s aim to provide housing for all full-time students who want it will ease pressure on existing family housing.

- 4.4 Minor amendments to the nature of the guidance would not address the University's concerns. The only option to meet the University's concerns would be to abandon the SPG and accept that some areas will become increasingly dominated by student accommodation.
- 4.5 Four correspondents have also suggested amendments to the boundaries of the areas covered by the SPG. However, the level of homes exempt from Council Tax due to student occupation does not exceed 25% within these new areas and therefore amendment does not appear justified.
- 4.6 The focus of this guidance is on achieving a mix of uses throughout the year in areas that already have a high concentration of student accommodation. Whilst it is recognised that there are limitations on the ability of the planning system to control the occupancy of properties by students, it is considered that this guidance will make a worthwhile contribution to protecting the character of those neighbourhoods identified.
- 4.7 The effectiveness of the SPG will be reviewed with a view to introducing any appropriate policies in the Generic Development Control Policies Development Plan Document that is due to be prepared from late 2008.
- 4.8 It is recommended that the proposed SPG be adopted with only consequential amendments to reflect its change in status from a draft to adopted advice. A copy of the proposed amended SPG is at Appendix 2.
- 4.9 Planning Member Working Group considered the results of the consultation on 2 January 2008. Members recognised the limited ability of the planning system to control some forms of occupation of property. Officers clarified that the advice did also apply to new purpose built student accommodation, however there were unlikely to be significant proposals in the defined areas.

## **5. RECOMMENDATION**

- 5.1 That Executive adopts the proposed SPG at Appendix 2.

**RICHARD SHORT**  
**HEAD OF PLANNING SERVICES**

**ECONOMY AND DEVELOPMENT DIRECTORATE**

Local government (Access to Information) Act 1985 (as amended)  
Background papers used in compiling this report:  
None

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## APPENDIX 1

Mr J W Nicholls	Supports SPG. Proposes no more students in the areas concerned, no students cars unless off road, and lets should be charged as business rates. <i>Noted, although the limitations of the planning system need to be recognised.</i>
Andrew Mowl and Brian George	Supports SPG. Share concern regarding changes to character of neighbourhoods and impacts of car parking. <i>Noted.</i>
Brian George	Supports SPG. Share concern regarding changes to character of neighbourhoods and impacts of car parking <i>Noted.</i>
Dr David Treharne	Supports SPG. Area of Union Road and Culverland Close is omitted from proposals. Representation identifies problems of noise, litter, and damage to cars. Also concern expressed regarding enforcement of this guidance. University should play more proactive role in provision of student accommodation which should be centred around Stratham Campus. This issue should be dealt with as a multi agency matter. <i>The data on exemption from Council Tax does not justify an extension to the SPG area to cover Culverland Close and Union Road. The University will continue to play a proactive role in the provision of student accommodation.</i>
Mr M Haste	Supports Proposals. Area of Union Road and Culverland Close omitted from proposals. Representation identifies problems of noise, litter, and damage to cars. Also concern expressed regarding enforcement of regulations. University should play more proactive role in provision of student accommodation which could be centred around Stratham Campus. This issue should be dealt with as a multi agency matter. <i>The data on exemption from Council Tax does not justify an extension to the SPG area to cover Culverland Close and Union Road. The University will continue to play a proactive role in the provision of student accommodation.</i>
Exeter Estate Agents Association Chair and Cardens Estate Agents	<i>The University will continue to play a proactive role in the provision of student accommodation.</i> Objects to SPG. Could create a bubble in the housing market. Suggests that houses in high density student areas without the prospect of student occupation would lose value. A scenario whereby every sale in these areas would become subject to planning permission being obtained for student use would slow down the house selling process. <i>It is not considered that the SPG will have a significant impact upon house prices and as the SPG will not affect whether planning permission is required there should be no impact on the speed of house sales.</i>
David Roberts	Supports SPG. Suggests that there needs to be a requirement rather than guidance if aims are to be fully effective. Will future appeal inspectors take note of guidance.

	<p><i>Noted – The introduction of the SPG will provide guidance on the interpretation of Policy H5. The Policy approach will be reviewed as part of the production of the Local Development Framework.</i></p> <p>Comments regarding parking of cars and questions whether it would be possible to link the issue of Residential Parking Permits to the payment of Council Tax for a given dwelling.</p> <p><i>The Exeter Residents' Parking Scheme is administered by Exeter City Council on behalf of Devon County Council – permits are currently limited by supply but allocation criteria do not differentiate between different types of Exeter resident.</i></p> <p>Supports proposals and make additional suggestions regarding initiatives, partnership working and 'place shaping'.</p> <p><i>Noted.</i></p> <p>Support suggestion that the University significantly improve their commitment to sustainable travel.</p> <p><i>Noted.</i></p> <p>Intentions are worthy but too late and misdirected. The neighbourhoods targeted are already lost – the need now is to protect the neighbourhoods next in line. The Council needs to enlarge the areas subject to restriction. Suggests that City Council contest the University expansion or insist that the University houses all or most of these new students on its campus.</p> <p><i>This guidance is focused on achieving a mix of uses in areas that already have a high concentration of student accommodation – the proposed guidance can be justified within these areas but would not be so well founded in areas with lower concentrations of students.</i></p> <p><i>The University will continue to play a proactive role in the provision of student accommodation. It is not Council policy to contest the expansion of the University.</i></p> <p>Very much welcome this new initiative. It has proved effective elsewhere in the country and we look forward to the assertive maintenance of the balance of our very successful community.</p> <p><i>Noted.</i></p> <p>THWARA fully supports the measures proposed within the draft SPG as a means of maintaining a mixed community throughout the year but suggests 'The SPG should include the current Bishop Blackall Annexe building within the Powderham Crescent/Blackall Road (31%) area shown on the map within the draft SPG document dated August 2007.'</p> <p><i>Noted. The Bishop Blackall Annexe is a vacant building of local importance and a suitable use needs to be found to ensure this building is retained. As the building is well located in relation to the University, it would appear</i></p>
Mike Dugdale	
Diane Boston and Ian Hodgson	
Devon County Council	
G Pearson	
Katy and Dick Brownridge	
Thornton Hill and West Avenue RA (THWARA)	



University of Exeter	<p><i>unreasonable to rule out student use.</i></p> <p>The University fully appreciates that pressures of student housing demand on areas within the City are generating concerns from residents. The guidance will not remove the underlying needs and demands for student accommodation. By adding additional constraints without attention to positive planning for student housing needs, the policy runs the risk of being ‘part of the problem’ rather than a positive planning measure.</p> <p>It is considered that Section 2 of the draft SPG lacks an explanation of how the acknowledged growth is to be accommodated in a planned manner and concludes somewhat arbitrarily that planning guidance would focus on one particular issue – that of achieving ‘a mixed community through the year’. This seems a highly questionable planning objective, not obviously related to the stated objectives of Local Plan Policy H5 or to national planning policy guidance, and tending to discourage any seasonally variable tenure.</p> <p>The policy will in practice affect only large properties and new build schemes. New build schemes offer opportunities to raise standards of accommodation and management. A policy that precludes such development but is unable to prevent further conversion of terraced housing does not seem particularly useful.</p> <p>For any policy to carry weight in planning decisions it must be robust. Establishing a robust boundary is difficult and there appears to be insufficient information to enable the Council to judge what constitutes a reasonable number of student houses in a particular area. The judgement for the proposed policy has been made on a proportional basis and as such appears to be simplistic. The University urges the Council to fully explore all the alternatives before defining fixed areas of control.</p> <p>The way in which the boundaries of the three areas have been established is questioned as they do not represent electoral wards and there appears to be no clear reason for their definition. Attention is drawn to the fact that Devonshire Place is not included in either of two areas and it is asked - how can this street alone not form part of the area for a ‘community based’ policy?</p> <p>The University questions the assumption that a figure of 25% or greater of homes with an exemption from Council Tax due to occupation by students produces an over-concentration. It is considered that these are areas close to the university that have considerable merits for student living. Where are the more suitable locations that student demands might be deflected to? Will they be further away and if so how will this relate to sustainability? And - Is ‘spreading the problems’ of student pressure to other areas preferable to better management and community relationship building within existing preferred locations.</p> <p>It is pointed out that the percentage of homes exempt from Council Tax is likely to change on an annual basis and as such the policy will require constant review.</p>
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	<p>It is considered that The Exeter and Torbay housing Market Assessment 2007 does not provide reasonable justification for such a policy.</p> <p>The University would hope to increase the number of on-campus bed spaces provided and work closely with the Council to ensure provision of privately managed accommodation off campus. This will be of benefit to local residents and the local housing market by reducing pressure on traditional market homes.</p> <p>Purpose-built student accommodation is unlikely to give rise to the same issues as 'traditional' HMO's. As such the SPG seems flawed in its aims to prevent new, extensions to or conversions to student halls.</p> <p>Finally it is suggested that the SPG is avoiding the issue of how and where to best accommodate an acknowledged demand for student accommodation. It is raising expectations amongst local residents that student demands can be 'controlled out' whereas in reality they must be properly planned for. By increasing 'protection' for particular areas that policy could transfer pressures from one community within Exeter to another in an unplanned way.</p> <p><i>It is recognised that the guidance will not remove the underlying needs and demands for student accommodation. SPG was adopted in June of this year for the 'Expansion of University of Exeter' in recognition of the significant expansion of about 36% in student numbers over the next 10 years. The SPG consisted of nine general principles that would guide future student accommodation. This adopted guidance reflects the Council's positive approach to the issues arising from the provision of student accommodation and needs to be seen in conjunction with the current proposed SPG.</i></p> <p><i>The Council will continue to work closely with Exeter University to ensure that the needs for student accommodation are met.</i></p> <p><i>It is considered that the aim of achieving 'a mixed community throughout the year' makes a significant contribution to the character of a neighbourhood referred to in Policy H5. Accordingly it is considered that this is a reasonable planning objective for SPG.</i></p> <p><i>The Council recognise the limitations of this guidance but consider that it will help to address the issue of student developments adversely affecting the character of particular areas or creating an imbalance in the local community.</i></p>
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## SUPPLEMENTARY PLANNING GUIDANCE

# STUDENT ACCOMMODATION DEVELOPMENT IN RESIDENTIAL AREAS



Exeter City Council

FEBRUARY 2008

## **SUPPLEMENTARY PLANNING GUIDANCE**

### **STUDENT ACCOMMODATION DEVELOPMENTS IN RESIDENTIAL AREAS**

#### **1 STATUS OF DOCUMENT**

- 1.1 This supplementary planning guidance (SPG) was agreed by the Council's Executive on 11 February 2008. This followed a public consultation on draft guidance in Autumn 2007. A copy of the report to Executive on the results of the consultation is at <http://committees.exeter.gov.uk/ieListDocuments.asp?CId=112&MId=1636&Ver=4>

#### **2 BACKGROUND**

- 2.1 The University of Exeter expects to have around 12,000 full-time equivalent students in Exeter in 2008/9 on the Streatham and St Luke's campuses. It expects this to increase to some 15,000 students by 2015/6 (See <http://www.admin.ex.ac.uk/be/estatestrategy.shtml> ).
- 2.2 About 2,000 of the existing students are assumed to live at home in Exeter or nearby, about 4,000 in University controlled accommodation either on or off campus and about 6,000 in the private rented sector. There are about 1,200 homes in the City that are exempt from Council Tax because they are entirely occupied by students. Many of these properties are concentrated in areas close to Streatham Campus. 67 of the 102 homes in Victoria Street were exempt from Council Tax in April 2007.
- 2.3 There are also students in the city associated with other academic institutions. Students make up over 10% of the total population, much more in certain areas.
- 2.4 Local residents frequently express concerns about late night noise and disturbance and car parking associated with students. Such problems are however not unique to this sector of the population. The presence of a proportion of students can contribute to the diversity of local communities. However, there may be occasions where there are concentrations in such numbers that may have adverse effects on the mix and balance of a community. For example, large numbers of properties may be vacant outside of term times. The proposed approach in this guidance is justified on grounds of maintaining a mixed community throughout the year rather than problems such as noise, rubbish and car parking that are not unique to students.

#### **3 PLANNING CONTROLS ON STUDENT ACCOMMODATION**

- 3.1 There are limitations to the ability of the planning system to control the occupancy of properties by students. Up to six people can live in a house as a single household without the need for planning permission. The Council cannot control the acquisition of homes and their use as student accommodation.

- 3.2 The Council does have planning control over material changes of use of homes to other forms of accommodation such as houses in multi occupation (HMOs). These may be occupied by students or often other low income or transient people. Only a small proportion of HMOs (those that are three or more storeys high, have five or more people in one household and share amenities such as bathrooms, toilets and cooking facilities) are required by law to be licensed by the Head of Environmental Health Services. Licences are granted on the basis of standards relating to issues such as safety and cannot be refused on grounds of the concentration in an area.
- 3.3 New purpose-built student accommodation is normally in the form of cluster flats that share communal kitchen/lounge facilities or studios. These are usually limited to occupation by students only and may have lower standards of residential amenity than properties designed for longer-term occupation.
- 3.4 The development, conversion or extension of ordinary dwellings may be in a form that is clearly intended for student use, such as extensions to provide a large number of bedrooms, with or without en suite facilities and proposals for very large rooms that are capable of future subdivision.
- 3.5 Proposals that require planning permission may take the following forms:
- New developments, extensions or conversions into student hall accommodation
  - Construction, extension or changes of use to HMO accommodation.
  - New dwellings, conversions or changes of use to dwellings that have an internal design that may be intended for student occupation.
  - Extensions of existing dwellings where there is evidence of occupation by students.
- 3.6 Changes of use from family dwellings to student occupation is likely to have most impact upon the character and balance of a community because of the loss of other age groups as well as the introduction of more students. It is proposed to restrict further student accommodation in all these forms in areas where there is considered to be an over concentration of students.

#### **4 POLICY JUSTIFICATION FOR PLANNING CONTROL**

- 4.1 The law requires that planning decisions be in accordance with the development plan unless other material considerations indicate otherwise. The main part of the development plan relevant to student accommodation is criterion (b) of policy H5 of the adopted Exeter Local Plan. This states:

H5: THE CONVERSION OF DWELLINGS TO FLATS, SELF-CONTAINED BEDSITTERS OR HOUSES IN MULTIPLE OCCUPATION AND THE DEVELOPMENT OF SPECIAL NEEDS OR STUDENT HOUSING WILL BE PERMITTED PROVIDED THAT:

....

(b) THE PROPOSAL WILL NOT CREATE AN OVER CONCENTRATION OF THE USE IN ANY ONE AREA OF THE CITY

WHICH WOULD CHANGE THE CHARACTER OF THE  
NEIGHBOURHOOD OR CREATE AN IMBALANCE IN THE LOCAL  
COMMUNITY;

....

## **5 AREA TO BE SUBJECT TO RESTRICTION**

- 5.1 The Council proposes that, for the purpose of interpreting policy H5(b), the three areas on the attached plans have an existing concentration of students such that further student accommodation developments would adversely affect the character of the neighbourhood or create an imbalance in the local community. All forms of additional student accommodation that require planning permission will be resisted in these areas.
- 5.2 The three areas identified all have over 25% of homes that are exempt from Council Tax at April 2007 owing to entire occupation by students. All the areas have been subject to concerns expressed by local residents that high numbers of students are adversely affecting the community.

## **6 FURTHER INFORMATION**

- 6.1 Further information on planning issues relating to students in Exeter can be found in the following report to the Council's Planning Committee in December 2006:

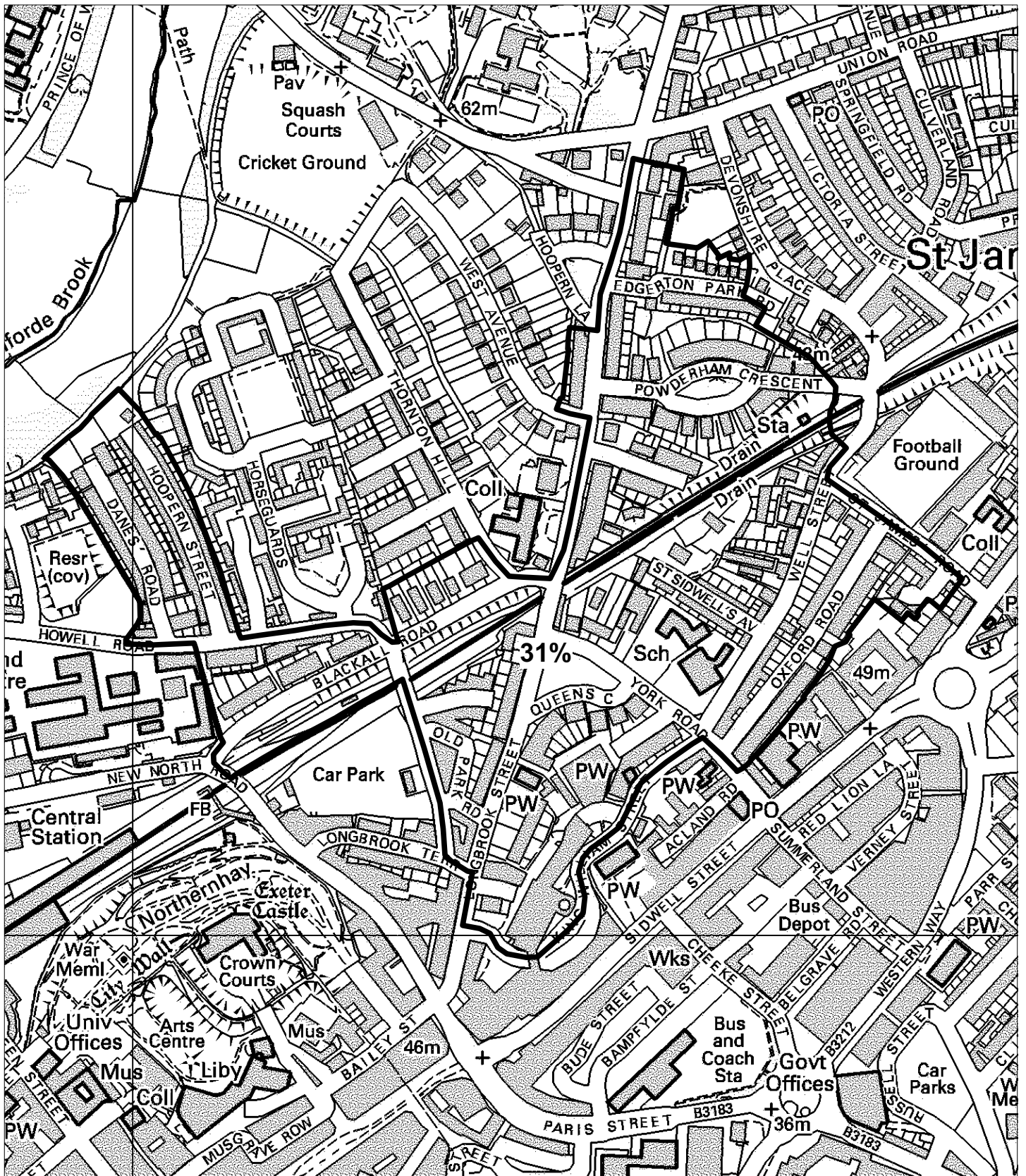
[http://committees.exeter.gov.uk/Data/Planning%20Committee/20061211/Agenda/\\$item%2004.doc.pdf](http://committees.exeter.gov.uk/Data/Planning%20Committee/20061211/Agenda/$item%2004.doc.pdf)

- 6.2 If you wish to discuss the issues or seek further information please contact:

Nick Bickford on 01392 265283 or [nick.bickford@exeter.gov.uk](mailto:nick.bickford@exeter.gov.uk)

Jill Day on 01392 265615 or [jill.day@exeter.gov.uk](mailto:jill.day@exeter.gov.uk)





Scale 1:5000



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25/07/2007

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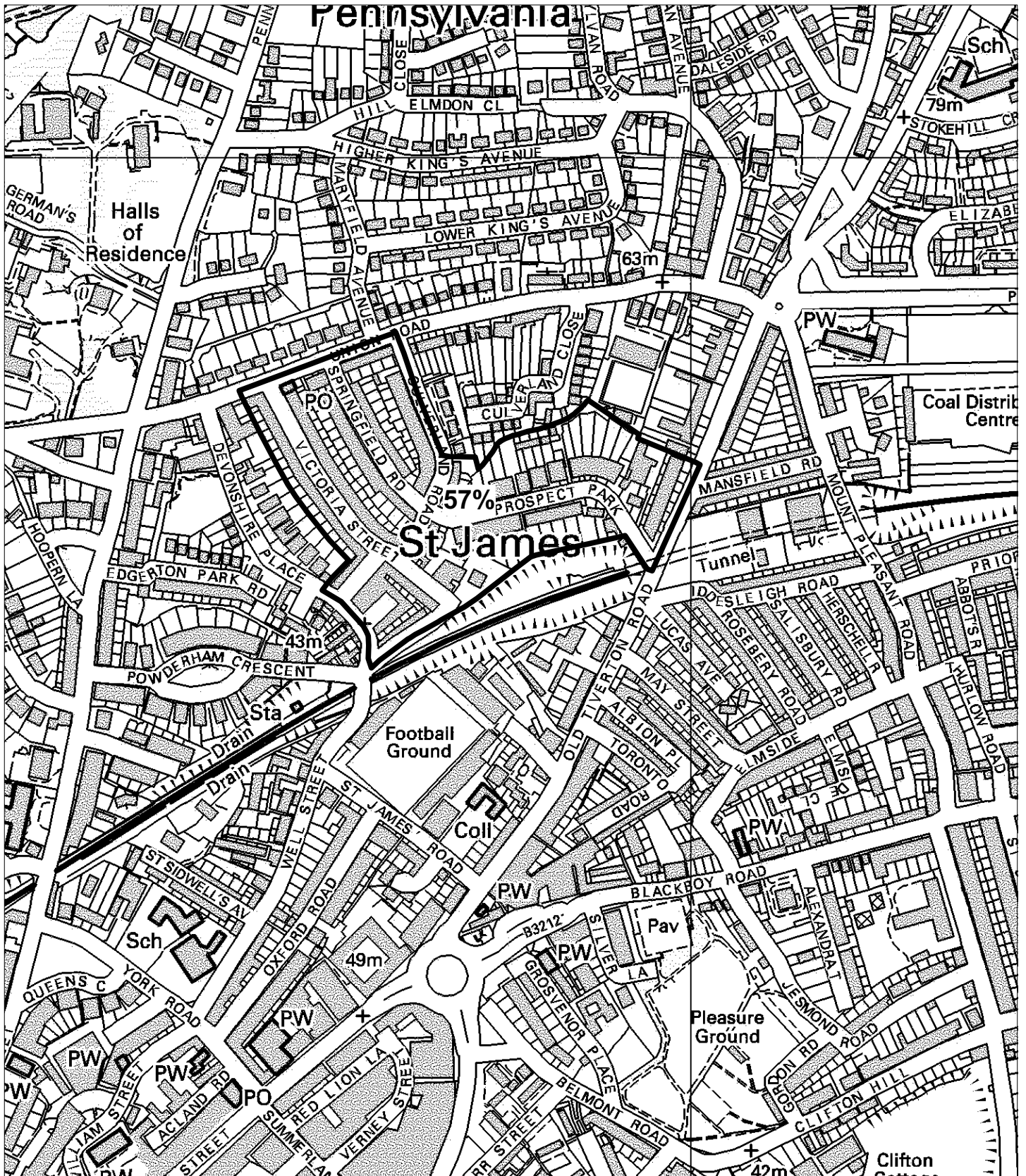
Proportion of student properties exempt from Council Tax (April 2007)

Planning Services, Exeter City Council, Civic Centre, Paris Street, Exeter, EX1 1NN

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Exeter City Council



Scale 1:5000



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25/07/2007

%

Proportion of student properties exempt from Council Tax (April 2007)

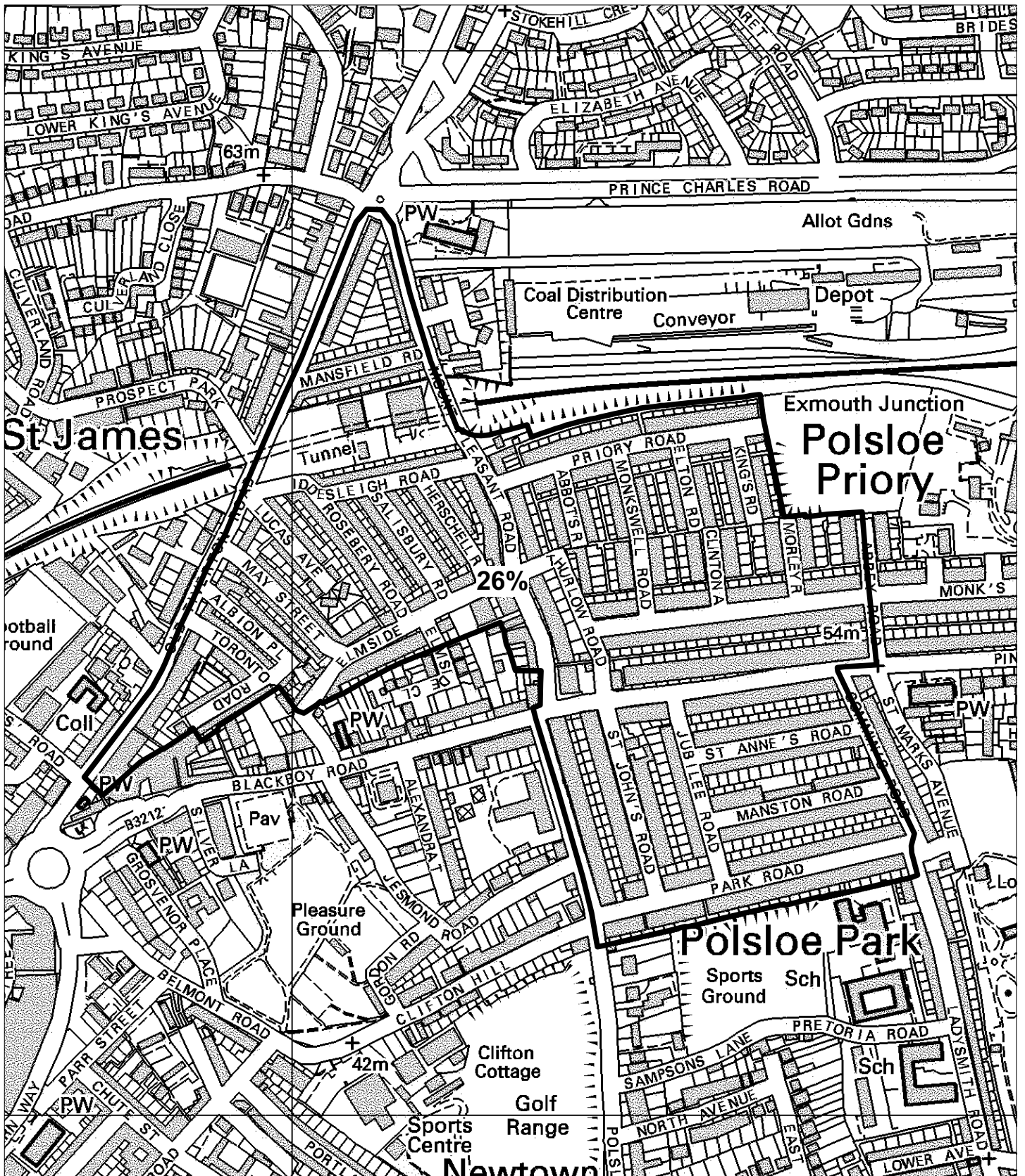
Planning Services, Exeter City Council, Civic Centre, Paris Street, Exeter, EX1 1NN

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Exeter City Council





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Exeter City Council

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## EXETER CITY COUNCIL

### EXECUTIVE

11 FEBRUARY 2008

### REPORT OF PANEL DRAFT REGIONAL SPATIAL STRATEGY FOR THE SOUTH WEST

#### 1 PURPOSE OF REPORT

- 1.1 The Government Office for the South West (GOSW) recently published the report of the Panel that conducted the Examination in Public of the Regional Spatial Strategy (RSS). The purpose of this report is to agree a proposed submission to GOSW indicating that Exeter City Council has significant concerns regarding some of the conclusions and recommendations of the Panel.

#### 2 BACKGROUND

- 2.1 The report of the Panel has not been published for public consultation. GOSW will consider the Panel report, the 15,000 representations on the original draft RSS and any more recent Government guidance before recommending changes to the Secretary of State. The Secretary of State will then publish proposed changes to the RSS for public consultation around May 2008, prior to finalisation of the RSS towards the end of the year.
- 2.2 The draft RSS was prepared in early 2006, prior to the publication of Department of Communities and Local Government revised 2003-based household projections that were the first to fully take account of the results of the 2001 Census. The projections indicated a significantly greater need for additional housing from 23,000 to 28,000 per annum (a 22% increase) throughout the South West.
- 2.3 The Panel report has attempted to respond to the greater housing requirement by recommending increasing the level of housing required for the period 2006-2026 in virtually all areas, including the Exeter housing market area (which covers Exeter, Teignbridge, East Devon and Mid Devon). The extent that it has been able to make recommendations for changes to the strategy in some locations has been limited by the available evidence before it.
- 2.4 A more detailed briefing note on the Panel report was considered by Planning Member Working Group on 5 February and is attached.

#### 3 KEY CONCERNS

- 3.1 The City Council is concerned that the final RSS should provide an appropriate framework for the proper planning of the City and its housing market area (HMA) and that it should provide a clear long term context for growth to enable authorities to proceed with Local Development

Frameworks. The Council has key concerns that the Panel report lacks a clear long term strategy for growth in the Exeter HMA. It will require early reviews of development plans, hinder long term planning and provide uncertainty over future infrastructure requirements.

Shortfall in recommended housing provision

- 3.2 The 2003-based household projections identify a requirement for a further 11,779 dwellings in the Exeter housing market area in excess of the proposals that the Panel recommends (these total 46,900). The Panel note that not meeting this demand will result in increased housing stress but consider meeting the shortfall should be a matter for an early review. This level of unmet need is significantly higher than anywhere else in the South West. Decisions concerning if and where this requirement is to be met will be critical to the future planning of infrastructure.

Lack of conclusions on a strategy for further strategic growth

- 3.3 In considering the potential for further growth in the Exeter HMA, the Panel recognise that *'The further expansion of the city is constrained by topography, flood plains and environmental factors on the north, west and south...it is inevitable that the further strategic growth at the city should be on the southern and/or eastern side.'* (para 4.4.9). However, the Panel also concluded that the area around junction 30 and the A30 / junction 29 corridor were not practical alternatives for further strategic growth. The Panel also identified the problems of greater dispersal of growth to surrounding towns. The Panel recommends that housing requirements in rural areas be increased by about 15% throughout the South West to reflect the locally generated element of the revised projections for household growth. There is substantial in commuting to Exeter and the towns have limited potential for employment growth. The Panel believes that greater growth outside the major centres would conflict with the distribution of job growth, therefore exacerbating commuting – the main policy thrust of the RSS is therefore to direct development to major centres.. The Panel describe growth at Exeter as a dilemma that should be a matter for the next review which will need to consider how or if further growth can be reconciled with the threat of additional commuting in the housing market area (para 4.4.32).

Unrealistic proposed second new community

- 3.4 The Panel does make a recommendation for a second new community of 3,000 homes before 2026 and more thereafter in the area north of Cranbrook, which is understood to include inalienable National Trust land. This proposal does not appear to have been discussed at the Examination, lacks an evidence base and may well be undeliverable. It also appears to be an unnecessary restriction on the area of search to have ruled out any location which may impact on Junctions 29 or 30 or on the A30, particularly as this second new community will in fact impact on Junction 29.
- 3.5 The effect of these factors is that no realistic proposals are made for about a quarter of the identified housing need in the Exeter HMA. In view of the lack of an evidence base to enable the Secretary of State to make proposals to remedy this deficiency, an early review seems inevitable. Its timing should be

such as to enable local planning authorities to proceed with their existing development plan documents to enable the requirements that have been identified to be delivered.

- 3.6 The Panel report has not been published for public consultation. There is no formal opportunity to make representations to GOSW at this stage of the process. GOSW is likely to respond that any letter cannot be considered as part of the process. Nevertheless, in view of the importance of the issues, it is recommended that a letter be sent to GOSW outlining the City Council's concerns.

#### **4 RECOMMENDATION**

- 4.1 That Exeter City Council writes to the GOSW outlining its significant concerns about the Panel report as outlined in section 3.

**JOHN RIGBY**  
**DIRECTOR ECONOMY & DEVELOPMENT**

Local Government (Access to Information) 1985 (as amended)

**Background Papers used in compiling the report:-**

Draft Regional Spatial Strategy for the South West: Panel report (December 2007)

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**EXETER CITY COUNCIL**

**PLANNING MEMBER WORKING GROUP  
5 FEBRUARY 2008**

**SOUTH WEST REGIONAL SPATIAL STRATEGY  
PANEL RECOMMENDATIONS**

**1 PURPOSE OF REPORT**

- 1.1 To advise Members of the recommendations of the Panel that held the Examination in Public of the Regional Spatial Strategy

**2 KEY ISSUES**

Exeter Area

- 2.1 Provision for housing in the Exeter Area increases from 18,500 dwellings in the draft RSS to 24,000 dwellings as follows:

<b>Location</b>	<b>Proposal</b>	<b>Change</b>
Exeter	12,000	+ 1,000
Cranbrook (East Devon)	7,500	+ 1,000
Pinhoe Urban Extension (East Devon)	1,000	+ 500
South of Alphington (Teignbridge)	500	-
Second New Community (East Devon)	3,000	+ 3,000
<b>Total Change</b>		<b>+ 5,500</b>

- 2.2 The Panel rejects further diversification to surrounding towns (other than that required to meet local needs) due to the impact on commuting, rejects further concentration at Exeter because of environmental impacts, and rejects development close to Junction 30 because of the flood plain constraint and because of pressure on the junction.

- 2.3 In particular, the Panel recognises that Exeter is constrained by topography, flood plains and environmental factors to the north, west and south and that further strategic growth should be on the southern and/or eastern side of the City.
- 2.4 The proposal for a second new community north of Cranbrook was not discussed at the EIP.
- 2.5 The provision above, together with provision in the remainder of East Devon plus Mid Devon and Teignbridge, results in a shortfall with the 2003 DCLG projections for the Exeter HMA of 11,700 dwellings. The Panel recommends that this should be the subject of the next RSS review.
- 2.6 The total employment land provision for the Exeter Area is 160 hectares. The draft RSS provision of 40 hectares in Exeter and 100 hectares adjacent to the City to be allocated between Exeter and East Devon remains unchanged. The draft RSS included reference to 20 hectares to be allocated between Exeter, East Devon and Teignbridge in area of search K to the east and south of the City but this was interpreted as forming part of the 100 hectares. The Panel make clear that this is an additional provision.
- 2.7 The Panel draw attention to the need for the planning of the Exeter area to reflect the needs of existing activities such as the University and the airport.
- 2.8 Emphasis is also placed on the need to stimulate employment development, including as part of mixed development, in the city centre to take advantage of the availability of sustainable modes of transport.
- 2.9 The list of highway infrastructure proposed in the draft RSS for the Exeter area is confirmed but reference is added, in line with representations by the Highways Agency, to the need for further segregated links across the motorway to link the growth areas and the City.

#### Development at the SSCTs

- 2.10 The Panel sets out a hierarchy for the SSCTs that recognises their function and characteristics. Exeter is listed along with the majority of the main urban areas, such as Swindon, Gloucester and Bournemouth, as “sub regional focal points for economic growth” but below Bristol which is described as “Regional centre and major European city” and Plymouth which is described as “the economic hub for the far south west”.

#### Transport

- 2.11 The main points are:
- Priority should be given to the consideration of the benefits of congestion charging at Exeter (as well as Bristol, Plymouth, and Bournemouth/Poole) – the Panel believe that this may be needed in



response to the rate of development at Exeter and the pressure on the urban core.

- New policy on joint working with the Highways Agency to manage demand in a way that minimises congestion on the trunk road network while meeting the requirements for development.
- Regional Assembly to set parking standards to deal with the provision of parking associated with new development.
- Local authorities, working collectively and with transport providers and stakeholders, to prepare a transport strategy for each SSCT.
- The “transport corridor approach” in the draft RSS to be widened to take “a more strategic and multi-modal approach” – in particular the Panel advocate “investment in connectivity” which recognises and seeks to manage all the elements that impact on the transport system in each strategic corridor e.g. road improvements, rail investment and proposals for each SSCT. In this regard the strategic importance of the Exeter to London via Bristol corridor is highlighted, given that it includes eight SSCTs that will have important implications for the effectiveness of the M4 and M5. The policy guidance includes the need for improvements in the vicinity of M5 junctions 29 and 30 and the provision of enhanced segregated crossings of the M5 at Exeter.
- Integrated land use and transport proposals for each SSCT are considered vital not only for the areas themselves but also to ensure the viability of the transport corridor.
- The Panel also draw attention to the “connectivity” on the Exeter to London via Salisbury line in respect of the dependency of the new station at Cranbrook (that will serve the new community and the proposed second new community) on the achievement of increased frequency of service through the provision of passing loops.
- The growth of Exeter airport, as set out in the Air Transport White Paper, is supported.
- The need to safeguard rail interchange facilities through the East Devon Local Development Framework is reaffirmed.

### Housing

- 2.12 The draft RSS requirement that 30% of housing should be affordable is revised to require that “at least 35% of all housing development annually across each local authority area and Housing Market Area to be affordable, with authorities specifying rates of 60% or higher in areas of greatest need”.
- 2.13 The minimum target density of 30 dwellings per hectare with a target of 40 dwellings per hectare averaged across all new housing provision in each

HMA is maintained but the target at each SSCT is amended from at least 50 dwellings per hectare to 40-50 dwellings per hectare with higher densities in the most sustainable locations. The target for planned urban extensions at the SSCTs is revised from 50 dwellings per hectare or more overall to 40-50 dwellings per hectare or more overall.

### Environment

- 2.14 The draft RSS required level 5 of the Code for Sustainable Homes to apply across the board for larger scale development. SWRA then revised this element of the policy to require a phased approach to implementation, starting at level 4 and rising to level 6 by 2016 for the largest scale developments (over 50 dwellings).
- 2.15 Participants at the Examination were concerned that this policy would effectively advance the Code at a faster rate than proposed under Building Regulations. However following advice from GOSW the Panel concluded that there was merit in having a single regime that applies across the region as a whole, rather than a fragmented approach with each LPA setting its own and potentially different standards. Accordingly the Panel endorsed the revised policy.
- 2.16 The original test of the policy on renewable energy required sufficient on-site renewables to reduce emissions by 10%. SWRA then revised this policy to require sufficient on-site renewable energy to reduce CO2 emissions by the equivalent of 20% of regulated emissions. The Panel Report endorses this approach.

### Economy

- 2.17 A new policy is added to set out the spatial plan for the economy. This includes the aim to guide investment to the main urban areas, promote innovation, and support the development of science parks, innovation centres and incubator units through the identification and safe-guarding of sites.
- 2.18 In view of the limited guidance in the draft RSS and the range of, often conflicting, employment studies, further work is recommended to provide a sub-regional framework for the provision of employment land.
- 2.19 Pending this work, the employment policies in the draft RSS are consolidated with the addition of a requirement to identify a twenty year supply of employment land, including strategic sites.
- 2.20 The Panel, similarly, remark on the lack of guidance on the provision of office floorspace in the draft RSS but conclude that they do not have the information to provide that guidance. Further work is recommended for the next review. The text and policy on town centres is, however, amended to specifically promote office development and to require out of town development to be assessed in terms of the sequential approach and any detriment to more central locations.

- 2.21 The Panel also note the lack of guidance on retail provision and propose further work to provide a hierarchy based distribution. In this respect the Panel comment that the hierarchy noted above (which places Plymouth above all other centres except Bristol) would provide a reasonable starting point for this work.
- 2.22 Further work is also required on tourism. The policy is amended to support “iconic” tourism attractions at the SSCTs.

#### Implementation Plan

- 2.23 The Panel recommend that “time lines” showing the key stages and dates leading to the commencement of development within each of the areas of search for urban extensions be included in the Implementation Plan.
- 2.24 Further work is also recommended in the form of a systematic evaluation of infrastructure bids and priorities to inform infrastructure policy formulation and the related identification of time scales and delivery mechanisms in the Implementation Plan.

### **3 NEXT STEPS**

- 3.1 The recommendations of the Panel will now be considered by Government Office South West and proposed changes will be published in the Spring. There will then be a 12 week consultation period.
- 3.2 The Council’s Local Development Framework will aim to implement the policies and proposals of the RSS as they affect Exeter. The Core Strategy has been prepared in line with the draft RSS. It will be revised and submitted to the Secretary of State when there is sufficient certainty on the final content of the RSS.

### **4 RECOMMENDATION**

- 4.1 Members are requested to note the content of this report.

**RICHARD SHORT**  
**HEAD OF PLANNING SERVICES**

**ECONOMY AND DEVELOPMENT DIRECTORATE**

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## EXETER CITY COUNCIL

EXECUTIVE  
11 FEBRUARY 2008

### AUTHORISED SIGNATORIES FOR COUNCIL AND JOINTLY FUNDED AFFORDABLE HOUSING SCHEMES INVOLVING THE HOUSING CORPORATION'S INVESTMENT MANAGEMENT SYSTEM

#### **1 PURPOSE OF THE REPORT**

- 1.1 To agree signatories to enable the Council to administer, validate and authorise the payment of Other Public Subsidy (OPS), Social Housing Grant (SHG) and Transitional Local Authority Social Housing Schemes (TLASHG), to Registered Social Landlords (RSLs) and developers through the Housing Corporation's online Investment Management System (IMS).

#### **2 BACKGROUND**

- 2.1 Where the Council is funding or supporting affordable housing through an RSL or developer, either by way of capital funding or free or discounted land/property, it is sometimes required to validate schemes and authorise expenditure via the Housing Corporation's Investment Management Computer System (IMS). Signatories, renewable on an annual basis, are needed for these purposes. The signatories were last approved for the period 2007/08 at Executive on 23 January 2007. Due to changes in the funding regime, the signatories should be approved for the remainder of this financial year.
- 2.2 The IMS system also requires an authorised administrator able to designate users.
- 2.3 The IMS system is an essential tool for monitoring expenditure and progress on affordable housing schemes in the city.

#### **3 PROPOSAL**

- 3.1 That the Council appoint signatories to authorise and validate claims from RSLs and developers for OPS, SHG and TLASHG during the financial year 2008/09 and the remainder of 2007/08, agree an authorised administrator for IMS and arrangements for facilitating monitoring.

#### **4 RESOURCE IMPLICATIONS**

- 4.1 If the Council does not validate and approve claims, as required, it may find itself liable to meet them from its reserves.

#### **5 RECOMMENDED**

- 1) that the following officers be designated as authorised signatories for the purposes set out in paragraphs 1 and 2 and that the Housing Corporation be informed.

All Financial Grant Claims	Head of Treasury Services (Andrew Stark) or Service Finance Manager (Brenda Steer) Strategic Housing Manager (Ron Mayers)
Scheme-work Approvals	Head of Housing Services (Steve Warran Strategic Housing Manager (Ron Mayers) or Housing Enabling Manager (David Gibbens) or Housing Enabling Officers (Gary Stenning and Bryony Stevens)
Monitoring	As per scheme-work approvals plus Strategy and Enabling Assistant (Duncan Brownlie)

- (2) that the Strategic Housing Manager (Ron Mayers) be designated as Systems Administrator for these purposes on the IMS Computer System

## HEAD OF HOUSING SERVICES

S:LP/Committee/208EXEC1  
30.1.08

COMMUNITY & ENVIRONMENT DIRECTORATE

**Local Government (Access to Information) Act 1985 (as amended)**  
**Background papers used in compiling this report:**

None

## EXETER CITY COUNCIL

EXECUTIVE  
11 FEBRUARY 2008

### COUNCILLORS' ALLOWANCES 2008/09

#### 1 PURPOSE OF REPORT

- 1.1 To consider the report and recommendations of the Independent Panel on Members' Allowances in relation to Councillors' allowances for 2008/09 and to consider the future membership and remuneration of the Panel.

#### 2 BACKGROUND

- 2.1 The Local Authorities (Members' Allowances) (England) Regulations 2001 and 2003 require Councils to establish and maintain an Independent Remuneration Panel to provide the local authority with advice on its scheme of members' allowances and recommend the amounts to be paid.
- 2.2 The Panel, comprising representatives of the business and voluntary sectors, met on 12 December 2007 and on 16 January 2008. All Councillors were invited to respond to a survey inviting their views on general and specific aspects of the allowances scheme. This was followed by seventeen face-to-face and telephone interviews between Panel members and Councillors, giving Councillors a further opportunity to express their views on the scheme.
- 2.3 The Panel's report is attached at Appendix I. In arriving at its recommendations, the Panel reflected on the principles and methodology set out in the earlier report of the independent adviser on members' allowances submitted to the Council in March 2001. They were also aware of the report of the Councillors Commission – "Representing the Future" on the incentives and barriers to becoming a Councillor. The Commission has put forward 61 recommendations, covering a wide range of issues. The Panel gave particular consideration to those relating to allowances for Councillors and took the opportunity to explore particular issues with Councillors in the interviews.
- 2.4 In accordance with the Regulations, a notice was published in a local newspaper setting out the Panel's recommendations and notifying the public that copies of their report were available for inspection at the Civic Centre and on the Council's website.

#### 3 RECOMMENDATIONS OF INDEPENDENT REMUNERATION PANEL

- 3.1 The Independent Remuneration Panel has made the following recommendations to Council in respect of members' allowances for 2008/09, that:-
- (1) the basic structure of the current members' allowances scheme be retained for 2008/09, pending a more fundamental review in the following year;

- (2) the basic allowance continue unchanged in 2008/09, updated for inflation using the index previously agreed;
- (3) a Special Responsibility Allowance of 25% of the basic allowance be introduced for the independent Chair of the Standards Committee with effect from 1 April 2008;
- (4) subject to updating for inflation, the other Special Responsibility Allowances continue unchanged;
- (5) the principle that any member qualifying for more than one Special Responsibility Allowance is paid the higher allowance only should be retained;
- (6) for the year 2008/09 Councillors' basic and Special Responsibility Allowances should be updated in line with the annual local government staff pay award for the previous year;
- (7) the Council request a further report on the implications and benefits of allowing Councillors to join the LGPS and give further consideration to the Panel's recommendation to extend the opportunity to all Councillors;
- (8) the travel and subsistence allowances provisions for staff continue to apply to Exeter City Councillors, where appropriate;
- (9) the current Dependants' Carers' Allowance scheme be maintained and the level of allowance, currently £5.52 per hour, continue to be linked to and updated in line with the minimum wage; and
- (10) the co-optees' allowance payable to the co-opted member of the Standards Committee continue at £25 per session for 2008/09.

#### **4 MEMBERSHIP AND REMUNERATION OF INDEPENDENT PANEL**

4.1 The Independent Remuneration Panel was established in 2001 and, with the exception of the current voluntary sector representative who was appointed in December 2005, the three other members of the panel have not changed since that time. Whilst the commitment and experience of the Panel members is acknowledged and greatly appreciated by the Council, it is considered best practice that the Panel is refreshed at intervals. Current practice in most authorities is to appoint members for a fixed term, normally 4 years. It is proposed that the existing Panel members should be requested to serve for one further year in order to complete the review exercise which they have commenced this year. Two new Panel members should then be sought, through public advertisement, to replace two existing members for the 2009/10 year and two in the subsequent year.



- 4.2 A payment of £25 per session is payable to members of the Independent Remuneration Panel in respect of expenses. This rate was approved when the Panel was established in 2001. It is proposed that the rate is reviewed in line with the overall review of the 2009/10 scheme.

## 5 FINANCIAL IMPLICATIONS

- 5.1 The cost of the proposed allowances scheme for 2008/09 is £251,403. A budget of £250,860 has been included in the estimates for 2008/09, subject to approval by Council on 19 February 2008. The scheme recommended by the Panel for 2008/09 is attached at Appendix 2 to this report.

## 6 RECOMMENDED:-

- (1) That the Independent Remuneration Panel's recommendations as set out in paragraph 3 above are considered and an appropriate recommendation made to Council.
- (2) That the membership of and expenses payable to the members of the Independent Remuneration Panel be reviewed as set out in the report.

ASSISTANT CHIEF EXECUTIVE

18 January 2007

**Local Government (Access to Information) Act 1972 (as amended)**  
**Background papers used in compiling this report:-**

Report of the Independent Adviser on Members' Allowances, March 2001

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**EXETER CITY COUNCIL**

**Report of the Independent Remuneration Panel  
on Councillors' Allowances for 2008/09  
12 December 2007**

**1 Introduction**

1.1 The Independent Remuneration Panel met on 12 December 2007 and 16 January 2008 to consider Exeter City Council's Members' Allowances scheme for 2008/09. The Panel comprises:

Ian McGregor (Chair) - business sector representative  
Peter Lacey - business sector representative  
Derek Phillips – business sector representative  
Elizabeth Hubbick – voluntary sector representative

1.2 Bindu Arjoon (Assistant Chief Executive), Rowena Whiter (Member Services Manager) and Sharon Sissons (Member Services Officer) provided the Panel with general advice and support.

1.3 The Panel's deliberations related to the following main areas as required by the Local Authorities (Members' Allowances) (England) Regulations 2003:

- (i) the structure of the scheme and the level of basic allowances
- (ii) special responsibility allowances
- (iii) updating of allowances
- (iv) pensions
- (v) travel and subsistence allowances
- (vi) the Dependants' Carers' scheme
- (vii) co-optees' allowances

1.4 In considering the existing Members' Allowances Scheme for 2007/08, the Panel had been mindful of Exeter City Council's submission for Unitary Status and had anticipated the need for a fundamental review of Councillors Allowances in the lead up to the establishment of the new Council. They were aware of the Government's subsequent decision to put Exeter's case on hold, pending a referral to the Boundary Committee for England, seeking a solution for the whole of Devon including Plymouth and Torbay. The Panel felt, nevertheless, that a more in-depth review of the scheme should be undertaken over the next year, including the principles on which it was originally based, in order to fairly reflect the changed role and responsibilities of councillors in the present day. In the meantime a survey of Exeter City Councillors was conducted as detailed below.

## **2. Methodology**

- 2.1 Reference was made to The Local Authorities (Members' Allowances) (England) Regulations 2001 and 2003 and the Office of the Deputy Prime Minister's Guidance on Consolidated Regulations for Local Authority Allowances.
- 2.2 The Panel examined the results of the 2006/07 regional survey undertaken by the South West Provincial Employers which provided useful benchmarking information relating to similar types and sizes of authority. They also noted the report of the meeting of the Chairs of Independent Remuneration Panels in the region which highlighted good practice.
- 2.3 Pending a more fundamental review next year, a survey was conducted on behalf of the Panel inviting Councillors to comment on a number of specific aspects of the allowances scheme as well as providing any general comments. Twenty-two responses were received. The survey was followed up with a number of one-to-one interviews between the Panel members and seventeen Councillors representing a cross-section of the Council.
- 2.4 Discussions with Councillors were wide-ranging and views were diverse. A number of the issues raised extended beyond the remit of the Remuneration Panel but were clearly of importance to Councillors and significant in terms of their ability to undertake their roles effectively. Panel members reported on the broad themes that emerged to the Assistant Chief Executive who will consider them for appropriate action in due course.

## **3. Councillors' Commission Report – Representing the Future**

- 3.1 The Panel was aware of the recent publication of the Councillors' Commission report – Representing the Future. The Commission had been tasked with looking at the incentives and barriers for attracting a wide range of people to become local government Councillors. Over 61 recommendations had been made in the report aimed at local authorities, the government and political parties and the Government's response was awaited. The proposals covered a broad range of issues and the Panel were mindful of those recommendations relating specifically to Councillors' allowances in their deliberations on the scheme.

## **4. Structure of scheme and basic allowances**

- 4.1 The formula for calculating allowances was developed in 2001 based on the advice of an independent consultant. This was calculated on an assumed number of days work (4 per month) undertaken by Councillors on Council business, which equated to 32 hours per month. From this was deducted a proportion (one third) of the total number of days to reflect an assumed voluntary element to the work.

- 4.2 On the evidence of the survey and follow-up interviews, the Panel noted that the average number of hours estimated by Councillors to be spent each month on Council business was now in the region of 65 - roughly twice the amount of time assumed when the original formula was agreed. Even accepting a possible increase in workload over the last year resulting from the Council's proposals for unitary status, this represented a very significant increase in hours, which the Panel felt required further exploration. For many councillors, case work appeared to be the most time-consuming element of their work.
- 4.3 Concern about loss of earnings, career opportunities and impact on job security emerged as a strong theme, particularly amongst younger councillors. A number felt that the current scheme did not adequately compensate for these factors and precluded a broader range of candidates coming forward. The majority of Councillors accepted that it was right to have a voluntary element to the allowances but there was some discussion around the appropriate proportion for the voluntary element of the work. Strong views were also expressed about "professionalising" Councillors. The Panel planned to give these issues further consideration prior to next year's review.
- 4.4 Whilst minded to undertake a more fundamental review of the scheme, including a review of the original formula on which allowances are based, the Panel were conscious that these figures were based on estimated rather than recorded time and were also reflective of the experiences of only around half of the members of the Council. They recommended therefore that a more fundamental review be deferred until next year and that in the meantime efforts be made to obtain a more accurate analysis of councillors' responsibilities using more consistent methodology.
- 4.5 The Panel noted that the basic structure of the scheme had attracted no adverse comment from either the public or Councillors. The current allowances appeared to be in line with those paid by authorities of a comparable size and type. The Panel agreed that there was merit in the recommendation of the Councillors' Commission for the development of a national framework of guiding principles for members' allowances schemes which would specify a national minimum basic allowance for each type and size of authority.
- 4.6 Taking account of these various factors the Panel recommended that the current structure of the scheme and the level of the basic allowance should continue for the forthcoming year on the current basis pending a more fundamental review of the scheme, including the formula on which it should be based, next year. Clarification of what the basic allowance was intended to cover should also be agreed.

**Recommendation 1:**

**That the basic structure of the current members' allowances scheme be retained for 2008/09, pending a more fundamental review in the following year.**

## **Recommendation 2:**

**That the basic allowance continue unchanged in 2008/09, updated for inflation using the index previously agreed.**

### **5. Special Responsibility Allowances**

- 5.1 At their meeting the previous year, the Panel had considered the impact of the Licensing Act 2003 which had transferred responsibility for alcohol licensing from the Magistrates Court to local authorities. The Panel resolved to keep under review the workload on Councillors emanating from the change.
- 5.2 The Panel noted that the number of Licensing Sub-Committee meetings over the period 1 December 2006 to 30 November 2007 had continued to decline in comparison with the previous year. Whilst acknowledging the time commitment required of members by the licensing legislation, it still remained considerably less than that required of the members of the Planning Committee which met roughly monthly and had longer meetings. On this basis the Panel did not consider it appropriate to pay a Special Responsibility Allowance to Licensing Committee members but considered it appropriate to retain for the time being the payment of an allowance to the Chair of the Licensing Committee in view of the additional responsibilities of that position.
- 5.3 The South West regional analysis indicated that the majority of Councils pay the Chairs of their Standards Committees, and in some authorities the members, a Special Responsibility Allowance. In the South West, there was significant variation with allowances ranging from £624 to £5767 per annum for Chairs of the Committee and between £100 to £2010 for co-optees and independent members. In this respect Exeter City Council appeared to be out-of line in paying a flat rate of £25 per meeting to the two independent members of the Committee. The workload of the Committee was likely to increase significantly with effect from April 2008 from which time the Standards Board for England would be referring all cases for determination to local Standards Committees. The Local Government and Public Involvement in Health Act would also require the Committee to be chaired by an independent member. In view of the extended role and responsibilities of the Committee, the Panel recommend the payment of a Special Responsibility Allowance equivalent to one quarter of the basic allowance to the independent Chair of the Standards Committee with effect from April 2008, subject to review in the forthcoming year.
- 5.4 The Panel agreed on the need to keep under review the levels of all Special Responsibility Allowances paid by the Council to ensure that they remained reflective of the responsibilities of the positions. With this in mind, they requested an analysis of the role and responsibilities of these positions to inform their review in 2009/10. With regard to the current year, the Panel considered that the existing structure and level of the Special Responsibility Allowances remained appropriate at present, subject to the introduction of an allowance for the independent Chair of the Standards Committee. The Panel also endorsed the principle that any member qualifying for more than one Special Responsibility Allowance should be paid the higher allowance only.

**Recommendation 3:**

**That a Special Responsibility Allowance of 25% of the basic allowance be introduced for the independent Chair of the Standards Committee with effect from 1 April 2008.**

**Recommendation 4:**

**That, subject to updating for inflation, the other Special Responsibility Allowances remain unchanged.**

**Recommendation 5:**

**That the principle that any member qualifying for more than one Special Responsibility Allowance is paid the higher allowance only should be retained.**

**6. Updating of allowances**

- 6.1 In 2004 the Panel had reviewed the mechanism by which the allowances were updated annually. They had proposed that the link with the mean male non-manual wage as set out in the annual New Earnings Survey was no longer appropriate for a number of reasons and the Council had agreed that this should be abandoned and a link established in future years with the annual local government staff pay award for the previous year.
- 6.2 The Panel considered whether this link, as opposed to the Retail Price Index or other factor, remained appropriate. They recognised that it reflected wages in the relevant sector as well as being transparent and easily understood. Furthermore, linking the allowances to the settlement agreed in the previous year also ensured that the additional resources would generally be known in good time for the formulation of the budget. They recommended that this link should be retained for the current year. They noted that the award applicable to the 2008/09 Councillors' Allowances scheme was 2.475%.

**Recommendation 6:**

**For the year 2008/09, Councillors' basic and Special Responsibility Allowances should be updated in line with the annual local government staff pay award for the previous year.**

## **7. Pensions**

- 7.1 The Panel were reminded that the Local Government Act 2000 and subsequent regulations make provision for the payment of pensions to Councillors and the role of the Independent Remuneration Panel in deciding who may be eligible for membership of the Local Government Pension Scheme (LGPS). The Council can only make membership of the pension scheme available to those elected members who are recommended for membership by the Independent Remuneration Panel, but the Council can decide not to offer membership to some or all of the recommended Councillors.
- 7.2 At their meeting in December 2003 and in subsequent years the Panel had recommended that the opportunity to join the LGPS should be extended to all Councillors and that benefits should be based on both basic and special responsibility allowances. They were disappointed that the Council had not accepted their recommendations. The Panel noted the recommendation of the Councillors' Commission that all Councillors should be entitled to access to the local government pension scheme.
- 7.3 Whilst fully endorsing the view expressed by a number of Councillors that remuneration should not be the primary motivational factor, the Panel strongly reiterated their support for creating a package of measures that might encourage people from across a broad spectrum of the community to consider standing for Council and remove potential barriers. This would ultimately further enhance the diversity and quality of Councillors. They were aware of the difficulty already experienced in attracting candidates who would maintain the high calibre of existing Councillors, which they felt the community had the right to expect. The Panel felt that a pensions facility would be of particular benefit to Councillors who, for a variety of reasons, had not had the opportunity to build up contributions in other pension schemes, including those whose potential earnings may have been restricted by their Council commitments through loss of earnings or career prospects. The decision of individual Councillors on whether to join the pension scheme was entirely voluntary.
- 7.4 For these reasons, the Panel, once again, strongly recommended the Council to extend to all Councillors the opportunity to join the LGPS.

### **Recommendation 7:**

**That the Council request a further report on the implications and benefits of allowing Councillors to join the LGPS and give further consideration to the Panel's recommendation to extend the opportunity to all Councillors.**

## **8. Travel, Subsistence and other Allowances**

- 8.1 Section 8 of the Local Authorities (Members Allowances) (England) Regulations 2003 had formalised the provisions relating to the payment of travel and subsistence allowances to Councillors and had specified the particular purposes for which they could be claimed.



- 8.2 The Panel noted that the general principles applying to the receipt of travel, subsistence and other allowances by Councillors were the same as those for staff of the Council. Reasonable expenses incurred in respect of travel outside the City, meals and accommodation will be reimbursed subject to appropriate documentary evidence being produced.

**Recommendation 8:**

**That the travel and subsistence allowances provisions for staff continue to apply to Exeter City Councillors, where appropriate.**

**9. Dependants' Carers' Allowance**

- 9.1 The Panel noted that Section 7 of the Local Authorities (Members Allowances) (England) Regulations 2003 had formalised the provisions for the payment to Councillors of a Dependants' Carers' Allowance in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred and had specified the particular purposes for which this could be claimed.
- 9.2 They considered that the current Dependants' Carers' Allowance Scheme accorded with the regulations and remained a good scheme. The level of the allowance appeared to be in line with that paid by similar authorities and the Panel considered that this should continue to be linked to the minimum wage.

**Recommendation 9:**

**That the current Dependants' Carers' Allowance scheme be maintained and that the level of allowance, currently £5.52 per hour, continue to be linked to and updated in line with the minimum wage.**

**10. Co-opted members**

- 10.1 The payment of allowances to co-optees has been formalised by Section 9 of The Local Authorities (Members Allowances) (England) Regulations 2003.
- 10.2 The Panel had recommended that a Special Responsibility Allowance be paid to the independent Chair of the Standards Committee to reflect the responsibilities of the post. They considered at present that the payment of the allowance of £25 per session should be retained for the other co-optee(s) for 2008/09.

**Recommendation 10:**

**That the co-optees' allowance payable to the co-opted member of the Standards Committee continue at £25 per session for 2008/09.**

Ian McGregor, Chair  
The Independent Remuneration Panel for Exeter City Council  
January 2008

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**EXETER CITY COUNCIL**

**MEMBERS ALLOWANCES SCHEME 2008/2009**

Proposed allowances payable with effect from 1 April 2008

**Basic Allowance** payable to all Councillors - £4430 per annum

**\*Special Responsibility Allowances:-**

	08/09	
	£	
Leader (basic x 300%)	13,290	
Other Executive members with portfolios (basic x 150%) (x 5)	6,645	each
Other Executive members without portfolios (basic x 50%) (x 3)	2,215	each
Chairs of Scrutiny Committees (basic x 100%) (x 3)	4,430	each
Chair of Planning Committee (basic x 100%) (x 1)	4,430	
Chair of Licensing Committee (basic x 50%) (x 1)	2,215	
Independent Chair of Standards Committee (basic x 25%) (x 1)	1,108	

*\* any member qualifying for more than one special responsibility allowance is paid the higher allowance only*

**Dependants' Carers' Allowance**

An allowance in line with the minimum wage (currently £5.52 per hour) is payable to Councillors whilst on "approved duties", in accordance with the agreed scheme (see Appendix attached)

April 2008

## Exeter City Council

### Dependants' Carers' Allowance Scheme

An allowance of up to £5.52 per hour (pro rata for part of an hour) may be claimed in respect of expenses incurred by a Councillor when a carer for a dependent has been engaged to enable a councillor to carry out an approved duty.

A carer will be any responsible person who does not normally live with the councillor as part of that councillor's family.

An allowance will be payable if the dependant being cared for:

- is a child under the age of 14
- is an elderly person; or
- has a recognised physical or mental disability

who normally lives with the councillor as part of that councillor's family and should not be left unsupervised.

Qualifying duties are defined as meetings of the Council, its Committees and Sub-Committees, training events, briefings and such other duties as are specified by the relevant regulations\*.

For meetings or duties within the Council's boundaries, the allowance will be paid for the duration of the meeting or otherwise approved duty plus an allowance for up to one hour's total travelling time before and after the meeting.

The actual cost of care will be reimbursed, up to a maximum of £5.52 per hour.

This allowance will be updated annually in line with the minimum wage.

*\*Payment of allowance will be made under the powers of Section 100 of the Local Government Act 2000 and Section 7 of Part 2 of the Local Authorities (Members Allowances) (England) Regulations 2003.*

April 2008