

RECOMMENDED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for 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 I, Schedule 12A of the Act.

4. **QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER 19**

A period of up to 15 minutes will be set aside to deal with questions to the Committee from members of the public.

Details of questions should be notified to the Assistant Chief Executive at least three working days prior to the meeting. Further information and a copy of the procedure are available from Member Services (265275) also on the Council web site: <http://www.exeter.gov.uk/scrutinyquestions>

5. **QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER 20**

To receive questions from Members of the Council to appropriate Portfolio Holders.

Details of questions should be notified to the Assistant Chief Executive at least three working days prior to the meeting. Further information and a copy of the procedures are available from Member Services (Exeter 265275)

6. **PORTFOLIO HOLDERS TO PRESENT THEIR HALF YEARLY REPORT**

Councillor P W Edwards (Leader) and Councillor V A Dixon (Portfolio Holder for Business Transformation and Human Resources) will present a verbal report on their priorities for the forthcoming year in light of the Committee's work programme.

MATTERS FOR CONSIDERATION BY THE EXECUTIVE

7. **REVENUE BUDGET PROPOSALS 2008/09**

To consider the report of the Head of Treasury Services - *report circulated* 1 - 10

8. **CAPITAL PROGRAMME 2008/09 TO 2010/11**

To consider the report of the Head of Treasury Services - *report circulated* 11 - 32

9. **ANNUAL INVESTMENT STRATEGY**
- To consider the report of the Head of Treasury Services - *report circulated* 33 - 38

10. **REVISED CORPORATE HEALTH & SAFETY POLICY**
- To consider the report of the Head of Environmental Health Services – *report circulated* 39 - 56

MATTERS FOR CONSIDERATION BY SCRUTINY COMMITTEE - RESOURCES

11. **NON-HOUSING AIM BUDGET 2008/09**
- To consider the joint report of the Head of Contracts and Direct Services, Head of Treasury Services and Head of Estates - *report circulated* 57 - 66

12. **DRAFT ESTIMATES 2008/09**
- To consider the report of the Head of Treasury Services - *report circulated* 67 - 102

13. **COMMUNITY ENGAGEMENT PILOT UPDATE**
- To consider a report of the Assistant Chief Executive – *report circulated* 103 - 110

14. **SCRUTINY COMMITTEE SUB GROUP**
- This item was deferred from the Scrutiny Committee – Resources meeting on 21 November 2007 for Members to consider after the Scrutiny Training session. Members were of the opinion that this item should be dealt with by all Members of the Committee 111 - 118

The Committee will need to:-

- review progress of their Committee in the current year;
- consider initial proposals for the following year's work programme; and
- consider general issues relating to the overall workload and operation of the Committee - *work schedule circulated*

DATE OF NEXT MEETING

The next Scrutiny Committee - Resources will be held on Wednesday 19

March 2008 at 5.30 pm

FUTURE BUSINESS

The schedule of future business proposed for this Scrutiny Committee and other Committees of the Council can be viewed on the following link to the Council's website: <http://www.exeter.gov.uk/forwardplan>
Councillors can view a hard copy of the schedule in the Members Room.

Membership -

Councillors D J Morrish (Chair), Choules (Deputy Chair), Branston, P Brock, Coates, Cole, Martin, Newcombe, Noble, Prowse, Robson, R Smith and Sterry

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) 265275 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

SCRUTINY COMMITTEE - RESOURCES 23 JANUARY 2008

EXECUTIVE 11 FEBRUARY 2008

REVENUE BUDGET PROPOSALS 2008/09

1. PURPOSE OF THE REPORT

- 1.1 This report outlines the strategic framework within which the estimates have been prepared and circulated for discussion and comment during December and highlights the issues that will affect the actual setting of the overall level of council tax.
- 1.2 This report also summarises the overall budget position arising from the current cycle of Scrutiny Committee meetings.

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 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 provisional local government finance settlement for 2008/09. For Exeter the guideline figure is as follows:

- Formula Grant £11,892,795 (increase 1.4 % against 'adjusted' 2007/08 grant)

The provisional settlement now indicates that in cash terms our grant will increase by £163,988 against the adjusted 2007/08 grant amount of £11,728,807

- 2.3 The Council expects to receive in 2007/08 its third payment of the current Local Authority Business Growth Incentive Grant (LABGI) scheme. The current scheme covers the three-year period 2005/06 to 2007/08 and can allocate £1 billion to eligible local authorities in England. However the latest Comprehensive Spending Review

(CSR07) has indicated a significant reduction in LABGI funding from the £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.

3. PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2008/09

- 3.1 As indicated above the provisional settlement includes a notification of our likely grant for next year. The City Council's provisional 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%).
- 3.2 This provisional 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. The final settlement figures will be announced later this month but at this stage it is not expected that they will be significantly different from the provisional announcement.

4. CONCESSIONARY TRAVEL

- 4.1 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 'worse 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.

5. FURTHER ISSUES TO BE CONSIDERED

- 5.1 Before the Council can finally consider the appropriate level of Council Tax to be levied next year, there are a number of issues that require further 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

6. COUNCIL TAX

- 6.1 Council tax in England increased by an average of 4.2% in 2007/08 compared to 4.5% in 2006/07. By way of a comparison, in 2007/08 Exeter City Council increased its

band D council tax from £106.93 to £110.03; an increase of £3.10 (2.9%). This meant that Exeter had set the 4th lowest council tax out of all the other (238) English District Councils

- 6.2 The Government has already stated its intention of keeping council tax increases to low single figures and therefore they have previously used their capping powers to restrict local authorities' budgets. This has been previously 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.

7. FUTURE SPENDING PRESSURES AND REVIEW OF THE MEDIUM TERM FINANCIAL PLANNING PROCESS

- 7.1 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)
- It 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

- 7.2 An updated revenue financial plan covering the period 2007/08 to 2010/11 is attached in Appendix 2.

- 7.3 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.

- 7.4 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 General Fund Balances.

8. BALANCES AND RESERVES

8.1 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.

8.2 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. There is in overall terms likely to be some increased costs in respect of the Pension Fund due to increased life expectancy and higher long term inflation expectations more than offsetting any gains in respect of the stock market. The Superannuation Reserve will be used to offset any potential additional revenue costs arising from an increase in the Council's employers' contribution rate.

8.3 The Council's proposed revenue budget for 2008/09 makes use of £461,930 from the following earmarked reserves:

	£
Transport Initiative	5,000
Local Development Framework	135,000
Planning Delivery Grant	176,840
Princesshay	55,000
Tree Management	82,090
Vehicle Licencing	<u>8,000</u>
	461,930

9. REVENUE ESTIMATES 2008/09 (APPENDIX 3)

9.1 The Council's revenue estimates for next year are being considered during the current cycle of Scrutiny Committee meetings for the final budget report to the Executive on 11 February 2008. In total, Service Committee Expenditure for 2008/09 is £18,401,830, which is only £149,820 more than the current year. A summarised breakdown of this increase is shown in the below:

	£000's
Service Committee Expenditure 2007/08	18,253
Inflation allocation	519
Proposed new revenue bids – recurring	218
Proposed new revenue bids – non-recurring	208
Revenue Costs arising from New Capital Bids	187
Other budgetary adjustments and savings	<u>(983)</u>
Service Committee Expenditure 2007/08	18,402

9.2 In addition there are other items to taken into account referred to as ‘below the line’ as they do not form part of the individual service controllable budgets. 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 £16,515,173, an increase of £471,243 (3.0%) compared to 2007/08.

10. COUNCIL TAX BUDGET REQUIREMENT 2008/09

10.1 When the Formula Grant of £11,892,795 is taken into account the resultant net expenditure to be financed from the council tax payers is £4,322,378 (as indicated in Appendix 3), an increase of £242,378 (5.9%) compared to 2007/08.

10.2 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.

10.3 As indicated above it is proposed that the net expenditure to be funded by council tax payers for 2008/09 is £4,322,378. The surplus of £8,278 must be deducted from this amount to give a revised amount to be funded of £4,314,100. 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.

11. SUMMARY

11.1 Although the final grant settlement figures from the Government are not expected to be available until the end of January it is unlikely that they will be significantly different from the provisional settlement figures used elsewhere in this report. Based on this and the proposed revenue estimates presented to each Scrutiny Committee the proposed council tax increase for next year will be 4.5%.

12. RECOMMENDATION

- 12.1 That Scrutiny Committee – Resources supports and Executive approves the Draft Revenue budget proposals for 2008/09.

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

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

Background papers used in compiling this report:

None

FORMULA GRANT INCREASES - DEVON AUTHORITIES

Authority	Adjusted Grant 2007/08 £m	Provisional Grant 2008/09		Provisional Grant 2009/10		Provisional Grant 2010/11		Grant Increase 2007/08 - 2010/11	
		£m	Increase %	£m	Increase %	£m	Increase %	£m	%
Devon	135.431	145.635	7.5%	153.334	5.3%	161.447	5.3%	26.016	19.2%
Plymouth	96.933	100.729	3.9%	103.520	2.8%	106.064	2.5%	9.131	9.4%
Torbay	49.127	53.365	8.6%	56.312	5.5%	59.147	5.0%	10.020	20.4%
East Devon	7.726	7.810	1.1%	7.948	1.8%	8.157	2.6%	0.431	5.6%
Exeter	11.729	11.893	1.4%	11.999	0.9%	12.089	0.8%	0.360	3.1%
Mid Devon	5.818	5.938	2.1%	6.059	2.0%	6.186	2.1%	0.368	6.3%
North Devon	7.750	7.925	2.3%	8.103	2.2%	8.287	2.3%	0.537	6.9%
South Hams	5.398	5.452	1.0%	5.480	0.5%	5.549	1.3%	0.151	2.8%
Teignbridge	9.410	9.564	1.6%	9.722	1.7%	9.905	1.9%	0.495	5.3%
Torridge	5.897	6.076	3.0%	6.258	3.0%	6.433	2.8%	0.536	9.1%
West Devon	4.137	4.201	1.5%	4.266	1.5%	4.340	1.7%	0.203	4.9%

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

APPENDIX 2

	2007-08 £'000	2008-09 £'000	2009-10 £'000	2010-11 £'000
Resources				
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
Likely resources	17,244	16,215	16,675	17,142
Expenditure				
Service expenditure				
Committee expenditure base budget	16,412	18,253	18,402	17,877
Inflation	549	519	523	508
Increase in service costs	1,712	1,167	209	986
Identified Savings / additional income	(420)	(1,537)	(557)	(6)
Additional reductions required			(700)	(1,000)
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
Other funding				
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)
Total Net Budget	17,244	16,215	16,675	17,142
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%
Superannuation Reserve	1,761	1,761	1,761	1,761

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)	
SERVICE ESTIMATES TOTAL	18,252,550	18,401,830	149,280	0.8%
Net Interest	(1,380,000)	(1,300,000)	80,000	
Business Growth Incentive Grant	(1,500,000)	0	1,500,000	
SERVICE ESTIMATES NET EXPENDITURE	15,372,550	17,101,830	1,729,280	11.2%
Transfer to/(from) working balance	631,120	(424,727)	(1,055,847)	
Transfer to/(from) earmarked reserves	(259,740)	(461,930)	(202,190)	
GENERAL FUND EXPENDITURE	15,743,930	16,215,173	471,243	3.0%
Formula Grant	(11,663,930)	(11,892,795)	(228,865)	2.0%
COUNCIL TAX NET EXPENDITURE	4,080,000	4,322,378	242,378	5.9%

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EXETER CITY COUNCIL

SCRUTINY COMMITTEE - RESOURCES

23 JANUARY 2008

EXECUTIVE

11 FEBRUARY 2008

CAPITAL PROGRAMME (2008/09 – 2010/11)

1. PURPOSE OF THE REPORT

- 1.1 To approve the General Fund and Housing Revenue Account Capital Programmes for 2008/09 along with schemes identified for the following two years.

2. BACKGROUND

- 2.1 In accordance with the Prudential Code for Capital Finance in Local Authorities, the Council is required to prepare three-year capital expenditure plans and consider the affordability of its capital investment during all the years in which it will have a financial impact on the authority.
- 2.2 The key objectives of the Prudential Code are to ensure that the capital investment plans of local authorities are affordable, prudent and sustainable and in considering its programme for capital investment, the Council is therefore required to have regard to:
- Affordability, e.g. implications for Council Tax and rent levels
 - Prudence and sustainability, e.g. implications for external borrowing
 - Value for money, e.g. option appraisal
 - Stewardship of assets, e.g. asset management planning
 - Service objectives, e.g. strategic planning for the authority
 - Practicality, e.g. achievability of the forward plans

3. AVAILABLE CAPITAL RESOURCES

- 3.1 In considering the affordability of the Council's capital plans, the authority is required to consider all of the resources currently available to it and estimated resources for the future.
- 3.2 Together with money from the Council's own capital receipts and capital reserves, the annual capital programme is financed from; Government grants, Section 106 monies, partnership funding and other external grants and contributions. If necessary, the Council may borrow to supplement these funds.

3.3 Under the prudential capital finance system, individual authorities are responsible for deciding the level of their affordable borrowing. The system is designed to encourage authorities that need, and can afford, to borrow for capital investment to do so.

3.4 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 report to the Executive setting out the Council's Prudential Indicators will be presented at the February meeting along with the overall budget.

3.5 *General Fund Available Resources*

The Council will carry forward approximately £7 million of unapplied General Fund capital receipts into 2008/09. However it should be noted that the unapplied capital receipts will be fully utilised by the proposed capital programme and that the Council will need to borrow in order to achieve the programme. Appendix 1 sets out the use of the resources available in respect of the General Fund.

3.6 Based upon the assumption that 70% of the Capital Programme will be spent in the financial year it is approved, it is forecast that the Council will have to use borrowing for capital purposes from 2008/09 onwards.

3.7 A borrowing requirement of just under £23 million has been identified over the next four financial years, which will have an ongoing impact on the Council Tax. The current revenue cost of borrowing is approximately £85,000 for each £1 million that is borrowed, which equates to around £2.26 on the Council Tax for each Band D equivalent. The affordability of the General Fund capital programme is ultimately decided by the incremental impact of capital investment decisions on the Council Tax.

3.8 *Housing Revenue Account Available Resources*

The Council will carry forward approximately £1 million of unapplied HRA capital receipts into 2008/09. However, it should be noted that the unapplied capital receipts will be fully utilised by the proposed capital programme and that the Council will need to borrow in order to achieve the programme. Appendix 2 sets out the use of the resources available in respect of the HRA.

3.9 Based upon the medium term financial plan it is projected that borrowing will not need to commence until 2010/11 for HRA capital purposes, at which point the borrowing costs will have an incremental impact on housing rents.

4. **GENERAL FUND CAPITAL PROGRAMME**

4.1 The proposed capital programme is set out in Appendix 3. The table below sets out the total of new capital bids included within the three-year capital expenditure plans, for Executive to consider for approval:

Status	2008/09	2009/10	2010/11	Future Years
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	£	£	£	£
Pre-approved schemes	20,133,201	7,647,558	331,249	0
New bids	3,022,400	5,378,300	5,010,000	2,090,000
Proposed Savings	(848,570)	(270,000)	(20,000)	0
Total General Fund Capital Programme	22,307,031	12,755,858	5,321,249	2,090,000

4.2 The capital programme has been set out in line with the Exeter Vision themes, 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 vision theme, they have been placed under the theme to which it is considered the scheme contributes the most.

4.3 Details of a selection of new capital bids are set out below, in order to provide an indication of how the Council seeks to further its capital investment.

4.3.1 *A Prosperous City*

Funding has been approved towards Phase I of the development of a science park in the vicinity of junction 29 of the M5. In partnership with the University of Exeter, East Devon District Council, Devon County Council, Met Office and the Regional Development Agency, it is hoped that the proposed science park will further position the City as a regional business centre with specialist scientific and technological activities which have a national and international standing.

4.3.2 *An Accessible City*

It is proposed that funding is made available to complete remedial work on a high quality cycle route from Limekilns to Swans Nest car park, as part of the 'National Cycle Network' project to establish walking and cycling routes from Exeter to Dawlish and Exmouth. The Council and Devon County Council have already officially opened a 5km stretch from Bridge Road to Turf Lock in March 2007, which is a significant part of the Exe Estuary Trail.

4.3.3 *An Electronic City*

A range of IT capital schemes are proposed for next financial year, which will help to improve service efficiency and customer satisfaction. Through the utilisation of the latest technology, improvements in data security, IT help desk support, data storage, data retrieval, communication, electronic transactions and management information will be possible.

Some major schemes for this year include the replacement of the Council's T-Repairs system for the Building and Electrical Service Team, installation of a high availability server to ensure business continuity and service availability and enhancements to self-service capability via the Council's website.

4.3.4 *A Cultural City*

Following the completion of a feasibility review, funding has been approved to proceed with the provision of a new swimming pool at Clifton Hill in order to replace the existing Pyramids Swimming and Leisure Centre, which is coming to the end of its economic life. The initial phase will be the appointment of architects to design a 25 metre 8 lane pool.

A new swimming pool will meet the growing needs and expectations of the city's residents and have improved accessibility, energy efficiency and greater flexibility of use.

- 4.3.5 In conjunction with the Heritage Lottery, the Council is undertaking a major refurbishment of the Royal Albert Memorial Museum and Art Gallery. The project comprises four main elements; provision of a new state of art museum store, refurbishment of the existing building, a new building extension to create a large temporary exhibition space and a complete renewal of the permanent displays.

The project has reached the tender stage for the main building contractor and it is hoped that the successful contractor will commence on site in May 2008. The building contract is scheduled to take 14 months, the exhibition fit-out will then begin in July 2009, which will enable the exhibits to be redisplayed during the first two months of 2010. A tentative opening date of March 2010 has been set.

The project will result in appropriate temporary exhibition, education, storage and public spaces for a large regional museum with over 250,000 visitors a year.

- 4.3.6 *A City of Strong Communities*

The Council has agreed to contribute towards the cost of building a new community centre to serve the whole of Countess Wear on part of King George V playing field, subject to Countess Wear Community Centre Project Group preparing a satisfactory business plan and securing lottery funding. The project will promote community cohesion and help combat the pockets of deprivation, which exist in parts of the area.

- 4.3.7 *A City Where People are Healthy and Active*

It is proposed that funding continues to be made available for the provision of Disabled Facility Grants, in order to help fund the provision of adaptations to enable disabled people to remain in their own homes as comfortably and independently as possible.

- 4.3.8 *A City Where the Environment is Cared For*

It is proposed that funding is made available to undertake a major environmental enhancement of Cowick Street. Measures may include new paving, street furniture, planting, signage, railings and public art. Subject to consultation with the local community and with Devon County Council, as the highway authority, it is proposed that areas such as the entrance to the conservation area at the junction with Buddle Lane, the junction with Wardrew Road, the entrance to St Thomas Pleasure Ground and the area outside St Thomas Shopping Centre may be improved.

The aspirations of the scheme are to enhance this entrance into Exeter and to support the local shops and business community and make it a more attractive place to shop.

- 4.3.9 In accordance with the Council's Climate Change Strategy, it is proposed that funding is made available to commence a programme of energy efficiency, renewable energy and sustainable transport initiatives.

The Council has committed to reducing its greenhouse gas emissions by signing the Nottingham Declaration on Climate Change and the Devon Wide Declaration on Climate Change and aims to help reduce emissions within Exeter by 30% by 2020 (compared to 1990 levels).

The Council has worked with the Carbon Trust to calculate a baseline carbon footprint for the Council's existing operations and in turn, prioritise measures to reduce its own emissions from buildings, transport and waste production.

- 4.3.10 *A Safe City*

As part of the Canal Basin regeneration scheme, it is planned to install CCTV cameras and a help point station in the car park and boatyard facilities at Haven Road, in order to improve security for users and help to deter crime and vandalism in the area. It will help the Council provide a safer car-parking environment and achieve Safer Parking Awards.

- 4.3.11 *A Learning City*

The Quayside has become a popular destination for residents and visitors of Exeter. In recent years the Quay House has changed from being solely an interpretation centre to also providing visitor information services. The centre currently projects a poor image for the Council and improvements such as redecoration, updating the interpretation and providing internet access for office and public use are required in order to enhance the facilities and provide access to a wider range of visitor information.

- 4.3.12 *A City Where Everyone has a Home*

Funding has been set aside for the provision of grants to housing associations, in order to facilitate the provision of affordable housing in the City. The Council works in partnership with private sector developers and housing associations in order to ensure that new affordable housing is provided to address the need for housing in the City.

- 4.3.13 *Achieving Excellence in Public Services*

Funding has been set aside to allow the rolling programme of replacement fire doors, refurbishment of staff toilets, upgrade of lift lobbies, refurbishment of kitchen areas and replacement floor coverings in communal areas throughout the Civic Centre to be completed. To date, the budget has provided for the communal area refurbishment of Phase I, 1st and 2nd floors and Phase II, 4th floor.

The planned works will improve and update the working environment, helping to meet both health and safety legislation and fire regulations.

5. ACHIEVABILITY OF THE GENERAL FUND CAPITAL PROGRAMME

5.1 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 are 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 will have elements within both categories.

6. HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME

6.1 For 2008/09, the medium term financial plan provides for a capital programme of £5.803m. A copy of the HRA Capital Programme is attached at Appendix 4.

6.2 The HRA Capital Programme will be funded by:

- Major Repairs Allowance £3.122m
- HRA Capital Receipts £1.783m
- HRA Working Balance £0.025m
- Other Grants and Contributions £0.100m
- Revenue Contributions to Capital £0.773m

6.3 These resources will be utilised to improve council dwellings so that they meet not only the Government's Decent Homes Standard but also the higher Exeter Standard, which the Council has agreed with its tenants.

6.4 In accordance with the HRA Business Plan, the capital programme is intended to meet the Decent Homes Standard by 2010 and the Exeter Standard by 2015.

7. RECOMMENDATIONS

7.1 It is recommended that the Scrutiny Committee – Resources supports and the Executive approves:

- The General Fund capital programme for 2008-09 as set out in Appendix 3.
- The HRA capital programme for 2008-09 as set out in Appendix 4.

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

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

Background papers used in compiling this report:

None

GENERAL FUND	2007-08	2008-09	2009-10	2010-11	2011-12	TOTAL
	£	£	£	£	£	£
CAPITAL RESOURCES AVAILABLE						
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)
Total Resources available	16,945,977	7,301,425	6,111,795	2,310,010	1,059,004	33,728,210
GENERAL FUND CAPITAL PROGRAMME						
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
Total General Fund	14,117,777	22,307,031	12,755,858	5,321,249	2,090,000	56,591,915
ESTIMATED SPEND IN YEAR	9,882,444	19,850,255	15,621,210	7,551,632	3,059,375	55,964,915

UNCOMMITTED CAPITAL RESOURCES:						
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	7,063,533	0	0	0	0	0

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HOUSING REVENUE ACCOUNT	2007-08	2008-09	2009-10	2010-11	2011-12	TOTAL
	£	£	£	£	£	£
CAPITAL RESOURCES AVAILABLE						
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
Total Resources available	8,671,673	4,519,117	5,099,175	4,963,506	4,372,000	27,625,471
CAPITAL PROGRAMME						
HOUSING REVENUE ACCOUNT						
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
Total Housing Revenue Account	7,388,260	5,802,530	5,099,175	5,089,675	5,034,190	28,413,830
UNCOMMITTED CAPITAL RESOURCES:						
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
WORKING BALANCE RESOURCES:						
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
A PROSPEROUS CITY								
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
	Sub Total - Prosperous City			2,123,920	1,387,910	0	0	
B ACCESSIBLE CITY								
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
	Sub Total - Accessible City			437,190	135,000	30,000	0	

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
C ELECTRONIC CITY								
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
C ELECTRONIC CITY (CONT)								
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
C ELECTRONIC CITY (CONT)								
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
	Sub Total - Electronic City			1,005,670	0	0	0	
D CULTURAL AND FUN PLACE TO BE								
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
D CULTURAL AND FUN PLACE TO BE (CONT)								
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.
	Sub Total - Cultural and Fun Place To Be			10,405,021	7,202,948	3,811,249	0	Replacement of items of plant and machinery that the Council retains responsibility for
E STRONG COMMUNITIES								
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
	Sub Total - Strong Communities			66,100	220,000	0	0	

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
F HEALTHY AND ACTIVE CITY								
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
	Sub Total - Healthy and Active City			450,000	450,000	0	0	
G ENVIRONMENT CARED FOR								
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
G ENVIRONMENT CARED FOR (CONT)								
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
	Sub Total - Environment Cared For			1,297,040	410,000	110,000	220,000	
H SAFE CITY								
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
	Sub Total - Safe City			139,000	15,000	0	0	

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
I A LEARNING CITY								
1	Improvements at the Quay House Visitor Centre	RB	C1	53,000	0	0	0	Enhancements to the centre in order to maintain its position as a key visitor information point on Exeter's historic quayside.
	Sub Total - A Learning City			53,000	0	0	0	
J HOUSING IN THE CITY								
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
	Sub Total - Housing in the City			4,262,750	1,950,000	1,000,000	1,500,000	
K ACHIEVING EXCELLENCE IN PUBLIC SERVICES								
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
Sub Total - Achieving Excellence in the Public Services				2,067,340	370,000	370,000	

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 £
HOUSING IN THE CITY						
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
Total HRA Capital Programme		465,540	5,336,990	5,099,175	5,089,675	15,991,380

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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
Banks	
Minimum Fitch Rating F1+ short term	4m
Minimum Fitch Rating F1 short term	3m
Minimum Moody's rating P-1 short term	3m
Building Society	
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
Local Authorities	3m

External Fund Managers

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

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**

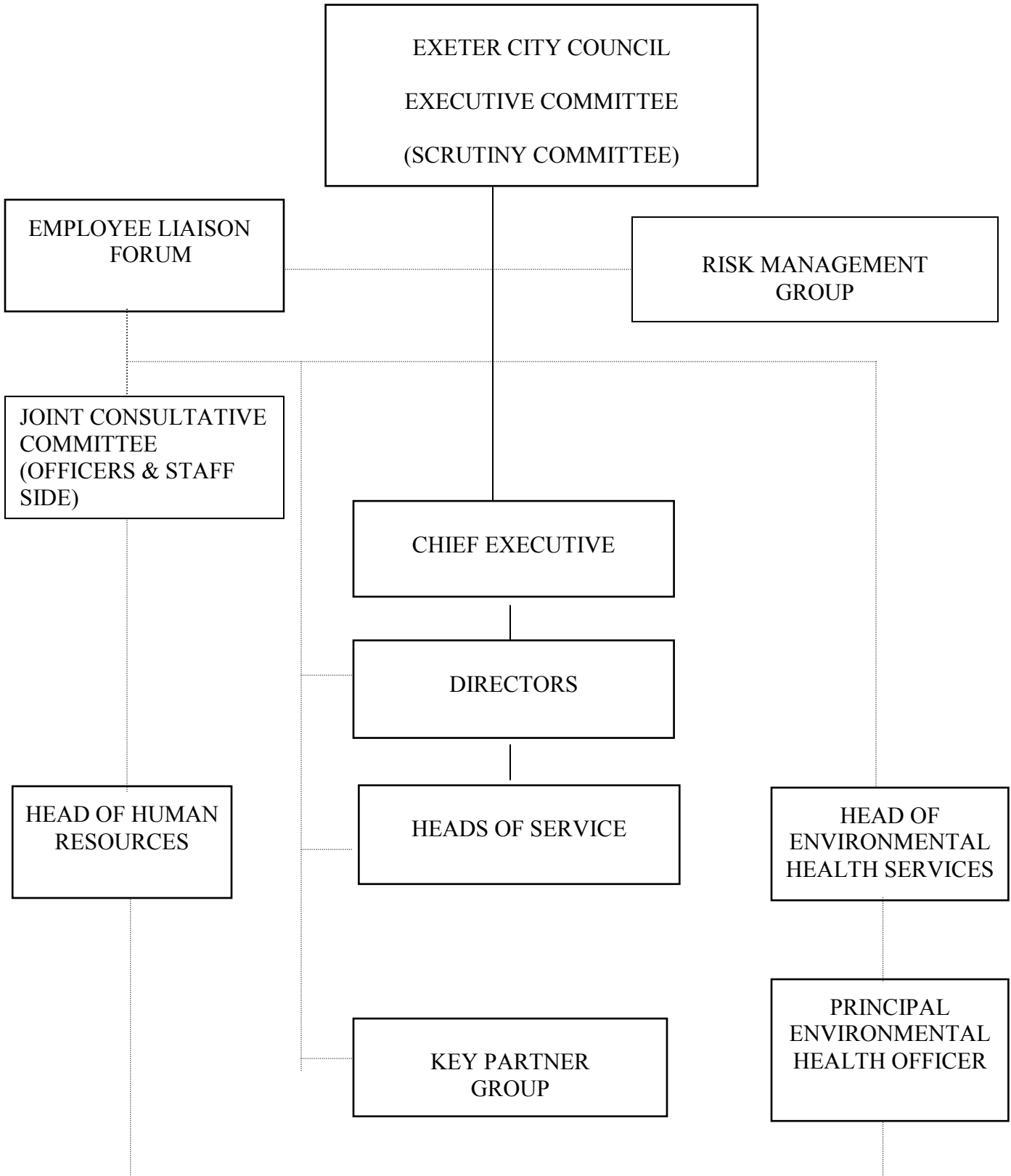
The Organisation and Arrangements for this Policy appears on CityNet

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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.

KEY PARTNERS – November 2007

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

UNION	SECTIONS COVERED	NAME	UNIT
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 + Unison Branch Health & Safety Officer - Covers vacancies.	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

SCRUTINY COMMITTEE - RESOURCES 23 JANUARY 2008

NON-HOUSING AIM BUDGET 2008/2009

1 PURPOSE OF THE REPORT

- 1.1 To detail the work proposed to non-housing properties in order to maintain and service such buildings in 2008/2009. The work financed from the Asset Improvement and Maintenance fund, referred to as AIM, is contained within the Council's overall revenue budgets.

2 BACKGROUND

- 2.1 Following an examination of routine servicing and operational work, the gathering of historical information as to levels of reactive repair costs, an investigation of the property condition database priorities and the assembly and prioritization of Heads of Service property requirements, a budget was established as;

(A)	Routine Servicing and Maintenance	£	321,330
(B)	Operational Essentials	£	95,115
(C)	Reactive Repairs	£	515,764
(D)	Lease Repairs	£	83,840
(E)	Service Department Recharges	£	276,630
(F)	Service Priorities and contingency	£	457,575
	Total (Appendix G)	£	1,750,254

- 2.2 The attached **Appendices A to F** provide further breakdowns of the above categories, detailing the properties involved, the projects and servicing works along with an estimated budget required. Further explanation is provided in the text below.

ANNUAL COMMITMENTS

2.3 Routine Servicing and Maintenance (Appendix A)

Appendix A lists all identified work needed to inspect, service and maintain plant, equipment, controls, monitoring devices and certain structures. The work is required annually to ensure plant, equipment and certain structures are maintained in a fully operational and safe state. The costs listed are based upon historical cost information updated for either operational (due to changes in testing regulations) or inflationary increases.

2.4 Operational Essentials (Appendix B)

Appendix B details those amounts for property repair, plant and equipment that, although monitored by the AIM Group, are administered by certain Heads of Service. The

appropriate Head of Service will use these budgets to keep property and plant in good working order such that continued service delivery is assured.

2.5 Reactive Repairs (Appendix C)

Appendix C details those amounts, established from previous records, required to finance reactive repair works. The repairs have been placed in categories of property family to indicate the levels of expenditure normally incurred. The expenditure is closely monitored over the year to examine whether each allotted value is a fair reflection of the financial resource needed.

2.6 Lease Repairs (Appendix D)

The contract terms of commercial property leases often demand that certain repairs, maintenance or safety checks have to be carried out year on year in order to properly maintain the property in good lettable condition. Whilst the property condition survey annually highlights certain potential problem areas there are often further works needed, arising from other periodic checks carried out, that may have not been specifically raised through the condition survey. So it is a difficult task to accurately quantify the full extent of the lease liabilities in each particular year. Therefore a sum of £83,840 has been set aside, which will be monitored throughout the year to examine whether the allotted value is a fair reflection of the financial resource needed.

2.7 Service Department Recharges (Appendix E)

This represents the cost of the staff resources required to programme, organise, tender, instigate, supervise, control, monitor and settle accounts in respect of the work proposed for non-housing AIM projects. The cost reflects the amount of Contracts and Direct Services and Engineering and Construction staff resources needed to deliver the work programme.

PRIORITISED WORK PROGRAMME

2.8 Service Priorities (Appendix F)

In order to target available, but limited, financial resources in 2008/2009 a review of all the necessary repair work to non-housing properties was carried out by examining the property condition database and compiling Head of Service work requests for the coming financial year. As the value of work derived from this exercise was in excess of available funds a prioritisation process was carried out. This involved each Head of Service and Directorate firstly prioritising the work relating to their properties. Then the AIM Group (which comprises Head of Treasury Services, Head of Contracts and Direct Services and Head of Estates Services), in consultation with SMT, further examined which of those priorities were the most needed and/or most urgent. Subsequently SMT agreed the work listed in Appendix F as priorities. Although estimates are given for the cost of work listed, such estimates can only be considered as “ball-park” figures at this stage as, following Scrutiny, Heads of Service will need to examine and develop specific briefs for the work involved. Revised estimates, where necessary, can then be calculated. A contingency sum has been established as a provision to allow for revised estimates and for any unforeseen works, of an emergency repair nature, that inevitably arise through the year. Also, an annual provision is set aside within this budget to take account of any costs

arising from having to employ external consultants on certain projects, where there are insufficient resources in-house to deliver projects programmed to be commenced and undertaken in 2008/9.

3 PROPOSALS

- 3.1 It is proposed that the sum of £1,750,254 be set aside, from total resources available, to carry out necessary works listed above and in appendices A to F attached to this report in respect of non-housing property Service and Maintenance Work, Operational Essentials, Reactive Repairs, Lease Repairs, Service Department Recharges and Service Priorities.

4 RECOMMENDED

- (1) that the Committee note that the sum of £1,750,254 has been split into the categories of work in the year 2008/2009 as outlined in this report.

HEAD OF CONTRACTS AND DIRECT SERVICES

HEAD OF TREASURY SERVICES

HEAD OF ESTATES SERVICES

S:/LP/Committee/108SCR2

19 December 2007

COMMUNITY & ENVIRONMENT DIRECTORATE

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

Background papers used in compiling the report

None

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SERVICING AND MAINTENANCE WORK		CODE	BUDGET 2008/9 £
1	Air conditioning maintenance (inclusive of and chiller plant)	Z6347	8,030
2	St Georges Hall Building Service Contracts	Z6348	5,000
3	Routine Maintenance to roller shutter doors	Z6349	1,200
4	Livestock Market Service Contracts	Z6350	14,670
5	St Georges Retail Units Building Service Contracts	Z6352	2,540
6	Crack Monitoring RAM Museum	Z6353	1,780
7	Routine Maintenance of Lightning Conductors, Various Locations	Z6355	640
8	Routine Maintenance of Lifts on Properties (not Civic Centre)	Z6356	6,220
9	Routine Maintenance of Lifts, Various Car Parks	Z6357	12,000
10	Fixed Installation testing of electrical installations, various locations	Z6359	44,040
11	Portable appliance testing of electrical equipment, various locations	Z6360	12,280
12	Routine Maintenance of Stand-by Generators, Various Locations	Z6361	1,750
13	Routine Maintenance of Sprinklers, Various Locations	Z6362	13,950
14	Routine Servicing and Maintenance of Boiler and Heating Plant, Various Locations	Z6363	24,210
15	Routine Maintenance of Heat/Ventilation Controls, Various Sites	Z6365	7,900
16	Maintenance of Card Readers and Barriers in Car Parks	Z6366	1,360
17	Routine maintenance of new Ethnography plant at RAMM	Z6368	2,700
18	Routine Testing of Fire Alarms	Z6369	4,250
19	Routine Testing of Emergency Lighting	Z6370	10,330
20	Routine Testing of Gas Pumping Station Boreholes	Z6371	5,950
21	Routine Maintenance of Monuments	Z6372	20,000
22	Inspections to structures and monuments (Technical Services Inspections)	Z6373	2,340
23	inspections to ship canal lock gates and banks(Technical Services Inspections)	Z6374	8,500
24	Exe Estuary - Hydrographic Surveys	Z6375	5,000
25	Routine Servicing to Wallgates various locations	Z6376	4,500
26	Servicing to fall arrest system at Livestock Centre	Z6377	1,600
27	Routine Servicing to Civic Centre Hand Driers	Z6378	1,780
28	Maintenance of automatic door sets in lobbies of Civic Centre(from 2002)	Z6380	1,100
29	Maintenance of gas monitoring and lighting in underground passages	Z6381	1,600
30	Maintenance of loop system in Civic Centre and Guildhall	Z6382	600
31	Routine maintenance to irrigation pump Belle Isle	Z6383	430
32	Paddling pools equipment inspection and maintenance	Z6385	1,500
33	Routine Maintenance Gateway Feature Honiton Road	Z6386	1,500
34	Checking showers for legionella	Z6387	2,890
35	Routine Maintenance of Council owned footways	Z6388	20,000
36	Annual Safety Inspection of Memorials	Z6389	30,400
37	Cleaning of High Street Pyramid riddle	Z6390	2,000
38	Air conditioning maintenance customer first	Z6391	2,500
39	Routine Servicing and Maintenance of gas detection equipment in car parks	Z6392	1,200
40	Alarm servicing at control centre	Z6393	2,500
41	Fire protection equipment servicing and maintenance	Z6394	8,590
42	St Georges Hall Annual Repairs to windows		6,000
43	Livestock Market annual structure maintenance		14,000

TOTAL £**321,330**

NON-HOUSING AIM FUND PROGRAMME 2008-2009

OPERATIONAL ESSENTIALS	BUDGET 2008/9	LEAD OFFICER
CIVIC CENTRE (LIFTS)	9,940	J Street
CANAL	23,370	Ian Cowe
CAR PARKS	44,320	Roger Coombs
REACTIVE UNOCCUPIED PROPERTY	17,485	David Prosser
TOTAL OPERATIONAL ESSENTIALS	95,115	

APPENDIX C

REACTIVE REPAIRS	BUDGET 2008/9 £	LEAD OFFICER
GENERAL REACTIVE WORK	376,976	Various
REACTIVE WORK TO ELECTRICAL TESTING	27,827	Mel Jones
CANAL SPECIAL WORKS	29,988	Jack Nott
CIVIC CENTRE	80,973	John Street
TOTAL REACTIVE REPAIRS	515,764	

APPENDIX D

LEASE REPAIRS	BUDGET 2008/9 £	LEAD OFFICER
LEASE REPAIRS	78,380	David Prosser
HEALTH AND SAFETY CHECKS	5,460	David Prosser
TOTAL LEASE REPAIRS	83,840	

APPENDIX E

SERVICE DEPARTMENT RECHARGES	BUDGET 2008/9 £	LEAD OFFICER
SERVICE RECHARGES	276,630	Paul Mc Cormick Dave Hubbard
TOTAL SERVICE RECHARGES	276,630	

REF	SERVICE PRIORITIES	BUDGET 2008/9 £	COMMENT
9	Turntable alterations at MRF site	33,900	
14	Improve facilities at Old Tiveton Road bring bank site	7,000	
19	New gate/repair surface Water Lane compound	3,000	
21	Refurbish emergency generator Phase 2 Civic Centre	45,000	
22	Install perimeter balustrade to roof Civic Centre (1st yr)	36,000	
24	Renew hot water heaters Phase 1 Civic Centre	15,000	
26	Renew electrical sub main Banking Hall	5,000	
27	Install safety barriers to rising mains Civic Centre	2,500	
30	Remove redundant cabling/ducts Civic Centre (1st yr)	10,000	
31	New timber sleepers to glass stock pile	10,000	
43	Canal bank underpinning Welcome Inn	50,000	
49	Pre-repair divers inspection canal walls	7,000	
53	Repair works at Alphington Community Centre	15,000	
61	Repair/redeck salmonpool swing bridge	20,000	
66	Asbestos survey non-housing	40,000	
68	Replace heating Topsham Chapel	4,800	
70	Alteration to heating St Georges	20,000	
71	Repair Southernhay garden walls	10,000	
73	Improve surface of Water Lane	10,000	
75	Install bollards Riverside Leisure Centre	8,000	
76	Repaving Clipper Quay	25,000	
n/a	Provision for external fees for additional resources	40,000	
n/a	Contingency	40,375	
TOTAL		457,575	

<u>SUMMARY</u>	APPENDIX	BUDGET FOR 2008/9	COMMENTS
		£	
ROUTINE SERVICING AND MAINTENANCE WORK	A	321,330	
OPERATIONAL ESSENTIALS (cost centre funded)	B	95,115	
REACTIVE REPAIRS	C	515,764	
LEASE REPAIRS	D	83,840	
SERVICE DEPARTMENT RECHARGES	E	276,630	
SERVICE PRIORITIES	F	457,575	
TOTALS £		1,750,254	

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EXETER CITY COUNCIL

SCRUTINY COMMITTEE – RESOURCES

23 JANUARY 2008

DRAFT ESTIMATES 2008/09

1. Introduction

- 1.1 Attached are the draft estimates for 2008/09, which are circulated for discussion and comment.
- 1.2 This report outlines the strategic framework within which the estimates have been prepared, changes in accounting practices, which affect all budgets and detailed reasons for any significant changes in the Management Unit estimates.

2. Budget Framework

- 2.1 The estimates include assumptions for pay, general inflation and income as follows:
 - Pay 2.5%
 - General inflation Nil (see paragraph 2.2 below)
 - Income 3.0%
 - Interest on Investments 5.75%
- 2.2 As a means of finding efficiency savings, many non-pay budgets will not be 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. fuel and electricity. The Retail Price Index (RPI) for September 2007 was 3.9%. Although the Government no longer produce targets for the RPI it is still used to determine increases in pensions, benefits and pay negotiations.
- 2.3 With regard to interest rates the UK base rate has been gradually increased from 4.75% in August 2006 to 5.5% in December 2007. The overall growth and interest rate expectations of the United Kingdom economy remain uncertain in the future although many analysts are predicting that a further rise to the base rate in the coming months is unlikely and could even fall. 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 0.1% either way from our assumption would lead to either an increase or reduction of income of around £23,000.
- 2.4 The latest Comprehensive Review (CSR07) indicates a tough financial settlement ahead 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 3.4% in 2011/12. This amounts to a real terms increase of 1.5%, 0.8% and 0.7% over the CSR period. Given the government's priorities will continue to be for Education and Social Care, the actual grant increase for district council services is significantly less than this. The CSR07 has also indicated a significant reduction in the Local Authority Business Growth Initiative (LABGI) funding from £1 billion in CSR04 to £150 million over CSR07. There will be LABGI funding of £50 million for 2009/10 and £100 million in 2010/11, with no funding outlined for 2008/09. To date Exeter City Council has benefited greatly from this initiative 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.

2.5 At its meeting on the 20 November 2007, Executive approved a budget strategy based on the best known data with regard to Government spending targets:

- Formula Grant increase 3.0%
- Council tax guideline 4.5%

2.6 The Government have now announced the provisional local government finance settlement for 2008/09. For Exeter the guideline figure is as follows:

- Formula Grant £11.893m (increase 1.4 %)

The provisional settlement now indicates that in cash terms our grant will increase by £164,000.

2.7 The available capital resources for 2008/09 are £19.705 million with £19.616 million required in respect of the General Fund, of which £2.132 million is required for new approvals, and that the Housing capital programme will be some £5.217 million making a total spend of £24.833 million. This shows that the Council will have to use borrowing in addition to other capital resources to finance its capital programme requirements. 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 prudential capital framework enables the Council to borrow within self-imposed targets largely based on affordability. A list of the proposed new schemes for this Committee is attached at Appendix 2.

2.8 The changes in respect of 2008/09 Fees and Charges for the revenue budget are included at Appendix 3.

3. Key Revenue Budget Changes Proposed for 2008/09

3.1 The Revenue budgets are attached at Appendix 1. The proposed budgets reflect a combination of budget increases and savings and the key changes are as follows:

- A technical adjustment has been made to the budget in respect of Deferred Charges. The government allows councils to treat some revenue expenditure as capital expenditure e.g. grants to Housing Associations, grants to improve or develop assets owned by others (science park contributions and enhancements to the city centre). This expenditure must be shown in the revenue accounts for the year but it is financed by the use of capital receipts or borrowing and therefore these charges are removed from the net cost of services to ensure that they do not impact on the Council Tax requirement.

6A1 REVENUE COLLECTION / BENEFITS

There is a reduction in the cost of Council Tax and NNDR collection and there has been an adjustment between the cost of Council Tax benefits and Rent Allowance benefits together with a reduction in the cost of Statutory Contributions.

This has been offset by an overall increase in the net cost of benefits as a result of some property rent determinations by HM Revenues and Customs rent office.

These now only attract 60% subsidy as opposed to 100%.

- 6A2 ELECTIONS & ELECTORAL REGISTRATION**
There are Exeter City council elections planned for 1st May 2008.
- 6A3 CORPORATE**
A revised scale of fees for external audit work to be carried out during the year will result in an increase in costs.
More of the cost of the work being carried out by Accountancy Services and Chief Executive Services falls within the definition of corporate.
- 6A4 CIVIC CEREMONIALS**
There is a reduced programme of repairs to the Guildhall through the A.I.M budget and there have been some savings made in the cost of Civic Ceremonials.
- 6A5 DEMOCRATIC REPRESENTATION**
The support service recharges for Democratic Costs have increased slightly due to an increase in the rental recharge for the use of the Civic Centre.
Members Expenses have reduced due to the repayment of IT capital charges.
- 6A6 GRANTS/CENTRAL SUPPORT/CONSULTATION**
It is expected that there will be an increase in the cost of charitable and hardship rate relief when the Government releases the criteria and base figures in early 2008.
The rent relief granted by Grants Committee to occupiers of council-owned property has been increased to reflect rent reviews agreed or pending.
The current partnership funding arrangements for the Community Safety Partnership and Anti-Social Behaviour Co-ordinator expire in March 2008 so the full costs of administration have been budgeted for.
The initial two-year project for capacity building support to residents, officers and elected members that is part of Community Inclusion and Involvement will be completed during 2008-09.
- 6A7 UNAPPORTIONABLE OVERHEADS**
The majority of the Unallocated Central Costs balance is for the internal recharge of rent within the Civic Centre for the area formerly occupied by the Tourist Information Centre. The actual users of the services will be recharged during 2008-09.

CENTRAL SUPPORT SERVICES ACCOUNTS:

The management units listed below are recharged out across the whole of the Council and are either brought back to zero cost or have small balances left that are to be recharged back to the users of the services in 2008-09:

- 6A8 CHIEF EXECUTIVE SERVICES**
As referred to in the budget notes for management unit 6A6 above, the pilot scheme for neighbourhood engagement will be completed during 2008-09.
Budget provision has been retained for the increase in the work of the Communications Service.

- 6A9 STRATEGIC / COMMUNITY PARTNERSHIPS**
This management unit brings together the Council's community partnerships with the police, health authorities and other councils to establish policies and programmes within the Exeter area. The full cost of administering the partnerships is shown in cost centre S53 Community Safety within management unit 6A6.
- 6B1 TREASURY SERVICES**
The cost of Accountancy Services has increased to reflect the investment that has been made in the new Financial Management System (Fims) due to 'go live' in April 2008.
The cost of Council Tax Collection has reduced due to additional income and reduced operational expenses, support services and capital finance charges. The functions previously carried out by Benefits Customer Services (T06) have now been transferred to Benefits Administration (T09), Administration Support (T15) and to the Customer Service Centre (T55) that is within management unit 6B5 Corporate Customer Services, see below.
The set-up expenses for the Local Housing Allowance Scheme (T08) that is due to commence in April 2008 is being met by Government Grant.
- 6B2 AUDIT**
There are no significant changes to report.
- 6B3 HUMAN RESOURCES SERVICES**
Some of the temporary staffing arrangements that have been in place to review advertising, recruitment and retention policies will cease during 2008-09. Budgets have been increased to cover the introduction of diversity training and upgrades in software.
- 6B4 LEGAL SERVICES**
A new solicitor post has been approved to address the anti-social behaviour issues that can arise on housing estates, with the Housing Revenue Account being recharged for this work.
There has been an increase in external fee income for legal work.
- 6B5 CORPORATE CUSTOMER SERVICES**
Some of the work, employees and budgets that were previously within Treasury Services (6B1) have been transferred to the Customer Service Centre (T55). The cost of improvements and repairs for the Civic Centre has been increased through the A.I.M. programme.
There have been increases in the cost of purchasing and maintaining IT systems for the progression of Information and G.I.S. Management and the Customer Service Centre.
- 6B6 IT SERVICES**
There has been an increase in the cost of the colour copier in the Copy Centre because more work is being carried out in-house rather than using external printing companies.
There has been a small overall increase in the cost of maintaining IT systems as the number of users and systems across the council has increased.
There has been a large reduction in the capital financing costs of Desktop and

Network Support (T49) due to a reduction in amortisation costs and the transfer of some of the debt to Information and G.I.S. Management (T47) within management unit 6B5 Corporate Customer Services, see above.

6B7 DIRECTOR CORPORATE SERVICES

There are no significant changes to report.

- 4. RECOMMENDED that** Members are asked to comment on the draft Estimates.

HEAD OF TREASURY SERVICES

DIRECTOR CORPORATE SERVICES

CORPORATE SERVICES DIRECTORATE

Local Government (Access to Information) Act 1985

Background papers used in compiling this report:

None.

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EXETER CITY COUNCIL
SCRUTINY COMMITTEE – RESOURCES
23 JANUARY 2008
DRAFT REVENUE ESTIMATES 2008/09

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
OBJECTIVE ANALYSIS				
1,663,840	6A1 REVENUE COLLECTION / BENEFITS	51,290	174,330	1,889,460
308,950	6A2 ELECTIONS & ELECTORAL REG	8,420	(3,130)	314,240
861,230	6A3 CORPORATE	24,850	16,840	902,920
413,360	6A4 CIVIC CEREMONIALS	12,210	(142,720)	282,850
900,200	6A5 DEMOCRATIC REPRESENTATION	25,490	(10,420)	915,270
956,270	6A6 GRANTS/CENT SUPP/CONSULTATION	6,030	145,840	1,108,140
294,370	6A7 UNAPPORTIONABLE OVERHEADS	10,200	16,540	321,110
0	6A8 CHIEF EXECUTIVE SERVICES	(1,370)	1,370	0
0	6A9 STRATEGIC/COMMUNITY PARTSHIPS	(680)	680	0
0	6B1 TREASURY SERVICES	36,450	(36,450)	0
0	6B2 INTERNAL AUDIT	710	(710)	0
0	6B3 HUMAN RESOURCES	(2,630)	2,630	0
0	6B4 LEGAL SERVICES	(160)	160	0
0	6B5 CORPORATE CUSTOMER SERVICES	(20,340)	20,340	0
0	6B6 IT SERVICES	(25,850)	25,850	0
0	6B7 DIRECTOR CORPORATE SERVICES	440	(440)	0
5,398,220	Net Expenditure	125,060	210,710	5,733,990

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
SUBJECTIVE ANALYSIS				
6,945,790	Employees	270,000	64,240	7,280,030
818,800	Premises	22,900	(31,920)	809,780
34,204,300	Supplies & Services	1,268,740	332,670	35,805,710
58,650	Transport	810	(8,500)	50,960
7,529,460	Support Services	227,770	(165,870)	7,591,360
1,037,900	Capital Financing	0	(211,160)	826,740
50,594,900	Expenditure	1,790,220	(20,540)	52,364,580
(45,196,680)	Income	(1,665,160)	231,250	(46,630,590)
5,398,220	Net Expenditure	125,060	210,710	5,733,990

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
6A1 REVENUE COLLECTION / BENEFITS				
31,172,560	Supplies & Services	1,242,500	172,920	32,587,980
2,054,440	Support Services	61,650	(87,510)	2,028,580
33,227,000	Expenditure	1,304,150	85,410	34,616,560
(31,563,160)	Income	(1,252,860)	88,920	(32,727,100)
1,663,840	Net Expenditure	51,290	174,330	1,889,460
REPRESENTED BY				
869,080	S01 Revenue Collection	26,080	(65,640)	829,520
368,660	S02 Rent Allowances	17,870	(320,290)	66,240
47,730	S03 Statutory Contribution	0	(23,700)	24,030
23,620	S04 Council Tax Benefits	(4,460)	587,940	607,100
351,930	S05 Rent Rebates	11,710	(4,030)	359,610
2,820	S06 Housing Act Advances	90	50	2,960
1,663,840	Net Expenditure	51,290	174,330	1,889,460

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
6A2 ELECTIONS & ELECTORAL REG				
153,180	Employees	5,720	(1,620)	157,280
19,500	Premises	720	(1,000)	19,220
90,890	Supplies & Services	680	(7,120)	84,450
1,460	Transport	0	(1,330)	130
44,780	Support Services	1,350	5,940	52,070
800	Capital Financing	0	2,000	2,800
310,610	Expenditure	8,470	(3,130)	315,950
(1,660)	Income	(50)	0	(1,710)
308,950	Net Expenditure	8,420	(3,130)	314,240
REPRESENTED BY				
186,900	S10 Electoral Registration	4,980	2,680	194,560
122,050	S11 District Council Elections	3,440	(5,810)	119,680
0	S12 County Council Elections	0	0	0
0	S13 County Council By-Election	0	0	0
0	S14 Parliamentary Elections	0	0	0
0	S17 European Elections	0	0	0
0	S18 City Council By Elections	0	0	0
308,950	Net Expenditure	8,420	(3,130)	314,240

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
6A3 CORPORATE				
164,600	Supplies & Services	4,620	4,760	173,980
1,027,630	Support Services	30,840	15,300	1,073,770
1,192,230	Expenditure	35,460	20,060	1,247,750
(331,000)	Income	(10,610)	(3,220)	(344,830)
861,230	Net Expenditure	24,850	16,840	902,920
REPRESENTED BY				
822,370	S15 Corporate Costs	23,920	14,460	860,750
38,860	S66 Treasury Management	930	2,380	42,170
0	U26 Procurement Policy	0	0	0
861,230	Net Expenditure	24,850	16,840	902,920

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
6A4 CIVIC CEREMONIALS				
142,030	Employees	5,580	(60)	147,550
175,830	Premises	4,740	(132,490)	48,080
75,330	Supplies & Services	540	(3,520)	72,350
8,180	Transport	110	(2,600)	5,690
41,540	Support Services	1,240	(3,050)	39,730
34,470	Capital Financing	0	0	34,470
477,380	Expenditure	12,210	(141,720)	347,870
(64,020)	Income	0	(1,000)	(65,020)
413,360	Net Expenditure	12,210	(142,720)	282,850
REPRESENTED BY				
248,970	S36 Guildhall Chambers	7,890	(133,670)	123,190
120,400	S37 Mayoralty	3,840	(4,680)	119,560
10,670	S39 Civic Hospitality	30	(160)	10,540
19,860	S40 Public Celebrations	290	(4,230)	15,920
13,460	S41 Twinning	160	20	13,640
413,360	Net Expenditure	12,210	(142,720)	282,850

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
6A5 DEMOCRATIC REPRESENTATION				
14,140	Employees	270	(480)	13,930
272,320	Supplies & Services	7,060	1,890	281,270
730	Transport	30	0	760
600,280	Support Services	18,130	(570)	617,840
12,730	Capital Financing	0	(11,260)	1,470
900,200	Expenditure	25,490	(10,420)	915,270
0	Income	0	0	0
900,200	Net Expenditure	25,490	(10,420)	915,270
REPRESENTED BY				
539,210	S16 Democratic Costs	15,650	6,680	561,540
360,990	S46 Members Expenses	9,840	(17,100)	353,730
0	S55 Local Government Review	0	0	0
900,200	Net Expenditure	25,490	(10,420)	915,270

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
6A6 GRANTS/CENT SUPP/CONSULTATION				
755,160	Supplies & Services	0	83,980	839,140
201,110	Support Services	6,030	61,860	269,000
956,270	Expenditure	6,030	145,840	1,108,140
0	Income	0	0	0
956,270	Net Expenditure	6,030	145,840	1,108,140
REPRESENTED BY				
745,550	S50 Grants And Contributions	630	85,340	831,520
32,220	S52 Emergency Planning	970	1,280	34,470
19,790	S53 Community Safety	590	66,580	86,960
0	S54 Equalities Policies	0	0	0
95,060	S57 Community Inclusion & Involve.	2,850	(8,480)	89,430
63,650	S60 Community Consultation	990	1,120	65,760
956,270	Net Expenditure	6,030	145,840	1,108,140

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
6A7 UNAPPORTIONABLE OVERHEADS				
275,270	Employees	9,630	(1,880)	283,020
19,100	Support Services	570	18,420	38,090
294,370	Expenditure	10,200	16,540	321,110
0	Income	0	0	0
294,370	Net Expenditure	10,200	16,540	321,110
REPRESENTED BY				
19,100	S51 Unallocated Central Costs	570	18,420	38,090
275,270	S56 Superannuation	9,630	(1,880)	283,020
294,370	Net Expenditure	10,200	16,540	321,110

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
6A8 CHIEF EXECUTIVE SERVICES				
893,290	Employees	35,580	(14,740)	914,130
123,200	Supplies & Services	250	14,700	138,150
4,220	Transport	120	0	4,340
208,310	Support Services	6,330	(5,450)	209,190
18,920	Capital Financing	0	(2,990)	15,930
1,247,940	Expenditure	42,280	(8,480)	1,281,740
(1,247,940)	Income	(43,650)	9,850	(1,281,740)
0	Net Expenditure	(1,370)	1,370	0

REPRESENTED BY

197,020	U11 Chief Executive	7,420	640	205,080
390,770	U12 Chief Executive Support Unit	14,470	(10,440)	394,800
316,680	U13 Member Services	11,150	1,880	329,710
212,550	U14 Press & Public Relations	5,670	6,360	224,580
32,220	U15 Emergency Planning	1,140	1,110	34,470
95,060	U16 Community Inclusion & Involv'T	2,330	(7,960)	89,430
(1,244,300)	U89 Chief Executive Int. Recharges	(43,550)	9,780	(1,278,070)
0	Net Expenditure	(1,370)	1,370	0

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
6A9 STRATEGIC/COMMUNITY PART'SHIPS				
40,690	Employees	1,640	29,170	71,500
357,390	Supplies & Services	50	(32,080)	325,360
340	Transport	10	500	850
12,490	Support Services	390	670	13,550
410,910	Expenditure	2,090	(1,740)	411,260
(410,910)	Income	(2,770)	2,420	(411,260)
0	Net Expenditure	(680)	680	0

REPRESENTED BY

19,790	U17 Community Safety Partnership	900	33,010	53,700
0	U18 Community Safety Projects	(90)	90	0
0	U19 Partnership Development	0	0	0
0	U20 Community Safety Audit Costs	0	0	0
0	U21 Parenting	0	0	0
0	U22 Alcohol Project	0	0	0
0	U23 Family Intervention Project	0	0	0
0	U24 Respect	(780)	780	0
0	U25 ASB Co-Ordinator	0	33,260	33,260
520	U30 Local Strategic Partnership	0	0	520
(20,310)	U94 Community/Strat/Part/ Recharge	(710)	(66,460)	(87,480)
0	Net Expenditure	(680)	680	0

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
6B1 TREASURY SERVICES				
2,607,860	Employees	103,250	(237,640)	2,473,470
334,080	Supplies & Services	3,050	11,340	348,470
35,130	Transport	390	(3,250)	32,270
2,134,390	Support Services	65,130	(291,330)	1,908,190
148,020	Capital Financing	0	(34,060)	113,960
5,259,480	Expenditure	171,820	(554,940)	4,876,360
(5,259,480)	Income	(135,370)	518,490	(4,876,360)
0	Net Expenditure	36,450	(36,450)	0
REPRESENTED BY				
665,480	T01 Accountancy Services	30,570	32,220	728,270
173,570	T02 Cashiering Services	6,020	3,970	183,560
839,220	T03 Council Tax Collection	24,620	(63,160)	800,680
29,860	T04 NNDR Collection	1,170	(2,190)	28,840
577,570	T06 Benefits Customer Services	21,220	(598,790)	0
311,600	T07 Revenues Recovery	9,340	180	321,120
0	T08 Local Housing Allowance Schem	0	0	0
732,670	T09 Benefits Administration	53,800	(31,260)	755,210
368,520	T10 Benefits Investigation	13,510	(24,630)	357,400
24,880	T11 Benefits Joint Training Post	1,610	(1,240)	25,250
88,540	T13 Policy Treasury Services	3,200	(70)	91,670
78,140	T15 Administrative Support	2,920	72,650	153,710
(3,890,050)	U80 Treasury Internal Recharges	(131,530)	575,870	(3,445,710)
0	Net Expenditure	36,450	(36,450)	0

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
6B2 INTERNAL AUDIT				
205,850	Employees	8,150	160	214,160
1,340	Supplies & Services	0	(490)	850
520	Transport	10	0	530
33,400	Support Services	1,000	(130)	34,270
1,460	Capital Financing	0	0	1,460
242,570	Expenditure	9,160	(460)	251,270
(242,570)	Income	(8,450)	(250)	(251,270)
0	Net Expenditure	710	(710)	0
REPRESENTED BY				
233,070	T18 Internal Audit	8,870	(220)	241,720
(233,070)	U81 Internal Audit Recharges	(8,160)	(490)	(241,720)
0	Net Expenditure	710	(710)	0

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
6B3 HUMAN RESOURCES				
485,140	Employees	17,570	(15,140)	487,570
69,690	Supplies & Services	730	18,540	88,960
2,570	Transport	80	0	2,650
175,450	Support Services	5,270	(1,160)	179,560
18,130	Capital Financing	0	(1,350)	16,780
750,980	Expenditure	23,650	890	775,520
(750,980)	Income	(26,280)	1,740	(775,520)
0	Net Expenditure	(2,630)	2,630	0
REPRESENTED BY				
16,260	T22 IT Trainer	260	240	16,760
155,440	T24 Training	4,330	8,020	167,790
405,710	T25 Human Resources	13,150	(13,860)	405,000
125,730	T26 Payroll	4,190	9,590	139,510
14,160	T27 Policy Human Resources	550	1,110	15,820
(717,300)	U82 Human Resources Recharges	(25,110)	(2,470)	(744,880)
0	Net Expenditure	(2,630)	2,630	0

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £	INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £	
6B4 LEGAL SERVICES				
477,690	Employees	18,140	51,950	547,780
41,480	Supplies & Services	180	300	41,960
1,020	Transport	30	0	1,050
98,480	Support Services	2,960	(340)	101,100
0	Capital Financing	0	800	800
618,670	Expenditure	21,310	52,710	692,690
(618,670)	Income	(21,470)	(52,550)	(692,690)
0	Net Expenditure	(160)	160	0
REPRESENTED BY				
581,050	T38 Legal Services	20,180	41,340	642,570
(581,050)	U83 Legal Internal Recharges	(20,340)	(41,180)	(642,570)
0	Net Expenditure	(160)	160	0

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
6B5 CORPORATE CUSTOMER SERVICES				
679,630	Employees	26,390	256,340	962,360
616,880	Premises	17,920	99,000	733,800
396,640	Supplies & Services	3,220	36,630	436,490
2,930	Transport	(10)	(1,820)	1,100
395,330	Support Services	12,360	113,330	521,020
230,880	Capital Financing	0	45,730	276,610
2,322,290	Expenditure	59,880	549,210	2,931,380
(2,322,290)	Income	(80,220)	(528,870)	(2,931,380)
0	Net Expenditure	(20,340)	20,340	0
REPRESENTED BY				
156,730	T47 Information & GIS Management	5,110	101,670	263,510
110,920	T48 General Office	3,690	(3,010)	111,600
244,450	T51 Mail	1,910	1,090	247,450
141,520	T52 Telephones	2,870	3,160	147,550
1,019,400	T54 Civic Centre	26,740	97,590	1,143,730
644,750	T55 Customer Service Centre	19,430	345,720	1,009,900
(2,317,770)	U84 Corporate Customer Int. Rech'S	(80,090)	(525,880)	(2,923,740)
0	Net Expenditure	(20,340)	20,340	0

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08 £		INFLATION £	BUDGET CHANGES £	ESTIMATE 2008/09 £
6B6 IT SERVICES				
847,300	Employees	33,140	(3,310)	877,130
6,590	Premises	(480)	2,570	8,680
347,180	Supplies & Services	5,860	30,820	383,860
1,180	Transport	30	0	1,210
464,460	Support Services	13,960	10,180	488,600
572,490	Capital Financing	0	(210,030)	362,460
2,239,200	Expenditure	52,510	(169,770)	2,121,940
(2,239,200)	Income	(78,360)	195,620	(2,121,940)
0	Net Expenditure	(25,850)	25,850	0
REPRESENTED BY				
1,042,860	T49 Desktop & Network Support	15,810	(204,640)	854,030
340,740	T50 Helpdesk & Operations	7,520	29,900	378,160
172,500	T53 Copy Centre	4,850	10,900	188,250
474,840	T59 Business Dev & System Supp.	16,880	(9,400)	482,320
105,160	T60 Policy IT Development	3,790	(160)	108,790
55,460	T61 Web Site Administration	1,900	4,540	61,900
46,590	T62 E Government Support Costs	1,740	(520)	47,810
(2,238,150)	U85 IT Services Internal Recharges	(78,340)	195,230	(2,121,260)
0	Net Expenditure	(25,850)	25,850	0

SCRUTINY COMMITTEE - RESOURCES

ESTIMATE 2007/08		INFLATION	BUDGET CHANGES	ESTIMATE 2008/09
£		£	£	£
6B7 DIRECTOR CORPORATE SERVICES				
123,720	Employees	4,940	1,490	130,150
2,440	Supplies & Services	0	0	2,440
370	Transport	10	0	380
18,270	Support Services	560	(2,030)	16,800
144,800	Expenditure	5,510	(540)	149,770
(144,800)	Income	(5,070)	100	(149,770)
0	Net Expenditure	440	(440)	0
REPRESENTED BY				
144,780	U04 Corporate Services	5,510	(540)	149,750
(144,780)	U86 Director Corporate Int.Recharg	(5,070)	100	(149,750)
0	Net Expenditure	440	(440)	0

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EXETER CITY COUNCIL

**SCRUTINY COMMITTEE – RESOURCES
23 JANUARY 2008**

**PROPOSED CAPITAL PROGRAMME 2008/09 AND
FUTURE YEARS**

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GENERAL FUND - CAPITAL PROGRAMME 2008/09 AND FUTURE YEARS
SCRUTINY COMMITTEE - RESOURCES

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2008/09 £	2009/10 £	2010/11 £	Future Years £	What is the scheme trying to achieve
C ELECTRONIC CITY								
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	Box Office System <i>(Proposed deletion of scheme)</i>	RB	C2	19,500 # (19,500)				To create one database for festivals, which is compatible with the Northcott Theatre's on-line ticket service, in order to improve service efficiency in managing mailing and sales information for marketing purposes and improve customer satisfaction
4	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
5	Contract Management System	PM	C1	1,100 #				Enhancement of management system for grounds maintenance, repairs, highways and cleansing services
6	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
7	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
8	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
9	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 Additional funding to replace the current financial ledger (FIMS) with a new system, in order to provide improved financial management information
10	FIMS Replacement	AS	C1	131,270 #				

GENERAL FUND - CAPITAL PROGRAMME 2008/09 AND FUTURE YEARS
SCRUTINY COMMITTEE - RESOURCES

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2008/09 £	2009/10 £	2010/11 £	Future Years £	What is the scheme trying to achieve
C ELECTRONIC CITY (CONT)								
11	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
12	Induction eLearning	SS	C2	17,000				To improve the present Corporate staff induction training programme with an intranet based e-learning induction programme
13	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
14	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 quality as capital expenditure
15	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
16	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
17	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
18	PC Replacement Programme	PE	C2	50,000 # 20,000				To provide a rolling programme of replacement and upgrades to the Council's PCs
19	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
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

GENERAL FUND - CAPITAL PROGRAMME 2008/09 AND FUTURE YEARS
SCRUTINY COMMITTEE - RESOURCES

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES				Lead Officer	Category	2008/09	2009/10	2010/11	Future Years	What is the scheme trying to achieve
						£	£	£	£	
C ELECTRONIC CITY (CONT)										
21	Website and Intranet Development	PE	C1		20,000					To facilitate continued development and enhancement of the corporate website and intranet
	Sub Total - Electronic City				920,670	0	0	0	0	
G ENVIRONMENT CARED FOR										
1	Civic Centre Conversion of Boiler to Dual Fuel	JS	C2		25,400 #					To help improve energy efficiency within the Civic Centre
	Sub Total - Environment Cared For				25,400	0	0	0	0	
H SAFE CITY										
1	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
	Sub Total - Safe City				25,000	0	0	0	0	
K ACHIEVING EXCELLENCE IN PUBLIC SERVICES										
1	Capitalised Staff Costs	AS	C1		370,000	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 quality as capital expenditure, including engineers, architects and surveyors
2	Civic Centre Refurbish Link Bridge	JS	C1		10,000 #					To replace fire doors and carry out improvements works
3	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
4	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
	Sub Total - Achieving Excellence in the Public Services				904,620	370,000	370,000	370,000	370,000	

GENERAL FUND - CAPITAL PROGRAMME 2008/09 AND FUTURE YEARS
SCRUTINY COMMITTEE - RESOURCES

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2008/09 £	2009/10 £	2010/11 £	Future Years £	What is the scheme trying to achieve
TOTAL GENERAL FUND CAPITAL PROGRAMME				1,875,690	370,000	370,000	370,000	
Category 'C1' Schemes				1,613,290	370,000	370,000	370,000	100%
Category 'C2' Schemes				262,400	0%	0%	0%	0%
TOTAL GENERAL FUND CAPITAL PROGRAMME				1,875,690	370,000	370,000	370,000	
Pre-approved Schemes				846,390	0	0	0	
New Bids				1,048,800	370,000	370,000	370,000	
Proposed Savings				(19,500)	0	0	0	
TOTAL GENERAL FUND CAPITAL PROGRAMME				1,875,690	370,000	370,000	370,000	

Indicates schemes currently approved

Lead Officer Key Table	
Head of Leisure and Museums	AC
Head of Treasury Services	AS
Head of Corporate Customer Services	JS
Head of IT Services	PE
Head of Contracts and Direct Services	PM
Head of Economy and Tourism	RB
Head of Administration and Parking Services	RC
Head of Human Resources	SS

EXETER CITY COUNCIL
SCRUTINY COMMITTEE – RESOURCES
23 JANUARY 2008
PROPOSED FEES AND CHARGES 2008/09

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SCRUTINY COMMITTEE - RESOURCES

	Existing Charge			Recommended Charge from 01/04/2008		
	Fee £ p	VAT £ p	Total £ p	Fee £ p	VAT £ p	Total £ p
A <u>SUPPLY OF PHOTOCOPIES</u>						
Monochrome A4	0.17	0.03	0.20	0.17	0.03	0.20
A3	0.34	0.06	0.40	0.34	0.06	0.40
Colour A4	1.28	0.22	1.50	1.28	0.22	1.50
A3	2.55	0.45	3.00	2.55	0.45	3.00
B <u>HIRE OF COMMITTEE ROOMS AT CIVIC CENTRE</u>						
For official and quasi-official purposes (as determined by Committee)	No Charge			No Charge		
Other Organisations						
Committee Room A - Bad Homburg (1/2 day up to 7.30pm)	40.00	-	40.00	44.00	-	44.00
Committee Room B - Rennes (1/2 day up to 7.30pm)	50.00	-	50.00	55.00	-	55.00
A & B - Bad Homburg & Rennes (as one room) (1/2 day up to 7.30pm) (special charge after 8pm to be negotiated)	100.00	-	100.00	110.00	-	110.00
Morning Coffee (Per cup)	0.51	0.09	0.60	0.60	0.10	0.70
Afternoon Tea (Per cup)	0.34	0.06	0.40	0.43	0.07	0.50
C <u>DATA PROTECTION ACT ENQUIRIES</u>						
(Maximum subject to Data Protection Act)	10.00	-	10.00	10.00	-	10.00
D <u>COUNCIL MINUTES</u>						
Inclusion on mailing list (per annum) for:						
1 Council Agenda/Committee Minutes	33.00	-	33.00	34.00	-	34.00
2 Planning Committee Agenda	38.00	-	38.00	39.00	-	39.00
3 Planning Committee Agenda and Schedule of Planning Decisions	52.00	-	52.00	54.00	-	54.00
4 Other Committee/Sub-committee Agenda	28.00	-	28.00	29.00	-	29.00
E <u>GENERAL CONVEYANCING, SALE OF COUNCIL HOUSING, ETC.</u>						

All recharges have been based on the actual amount of work involved, the market rate and at the discretion of the Head of Legal Services

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EXETER CITY COUNCIL

SCRUTINY RESOURCES

23 JANUARY 2008

UPDATE ON NEIGHBOURHOOD ENGAGEMENT PILOT

1 PURPOSE OF REPORT

- 1.1 To update members of the Committee as requested, on progress in the Council's Neighbourhood Engagement Pilot

2 BACKGROUND

- 2.1 Exeter City Council launched the Neighbourhood Engagement Pilot, "My Neighbourhood" in June 2007 aiming to increase citizenship participation at neighbourhood level in four areas in the city; Exwick, St. David's, Newtown/Polsloe and Kings Heath/Clyst Heath.
- 2.2 The object of the 18-month pilot is to set up and develop *inclusive* Local Partnerships, embracing existing local community groups, as well as inviting and enabling local people not currently involved, to join the partnerships. Each partnership has the brief to identify local issues, to raise these with the agencies concerned – not just the City Council – and, being allocated an initial budget of £5000 per area, will be able to decide on the use of small local grants for local initiatives to improve the neighbourhood.
- 2.3 Exeter Council for Voluntary Service (CVS) and Exeter Community Initiatives (ECI) have allocated a part-time worker each to engage, develop and support the Local Partnerships, in addition to offering their existing services and resources to complement the project (e.g. funding, constitutional advice and training).
- 2.4 The City Council Community Involvement and Inclusion Officer works closely with project co-ordinators from ECI and Exeter CVS, and meets quarterly with a Steering Group comprising a range of Local Councillors, Council Officers and external agencies – particularly the Devon and Cornwall Constabulary. Local Councillors in the pilot areas have demonstrated support for the project by regularly attending partnership meetings.
- 2.5 Devon and Cornwall Police have started on a process of promoting their Community Engagement work through the launch of the PACT (Partners and Community Together). They are aiming to have quarterly meetings in each locality to invite residents to share their concerns regarding community safety and any other issues related to their community. It has been agreed that in the four pilot areas the Police would work together with the city council to promote 'My Neighbourhood' and use this opportunity to collect the information they need for PACT. There were initial teething problems with PACT in some areas where the message of joint working had not

reached local Beat managers who were continuing to organise PACT meetings. This led to some confusion for local people about the purpose of the different meetings and for officers involved in delivering the work. After various meetings with Team leaders and Neighbourhood Beat managers this confusion seems to have been resolved and we are now able to focus on a on a positive partnership approach.

3 METHODOLOGY

- 3.1 As well as build the capacity of local people and partnerships, the project aims to improve statutory agencies' responses to local issues identified through the Local Partnerships. Project workers will record issues raised through the partnerships and their progress through the system monitored. This will enable tracking of the progress of issues, and allow more effective feedback to be given back to the community on the outcome or status of an issue raised.
- 3.2 Careful monitoring will underpin the project throughout and allow for learning to take place and to be disseminated, across the city, for future roll-out, and in the region through 'Every Voice Counts'. This approach is being promoted through the SHIP and the officers group who are looking at community engagement issues for the council.

4 RESOURCE IMPLICATIONS

- 4.1 The City Council allocated a total of £71,000 to the project, which includes project staff from Exeter Community Initiatives (ECI) /Exeter CVS and a budget of £5000 allocated to each Local Partnership.

5 RECOMMENDED

- (1) That the Committee notes progress in the Pilot.
- (2) That the Committee notes at Appendix 1, the review of activities in each of the Pilot areas.

ASSISTANT CHIEF EXECUTIVE

CHIEF EXECUTIVE'S DEPARTMENT

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None

Date 8 January 2008

**MY NEIGHBOURHOOD PARTNERSHIP
Review and planning for 2008**

Newtown/Polsloe

<p>Strengths</p> <ul style="list-style-type: none"> • Database quite strong (60) after doing a number of summer events to promote the project in the area. • Contact made with numbers of positive individuals who are committed to working together to improving the community for all. • Vibrant active community, most of which is focused around Belmont park. • Good support from Police colleagues and local councillors. 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Database mostly focuses on Newtown residents, not Polsloe. • Lack of suitable venues for meetings in the Polsloe area. • Lack of community focal point – shops, as in Heavitree and Cowick, where people meet
<p>OPPORTUNITIES</p> <ul style="list-style-type: none"> • Good links with churches, community organisations, action groups. • Links with student community to support community events. 	<p>THREATS</p> <ul style="list-style-type: none"> • Physical geography/road layout of the two areas means that it will be difficult to develop one Partnership that is representative of both areas. • Area quite disparate in terms of community members • Large transitional population, mainly students, in Polsloe – hard to engage.

Action for 2008.

1. January - planning meeting for local councillors and Neighbourhood Police Officers to plan dates and venues for partnership meetings for 2008.
2. Personal letter and leaflet to every resident in area inviting them to make suggestions for use of the £5,000 grant available for area, also to give information on main concerns and ideas for improving the area.
3. Plan the launch of the Partnership by inviting all community organisations/faith groups/action groups to attend an event. Offer opportunity for organisations to make an application to bid for monies from the £5,000 grant.
4. Carole (ECI) to offer support to community organisations on their development and to support community campaigns. Carole to support Residents associations/Community groups to develop a Community Plan for progression through the partnership.
5. Emma (CVS) to offer structured and informal ‘Speaking up in your community’ support to individuals and groups.

St. David's

<p>Strengths</p> <ul style="list-style-type: none"> • Good support from Police colleagues and local councillors. • Strong existing community organisation – St. David's Neighbourhood Partnership (SDNP) who have established vision and action plan. Need little support from the ECC 'My Neighbourhood' initiative other than access to grants. 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Existing SDNP potential to monopolise focus of initiative, and applications for grants. • Difficulty of engaging with the transitional members of the community. Organisations representing these groups have not responded to requests for input to the partnership. • Only 30 on data base for the whole area
<p>Opportunities</p> <ul style="list-style-type: none"> • To give half of grant available to the existing SDNP to enable them to progress their action plan for the area. • To focus energies in the area on the other areas in St David's not covered by the existing SDNP. • To involve businesses in the partnership. 	<p>Threats</p> <ul style="list-style-type: none"> • Poor turn out at open meetings that have taken place to date (outside of the launch in September at the SDNP AGM.) <p>Anecdotal tales of some residents' resentment of SDNP, which could de-rail initiatives.</p> <ul style="list-style-type: none"> • Physical geography of the area – huge ward with many disparate parts; city centre, quay, residential area etc. This includes businesses/student housing/ hostels for vulnerable people with complex needs, private housing, social housing and sheltered accommodation. Will be difficult to develop one Partnership that is representative of whole area. • Large transitional population, students, and people in hostels. – hard to engage.

Action for 2008:

1. January - planning meeting for local councillors and Neighbourhood Police Officers/PCSO's to plan dates, venues and to confirm proposals for way forward in area for partnership meetings for 2008.
2. Dawn continue to attend SDNP meetings to keep up to date with their progress. Negotiate responsibility for awarding grants from the £2,500 with Councillor involvement in decision-making.

3. Carole and Emma to support other groups in raising their concerns and contributing to action plan for area.
4. To look at potential for developing Partnership for other parts of the area not covered by SDNP. If going ahead, organise an event inviting organisations to make bids for finances from the £2,500 grant to support improvements in the area.

Exwick

<p>Strengths</p> <ul style="list-style-type: none"> • Good support from Police colleagues and local councillors. • 46 currently on database in area. • New community venue on Kinnerton way. • Three venues in different parts of the area suitable for meetings. 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Physical geography of the area – huge ward with many disparate parts; will be difficult to develop one Partnership that is representative of whole area. • Area splits into three distinct communities; Redhills, Foxhayes and Kinnerton way. • Community Association at present not strong enough to attract new members and help build a Vision and action plan for the area. Needs a lot of support.
<p>Opportunities</p> <ul style="list-style-type: none"> • Two campaign groups in the area – opportunities to engage people in the partnership. • To capacity build the Exwick Community Association (ECA) to enable them to represent local residents views on the Partnership. 	<p>Threats</p> <ul style="list-style-type: none"> • Poor turn out at open meetings that have taken place to date. • Campaign groups could breed dissatisfaction with pilot if they feel their views are not influencing decision-making. The two campaigns are currently in opposition to council decisions re. granting of permission for charity to provide house for ex-offenders in area and against the proposals for Social Housing on St. Andrews road. • Poor response from housing Associations in area, therefore difficulties in making contact with the ‘hard to reach’ parts of the community. • History of efforts and disillusionment

Action for 2008

1. January - planning meeting for local councillors and Neighbourhood Police officers/PCSO's to plan dates, venues and to confirm proposals for way forward in area for partnership meetings for 2008.
2. Invite local organisations/faith groups etc across the Exwick ward to attend a launch event for the Exwick 'My Neighbourhood' Partnership. Groups to be invited to bid for grants of up to £250 (20 grants) prior to day, and make their presentation as part of the event. Councillors, Police and community rep. to make decision on allocating grants at first Partnership meeting.
3. Carole (ECI) to support ECA in developing their capacity, and to develop proposals for action plan to present at Partnership. Emma to offer informal Speaking Up support at existing groups and with individuals.

Kings Heath

Strengths	Weaknesses
<ul style="list-style-type: none"> • Good support from Police colleagues and local councillors. • 90 + currently on database in area. • Three very well attended public meetings to date. (Two with 60 – 70 residents present) • Motivated group of residents who are contributing to the planning and organisation of the Partnership meetings. • Good support from partner organisations in attending public meetings: Devon Youth Service, Devon Children & Family Services, RSL's, school governors, Chief Inspector of Police (attended two meetings). • Excellent support from Clyst Heath Primary School in providing an excellent venue for meetings, also in displaying the minutes of the partnership meeting on their web site. • 	<ul style="list-style-type: none"> • Primary school is only infrastructure in area. Difficulty in identifying other organisations/projects to take part in the partnership as very few represented in area. • Although good attendance at meetings, this does tend to represent the more articulate and active members of the community.

Opportunities

- Support for development of a residents association to help take the partnership forward and to ensure representation across the community.
- Opportunity to build from new a strong community partnership with partner organisations support.

Threats

- High expectations of residents who have contributed to meetings so far who will want to see action and results very quickly.
- The difficulty of resolving some issues as some of the land is still in the ownership of developers and confusion over responsibility for some issues.

Actions for 2008

1. Initial meeting in January to be used to support the setting up of a Residents association (Carole)
2. Start of partnership meetings with representatives from residents association and other organisations in area. Partnership to meet at least quarterly.
3. Quarterly open meetings/events to give feedback on progress to the big group of residents who have already shown commitment to the partnership.

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**EXETER CITY COUNCIL
WORK SCHEDULE
FEBRUARY 2008**

Note: It is assumed that items appearing under "Policy Development" column will go to next Executive and will not be re-listed.

Committee/Date	Policy Development	Performance Review/Best Value	Other
Executive 22 January 2008	<ul style="list-style-type: none"> • Council Tax Base 2008-2009 • Housing Rents 2008 -2009 		<ul style="list-style-type: none"> • <i>Appointments to Outside Bodies</i> • Staffing – Estates
Scrutiny Committee – Resources 23 January 2008	<ul style="list-style-type: none"> • Revenue Budget Proposals • Capital Programme • Annual Investment Strategy • Revised Corporate H & S Policy 	<ul style="list-style-type: none"> • <i>Non-Housing AIM Budget</i> • <i>Resources Estimates/Fees and Charges</i> 	
Executive 11 February 2008	<ul style="list-style-type: none"> • <i>General Fund Revenue Estimates and Capital Programme 2007/8</i> • Local Gov and Public Involvement in Health Act – Guidance/Consultation 		<ul style="list-style-type: none"> • <i>Councillors Allowances 2008/09</i> • <i>Authorised signatories for Affordable Housing Schemes</i> • Restructure – Contracts and Direct Services • Agreement of Draft Supplementary Planning Document for Public Consultation providing Advice to Householders on Residential Extensions • Student Accommodation
COUNCIL 19 February 2008			

Committee/Date	Policy Development	Performance Review/Best Value	Other
Scrutiny Committee – Community <i>4 March 2008</i>	<ul style="list-style-type: none"> • Street Trading – Private Act of Parliament • Draft Tree and Woodland Statement • Review of Trade Recycling Trial • Draft Air Quality Action Plan – Pre Consultation • Leisure Strategy Review • Scores on the Doors – Publishing results of Hygiene Inspections • Comments on Draft Children and Young People’s Plan for Devon 	<ul style="list-style-type: none"> • <i>National PI Results 2006/07 – How Exeter compares</i> • <i>Allotment Strategy Review</i> • <i>Stewardship – Community/Housing (3rd Quarter)</i> <p><i>Issues to report in Extract Homelessness stats RAMM Update</i></p>	
Scrutiny Committee – Economy <i>6 March 2008</i>	<ul style="list-style-type: none"> • Civil Parking Enforcement 	<ul style="list-style-type: none"> • National PI Results 2006/07 – How Exeter compares • Financial Stewardship (3rd Quarter) 	<ul style="list-style-type: none"> • Cycling Demonstration Town • Green Circle
Executive <i>18 March 2008</i>	<ul style="list-style-type: none"> • <i>Best Value Performance Plan</i> 		<ul style="list-style-type: none"> • <i>Lord Mayoralty 2008/09</i> • Car Park Levy Allocation Method • Civil Parking Enforcement
Scrutiny Committee – Resources <i>19 March 2008</i>	<ul style="list-style-type: none"> • Risk Management • Overview of Revenue Budget • Capital Monitoring Statement 	<ul style="list-style-type: none"> • <i>National PI Results 2006/07 – How Exeter compares</i> • <i>AIM Property Maintenance Progress</i> • <i>Financial Stewardship (3rd Quarter)</i> 	<ul style="list-style-type: none"> • <i>Procurement Annual Work Plan</i> • <i>Internal Audit Work 2007-08</i> • <i>Internal Audit Plan 2008/09</i> • <i>Asset Management Plan</i> • <i>Annual Audit & Inspection Letter 2007/08</i>
Executive <i>15 April 2008</i>			

Committee/Date	Policy Development	Performance Review/Best Value	Other
COUNCIL 22 April 2008			
COUNCIL (AM) 13 May 2008	<ul style="list-style-type: none"> Final Tree Strategy 	<ul style="list-style-type: none"> AIM Property Maintenance Outturn Report 2007/08 AIM Property Maintenance Proposed Programme 2008/09 Food Plan Annual Review 2008/09 Annual Results of Performance Monitoring Private Sector Housing Strategy – Annual Review Homechoice Annual Review H & S Service Plan Annual Review Cultural Strategy Review Stewardship – Community/Housing (Final Accounts) 	
Scrutiny Committee – Community 3 June 2008		<ul style="list-style-type: none"> Issues to report in <u>Extract</u> Homelessness stats RSVP Update CRE Monitoring of Allocations 	

Committee/Date	Policy Development	Performance Review/Best Value	Other
Scrutiny Committee – Economy 5 June 2008		<ul style="list-style-type: none"> • Capital Programme Monitoring • Key Performance Indicators • Financial Stewardship (Final Accounts) 	<ul style="list-style-type: none"> • Portfolio Holders programme for the Year • City Centre Strategy
Executive 17 June 2008			
Scrutiny Committee – Resources 18 June 2008	<ul style="list-style-type: none"> • Capital Monitoring 2006/07 • Overview of the Treasury Budget • Treasury Management • Statement of Internal Control • Gershon Efficiency Savings 	<ul style="list-style-type: none"> • <i>Full year performance monitoring results</i> • <i>AIM Property Outturn report 2007/08</i> • Workforce Profile Report 2007/08 	<ul style="list-style-type: none"> • <i>Members Allowances paid 2007/08</i> • Revenue Final Accounts 2007.08 • Use of Resources Auditor Judgement 2007 • Project Review – Expansion of Customer Services Centre
EXECUTIVE 1 July 2008			

Committee/Date	Policy Development	Performance Review/Best Value	Other
<p>COUNCIL <i>15 July 2008</i></p> <p>Serutiny Committee – Community <i>2 September 2008</i></p>	<ul style="list-style-type: none"> • Incentive Schemes for Council Housing 	<ul style="list-style-type: none"> • Environmental & Climate Change Strategies – Progress Update • Housing Strategy progress report • <i>Corporate Environmental PIs Annual Review Review of Recycling Plan 2006 - 2011</i> • <i>Community Safety Review</i> • <i>Social Inclusion Strategy?</i> • <i>Private Sector Home Energy Conservation Strategy</i> • <i>Air Quality Strategy 2003 – 2008 Review and Action Plan</i> • <i>Stewardship Community/Housing(1st Quarter)</i> <p><i>Issues to report in <u>Extract Homelessness stats</u> RAMM Update</i></p>	

Scrutiny Committee – Economy <i>4 September 2008</i>		<ul style="list-style-type: none"> Financial Stewardship 	<ul style="list-style-type: none"> Festivals
Executive <i>16 September 2008</i>			
Scrutiny Committee – Resources <i>17 September 2008</i>		<ul style="list-style-type: none"> Capital Monitoring Statement Financial Stewardship AIM Property Maintenance Progress 	
Committee/Date	Policy Development	Performance Review/Best Value	Other
Executive <i>30 September 2008</i>			
COUNCIL <i>14 October 2008</i>			

Outstanding Items:

- Licensing Policy Statement (2010)
- Gambling Policy Statement 2007 – January 2010
- Food Plan Annual Review (June annually)
- Progress Update – Environmental & Climate Change Strategies (Sept annually)
- Air Quality Strategy 2003 – 2008 Review and Action Plan (September 2008)

Regular Items:

- Transportation Strategy Review every 5 years
- Communications Strategy 2 years (2003)?

- Leisure Strategy Review (annually – January)
- Corporate Health & Safety Policy (3 year review) (Nov 07)
- Private Sector Housing Renewal Strategy (Annual Review) (June annually)
- Private Sector Home Energy Conservation Strategy – (Nov annually till 2007)
- Corporate Environmental PIs – Results and Progress Annual Review (September - annually)
- Annual Results of Performance Monitoring (June annually)
- Stewardship Community – (Sept, Nov, March, June)
- Stewardship Housing Revenue - (Sept, Nov, Mar, June)
- Community Safety Review (Sept annually)
- Housing Strategy Progress Report (Sept annually)
- ASB Performance Monitoring (June/Dec)
- Housing Rents (January – annually)
- HRA Business Plan (Jan 2009)
- Submission of the Annual Corporate Risk Register (Ex approval required)
- Corporate Governance arrangements – June annually
- Review of Recycling Plan (2006 - 2011) –(Sept annually)
- Health & Safety Service Plan (Annual Review) (June annually)
- Half yearly Monitoring – AIM/Capital (Nov/June SCR)
- AIM Outturn Report (June annually SCC)
- AIM Proposed Programme (June annually SCC)
- Homechoice Annual Review (June annually)
- CRE Monitoring of Allocations – (Bi-Annually – June/Oct)
- Social Inclusion Strategy – (June – Annually)
- Cultural Strategy Review (June Annually)
- Allotments Strategy Review (Feb/Mar annually)
- 3rd quarter report on public toilets

Extract

Ramm Update –(Feb/Mar & Sept)

RSVP Update – (Jan and June)

Homelessness – quarterly

CRE Monitoring of Allocations (June/Nov)

Stewardship Timetable

- 1st Quarter - (~ end June reports to Sept Committee)
- 2nd Quarter - (~ end Sept reports to Nov Committee)
- 3rd Quarter - (~ end Dec reports to March Committee)
- Final - (- reports to June Committee)

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