



Exeter City Council

To the Chair and Members
of the Executive

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Email: rowena.whiter@exeter.gov.uk
Our ref:
Your ref:

A meeting of the **EXECUTIVE** will be held in the Rennes Room, Civic Centre, Paris Street, Exeter at **5.30 pm** on **TUESDAY 3 APRIL 2012** to consider the following business. If you have an enquiry regarding any items on this agenda, please contact Rowena Whiter, Member Services Manager on **Exeter 265110**.

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

Pages

AGENDA

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

1 **APOLOGIES**

To receive apologies for absence from Committee members.

2 **DECLARATIONS OF INTEREST**

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

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

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

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

Office of Corporate Manager Democratic & Civic Support

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4	<u>CAPITAL MONITORING STATEMENT TO DECEMBER 2011</u>	
	To consider the report of the Assistant Director Finance.	1 - 14
	Scrutiny Committee – Resources considered the report at its meeting on 21 March 2012 and comments will be reported.	
	(Report circulated)	
5	<u>OVERVIEW OF GENERAL FUND REVENUE BUDGET 2011/12</u>	
	To consider the report of the Assistant Director Finance.	15 - 24
	Scrutiny Committee – Resources considered the report at its meeting on 21 March 2012 and comments will be reported.	
	(Report circulated)	
6	<u>CORPORATE GOVERNANCE RISK REGISTER ANNUAL REVIEW 2012</u>	
	To consider the report of the Head of Audit.	25 - 34
	Scrutiny Committee – Resources considered the report at its meeting on 21 March 2012 and comments will be reported.	
	(Report circulated)	
7	<u>ST KATHERINE'S PRIORY RE-ROOFING FINANCIAL PROVISIONS</u>	
	To consider the joint report of the Assistant Director Public Realm and the Assistant Director Economy.	35 - 36
	Scrutiny Committee – Resources considered the report at its meeting on 21 March 2012 and comments will be reported.	
	(Report circulated)	
8	<u>LOCALISED COUNCIL TAX SUPPORT SCHEME</u>	
	To consider the report of the Assistant Director Finance.	37 - 46
	(Report circulated)	
9	<u>REPORT OF THE CAR PARKS TASK AND FINISH GROUP</u>	
	To consider the report of the Assistant Director Public Realm.	47 - 52
	Scrutiny Committee – Economy considered the report at its meeting on 8 March 2012 and comments will be reported.	
	(Report circulated)	

10

QUEEN ELIZABETH II FIELDS CHALLENGE

To consider the report of the Assistant Director Public Realm.

53 - 58

(Report circulated)

11

VOLUNTARY REDUNDANCY PROCEDURE

To consider the report of the Chief Executive and Head of Human Resources.

59 - 62

(Report circulated)

12

LOCALISM IN THE EXETER CONTEXT

To consider the report of the Strategic Director (KH).

63 - 64

(Report circulated)

DATE OF NEXT MEETING

The next scheduled meeting of the Executive will be held on **Tuesday 19 June 2012** at 5.30 pm in the Civic Centre.

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

Membership -

Councillors Edwards (Chair), Denham, Fullam, Hannaford, Mrs Henson, Martin, Mrs Morrish, Sheldon and Sutton

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

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

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EXETER CITY COUNCIL

SCRUTINY COMMITTEE – RESOURCES 21 MARCH 2012

EXECUTIVE
3 APRIL 2012

COUNCIL
24 APRIL 2012

CAPITAL MONITORING STATEMENT TO DECEMBER 2011

1.0 PURPOSE OF THE REPORT

- 1.1 In accordance with the Prudential Code for Capital Finance in Local Authorities, it is necessary to monitor performance against the prudential indicator for capital expenditure and highlight significant deviations from expectations. This report therefore sets out the current position in respect of the Council's annual capital programme and advises Members of the anticipated variations.

2.0 BACKGROUND

- 2.1 Local authorities are required to estimate the total of capital expenditure that it plans to incur during the financial year when it sets the prudential indicators for capital expenditure. This shows that its asset management and capital investment strategies are affordable, prudent and sustainable.
- 2.2 Capital expenditure is a significant source of risk and uncertainty since cost variations, delays and changing specifications are often features of large and complex capital projects.
- 2.3 This report is prepared on a quarterly basis in order to update Members with any known cost variations, slippage or acceleration of projects.

3.0 REVISIONS TO THE CAPITAL PROGRAMME

- 3.1 The 2011/12 Capital Programme, including commitments brought forward from 2010/11, was last reported to Scrutiny Committee - Resources on 23 November 2011. From that report schemes totaling £7.295 million within the 2011/12 capital programme have now been deferred and are included within the 2012/13 and 2013/14 budgets.

Since that meeting the following changes have been incorporated into the programme:

Description	£	Approval/funding
Capital Programme, as at 23 November 2011	23,167,730	
Budget Deferred to 12/13	(7,151,610)	Approved by Executive 6 December 2011
Budget Deferred to 13/14	(143,830)	
Overspends/Underspends	(18,820)	
Canal Basin	(280,580)	Reduction in expected external funding as reported to Executive 22 November 2011
Disabled Facility Grants	41,870	Additional funding from CLG
National Cycle Network	71,470	Contributions from DCC
Children's Play Areas	71,190	New S106 funding for Beacon Avenue
Revised Capital Programme	15,757,420	

4.0 PERFORMANCE

4.1 Projected Outturn

The capital programme for the current financial year is £15,757,420. It is projected that £1.466 million of the programme will need to be carried forward into future years. For details, please refer to Appendix 1 and to the explanations below.

4.2 Progress

During the first nine months of the current financial year the Council spent £7,909,890 of the 2011/12 Capital Programme.

4.3 This equates to 50.2% of the revised Capital Programme being spent in the first nine months of 2011/12, compared to £12.264 million (43.7%) being spent in the first nine months of 2010/11.

5.0 VARIANCES AND ACHIEVEMENTS

5.1 The main variances and achievements are as follows:

5.1.1 Community & Environment

Cultural City

- **Play Area Refurbishments (Budget £160,580)**

An extensive refurbishment of Harrington Lane Play Area was completed in early summer 2011, this included the installation of some exciting new play equipment and added to the Multi Use Games Area (MUGA) style goal ends which had been installed on the adjacent tarmac area earlier in the year. This scheme was funded via the Section 106 Agreement Contribution from the

Chancel Lane Development.

Money from the Chancel Lane development has also funded floodlights for the existing MUGA at Pinhoe Station Road.

A refurbishment of Dickens Drive Play Area has been completed and is open and in use. The funding remaining on this site will provide fencing works to make the current kick around area dog free.

Public consultation work is on-going working towards a community led design for the new play space which will be installed as soon as the land is adopted at Sylvan Heights (Crossmead).

A new project has commenced at Beacon Avenue as funding has recently been made available by the developer Persimmon. Play area fencing and gates will be provided during spring 2012, the play equipment will be decided upon later following a public consultation process. The play space is likely to be completed during Autumn 2012.

- **Bromhams Farm Changing Rooms (Budget £14,960)**

Budget spent for 2011/12.

- **Leisure Management Contract (Budget £59,680)**

This budget relates to the old DC Leisure Contract and is now complete.

- **Cowick Barton Changing Rooms – External Paving (£20,000)**

The majority of this budget relates to expenditure on Pinces Gatehouse and the work was carried out in 2010/11. There is therefore a saving on this project this year.

- **Cowick Barton Changing Rooms – External Walls etc (£8,000)**

Work was completed to the pathway at the Ferndale Road play area and this work was completed in 2010/11. There is therefore a saving on this project this year.

Cared for Environment

- **Home Recycling Scheme (Budget £60,000)**

This scheme is now complete for 2011/12.

- **Local Authority Carbon Management Programme (Budget £87,000)**

Heating controls have been fitted at the Corn Exchange and solar panels have been ordered for Belle Isle and are due to be installed.

Progress has slowed down on this project for two reasons. Firstly, the feed-in tariff has been halved by Central Government and the payback periods for the projects are now stated to be much longer than originally anticipated.

Secondly, projects haven't been signed off due to the new Assistant Director

post remaining vacant. It is proposed that £48,000 of the budget be carried forward to 2012/13.

- **Improvements to Cemetery Roads & Pathways (Budget £16,090)**

This scheme is now complete for 2011/12.

- **Green Waste Shredders (Budget £36,330)**

This project is now complete.

Excellence in Public Services

- **Vehicle Replacement Programme (Budget £418,110)**

The programme has been spent for 2011/12 and has produced a saving of £40,308 for this financial year.

- **Replacement of Home Call Equipment (Budget £930)**

This project is now complete.

5.1.2 Economy & Development

Cultural City

- **Corn Exchange – Haystack Lantern (Budget £20,860)**

The work on this project is now complete.

Cared For Environment

- **City Centre Enhancements (Budget £140,000)**

The works to Gandy Street are now complete. Northernhay Gate is programmed for completion mid February 2012.

- **Cowick Street Environmental Works (Budget £100,000)**

This project is now planned to start in the Autumn of 2012, therefore the budget is to be carried forward to 2012/13.

Prosperous City

- **Canal Basin and Quayside (Budget £368,410)**

The refurbishment scheme for the Old Electricity Building is substantially completed and a new lease is to be granted shortly. Sutton Harbour schemes have not come forward and both ECC and ECQT are considering alternative delivery possibilities. Devon County Council have confirmed their intention to deliver the new Outdoor Education Centre and work is well advanced to facilitate a start on site early in 2012. Tree planting and seating improvements will be carried out along Haven Banks during the year.

5.1.3 Corporate Services

- **FIMS Replacement Programme (Budget £5,130)**

The Financial Information Management System replacement project is now complete.

- **Environment Health System Upgrade (Budget £4,590)**

This project is now complete and has produced a saving of £4,590.

- **Franking Machine (Budget £16,020)**

The new franking machine has been purchased and this project is now complete.

5.1.4 Housing Revenue Account

Everyone Has a Home

- **Sheltered Accommodation (Budget £143,540)**

This project is now complete.

- **D/PS British Steel Properties (Budget £10,760)**

This project is now complete.

- **Kitchen and Bathroom Replacement Programme (Budget £500,000 and £176,690 respectively)**

The kitchen and bathroom replacements have been subject to various delays over recent months. Due to these delays, it is proposed to carry forward a further £70,000 for the Kitchen Replacement Programme and £30,000 for the Bathroom Replacement Programme to 2012/13.

- **Acquisition of 16 Chanter Court (Budget £0)**

An overspend of £75,000 is shown to reflect the estimated purchase price of buying this property as approved by Executive on 24 January 2012.

6.0 RECOMMENDED

- 6.1 It is recommended that Scrutiny Resources Committee notes and Executive recommend that the Council approve the current position in respect of the annual capital programme.

ASSISTANT DIRECTOR FINANCE

CORPORATE SERVICES DIRECTORATE

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

Background papers used in compiling this report: None

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APPENDIX 1

2011/12
CAPITAL MONITORING TO 31 DECEMBER 2011

	2011/12 Capital Programme	2011/12 Spend to 31 Dec	2011/12 Forecast Spend	2011/12 Budget to be Carried Forward to Future Years	2011/12 Programme Variances Under ()
	£	£	£	£	£
COMMUNITY & ENVIRONMENT					
CULTURAL CITY					
Playing Fields General Improvements	3,740	1,126	3,740	0	0
Bromhams Farm Changing Rooms	14,960	14,959	14,960	0	0
Play Area Refurbishments	160,580	60,286	104,580	56,000	0
Sports Facilities Refurbishment	49,790	19,547	49,790	0	0
Parks Improvements	210,000	184,672	210,000	0	0
Contribution to RAMM Re HLF Parks Bid	191,800	183,829	191,800	0	0
Leisure Management Contract	59,680	59,626	59,680	0	0
Exwick Community Centre	20,780	0	20,780	0	0
RAMM Redevelopment	1,655,610	1,734,576	1,655,610	0	0
RAMM Off Site Store	40,740	0	40,740	0	0
Cowick Barton Changing Rooms - External Paving	20,000	1,037	1,040	(18,960)	
Cowick Barton Changing Rooms - External Walls etc	8,000	190	190	(7,810)	
Neighbourhood Parks & Local Open Spaces	60,000	873	60,000	0	0
Allotments - Toilet Replacement	22,500	0	22,500	0	0

**2011/12
CAPITAL MONITORING TO 31 DECEMBER 2011**

	2011/12 Capital Programme	2011/12 Spend to 31 Dec	2011/12 Forecast Spend	2011/12 Budget to be Carried Forward to Future Years	2011/12 Programme Variances Under ()
	£	£	£	£	£
CARED FOR ENVIRONMENT					
Home Recycling Scheme	60,000	60,000	60,000	0	0
Public Toilet Refurbishment	990	0	0	990	0
Local Authority Carbon Management Programme	87,000	38,602	39,000	48,000	0
Improvements to Cemetery Roads & Pathways	16,090	16,085	16,090	0	0
Cemeteries & Churches Storage Improvements	6,970	475	6,970	0	0
Midi Recycling Banks	10,000	0	10,000	0	0
Upgrade of Turf Sewage Treatment Plant	9,650	5,471	9,650	0	0
General Open Space Improvements	8,330	6,211	8,330	0	0
Green Waste Shredders	36,330	36,327	36,327	0	(3)
EXCELLENCE IN PUBLIC SERVICES					
Vehicle Replacement Programme	418,110	377,802	377,802	0	(40,308)
Replacement of Homecall Equipment	930	930	930	0	0
New Technology for Cleansing	108,040	57,922	108,040	0	0
Belle Isle Depot - Secure Equipment Storage	125,000	84,686	125,000	0	0
HEALTHY & ACTIVE PEOPLE					
Disabled Facility Grants	363,200	261,224	363,200	0	0

APPENDIX 1

2011/12
CAPITAL MONITORING TO 31 DECEMBER 2011

	2011/12 Capital Programme	2011/12 Spend to 31 Dec	2011/12 Forecast Spend	2011/12 Budget to be Carried Forward to Future Years	2011/12 Programme Variances Under ()
	£	£	£	£	£
EVERYONE HAS A HOME					
Warm Up Exeter/PLEA Scheme	265,540	30,000	150,000	115,540	0
Renovation Grants	131,780	5,157	131,780		0
Wessex Loan Scheme	737,120	224,481	737,120		0
Glencoe Capital Works	15,000	10,398	15,000		0
St Loyes Design Fees	120,290	113,074	120,290		0
Private Sector Renewal Scheme	300,000	96,705	300,000		0
Social Housing Grants	270,190	43,800	270,190		0
Rennes House	360	360	360		0
Whipton Methodist Church	176,750	176,750	176,750		0
Bennett Square	1,840	1,840	1,840		0
St Paul's Church PC	100,000	0	100,000		0
Laings	25,000	0	25,000		0
22 St Davids Hill Conversion	50,000	0	50,000		0
Hennis Project St Sidwells	8,080	0	8,080		0
Other Temp Accom Improvement	25,000	0	25,000		0
Temporary Accom Purchase	420,000	0	420,000		0
Wheelchair Homes in RNSD Depot	100,000	0	100,000		0
Sprinklers	51,750	0	51,750		0
Sovereign Infill - Shakespeare Road	187,500	0	187,500		0
Sovereign Infill - Leypark Road	67,500	0	67,500		0
COB Phase 3 Fees	35,300	0	35,300		0
COB Phase 3 - St Andrews Road	62,500	18,617	62,500		0
COMMUNITY & ENVIRONMENT TOTAL	6,920,320	3,927,638	6,632,709	220,530	(67,081)

APPENDIX 1

2011/12
CAPITAL MONITORING TO 31 DECEMBER 2011

	2011/12 Capital Programme	2011/12 Spend to 31 Dec	2011/12 Forecast Spend	2011/12 Budget to be Carried Forward to Future Years	2011/12 Programme Variances Under ()
	£	£	£	£	£
ECONOMY & DEVELOPMENT					
ACCESSIBLE CITY					
National Cycle Network	102,830	60,021	102,830		0
Signage / Pedestrian Interpretation	31,600	0	0	31,600	0
King William Street Car Park Refurb Stage 1	23,300	23,085	23,300		0
King William Street Car Park Refurb Stage 2	25,000	0	25,000		0
CULTURAL CITY					
18 North Street Panelling	2,720	750	2,720		0
Corn Exchange Enhancements	7,550	2,441	7,550		0
Corn Exchange - Haystack Lantern	20,860	20,865	20,865		5
Floodlighting	1,120	0	0	1,120	0
St Katherine's Priory Re-Roofing	47,000	0	0	47,000	0
CARED FOR ENVIRONMENT					
City Centre Enhancements	140,000	102,642	140,000		0
Mincinglake/Northbrook Study	63,730	3,851	63,730		0
Ibstock Environmental Improvements	3,240	0	3,240		0
Planting Improvements in Riverside Valley Park	14,250	0	14,250		0
Cowick Street Environmental Works	100,000	50	50	99,950	0

APPENDIX 1

**2011/12
CAPITAL MONITORING TO 31 DECEMBER 2011**

	2011/12 Capital Programme	2011/12 Spend to 31 Dec	2011/12 Forecast Spend	2011/12 Budget to be Carried Forward to Future Years	2011/12 Programme Variances Under ()
	£	£	£	£	£
EXCELLENCE IN PUBLIC SERVICES					
Verney House	45,000	0	45,000		0
LEARNING CITY					
Improvements to Quay House Visitor Centre	2,010	544	2,010		0
PROSPEROUS CITY					
Basin/Quayside Redevelopment	368,410	14,482	368,410		0
Science Park	761,730	25,680	761,730		0
137 Cowick Street	130,710	11,114	130,710		0
SAFE CITY					
Security Measures for Riverside Valley Park	2,570	45	45	2,525	0
ECONOMY & DEVELOPMENT TOTAL	1,893,630	265,570	1,711,440	182,195	5

APPENDIX 1

2011/12
CAPITAL MONITORING TO 31 DECEMBER 2011

	2011/12 Capital Programme	2011/12 Spend to 31 Dec	2011/12 Forecast Spend	2011/12 Budget to be Carried Forward to Future Years	2011/12 Programme Variances Under ()
	£	£	£	£	£
CORPORATE SERVICES					
ACCESSIBLE CITY					
Equal Opportunities Improvements	9,230	6,702	9,230		0
ELECTRONIC CITY					
Electronic Document Management	8,330	0	4,000	4,330	0
Server and Storage Strategy	40,000	11,227	40,000		0
FIMS Replacement	5,130	5,130	5,130		0
Environmental Health System Upgrade	4,590	0	0		(4,590)
Security Compliance for GCSx & PCI DSS	48,000	0	30,000	18,000	0
Authentication Module	31,000	0	31,000		0
IT Development Time	37,500	27,306	37,500		0
PC & Mobile Devices Replacement Programme	104,100	803	40,000	64,100	0
Corporate Network Infrastructure	30,000	6,063	30,000		0
GIS Strategy	60,000	52,085	60,000		0
Intranet & Internet	3,000	2,070	3,000		0
Benefits & Council Tax On-Line	(5,800)	(5,800)	(5,800)		0
EXCELLENCE IN PUBLIC SERVICES					
Frinking Machine	16,020	16,020	16,020		0
Capitalised Staff Costs	261,000	0	261,000		0
CORPORATE SERVICES TOTAL	652,100	121,606	561,080	86,430	(4,590)

APPENDIX 1

2011/12
CAPITAL MONITORING TO 31 DECEMBER 2011

	2011/12 Capital Programme	2011/12 Spend to 31 Dec	2011/12 Forecast Spend	2011/12 Budget to be Carried Forward to Future Years	2011/12 Programme Variances Under ()
	£	£	£	£	£
HRA CAPITAL					
EVERYONE HAS A HOME					
Sheltered Accommodation	143,540	143,082	143,540		0
Adaptations	435,000	376,288	435,000		0
D/PS British Steel Properties	10,760	10,754	10,754		(6)
Rendering of Council Dwellings	260,000	253,973	280,000		20,000
MRA Fees	364,270	0	364,270		0
Communal Door Entry System	10,000	2,419	10,000		0
Environmental Improvements - General	50,000	43,295	50,000		0
Programmed Re-roofing	300,000	203,025	300,000		0
Energy Conservation	25,000	15,651	25,000		0
Asbestos Survey	100,000	89,244	100,000		0
Council House Extensions	35,700	29,254	35,700		0
Plastic Windows & Doors	20,000	4,654	20,000		0
Kitchen Replacements	500,000	362,564	430,000	70,000	0
Asbestos Removal Works	250,000	182,122	250,000		0
Bathroom Replacements - Programmed	176,690	113,884	146,690	30,000	0
Other Works	259,250	125,264	200,000	59,250	0
Repointing	50,000	22,029	25,000		(25,000)
Fire Prevention Work	402,420	78,497	250,000	152,420	0
Communal Areas	200,000	0	0	200,000	0
Structural Repairs	50,000	0	25,000	25,000	0
Fire Alarms at Sheltered Accommodation	100,000	35,025	60,000	40,000	0
Replacement Concrete Canopies	250,000	0	0	250,000	0
Rennes House Heating Replacement	200,000	203,702	206,702		6,702
472 Topsham Road Adaptations	65,000	0	65,000		0
Acquisition of 16 Chanter Court	0	0	75,000		75,000
Programmed Electrical Re-wiring	530,050	202,634	530,050		0
Central Heating Programme	840,450	566,335	690,450	150,000	0
HOUSING REVENUE ACCOUNT TOTAL	5,628,130	3,063,695	4,728,156	976,670	76,696

APPENDIX 1

**2011/12
CAPITAL MONITORING TO 31 DECEMBER 2011**

	2011/12 Capital Programme	2011/12 Spend to 31 Dec	2011/12 Forecast Spend	2011/12 Budget to be Carried Forward to Future Years	2011/12 Programme Variances Under ()
	£	£	£	£	£
COUNCIL HOUSEBUILDING PROGRAMME					
COUNCIL'S OWN BUILD					
Merlin Crescent	663,240	531,382	663,240	0	0
COUNCIL HOUSEBUILDING TOTAL	663,240	531,382	663,240	0	0
CAPITAL AND PROJECT EXPENDITURE TOTAL	15,757,420	7,909,890	14,296,625	1,465,825	5,030

EXETER CITY COUNCIL

SCRUTINY COMMITTEE - RESOURCES 21 MARCH 2012

EXECUTIVE
3 APRIL 2012

COUNCIL
24 APRIL 2012

OVERVIEW OF GENERAL FUND REVENUE BUDGET 2011/12

1. PURPOSE OF THE REPORT

- 1.1 To advise Members of the overall projected financial position of the General Fund Revenue Budget and Housing Revenue Account after nine months, for the 2011/12 financial year.

2. REVENUE POSITION – EXECUTIVE SUMMARY

FUND	Latest Approved Budget	Stewardship Variance December 2011	Outturn Forecast 2011/12
	£	£	£
General Fund	14,173,620	22,701	14,196,321
HRA*	499,390	(£1,665,990)	(£1,166,600)
* (surplus) / deficit			

GENERAL FUND – Appendix A

- 2.1 The Service Committee budgets shows a forecast overspend of £101,440 (0.78%) against a revised Service Committee Net Expenditure budget of £13,003,620 and an overall overspend of £22,701 against General Fund Expenditure including investment interest and funds set aside for the repayment of debt.
- 2.2 Details of the variances are being disclosed in stewardship reports to individual Scrutiny Committees during the current cycle of meetings. However the main variances are as follows:
- 2.3 **Scrutiny Committee Community – (An underspend of £201,300)**

There will be a saving on staff costs in Environmental Protection as a result of a vacancy which will not be filled. This has caused an estimated underspend of £66,610.

Cleansing services is anticipated to overspend by £200,000 as a result of the increased cost of fleet and additional labour costs associated with the closure of the waste transfer station.

Within the Museums Service there will be a saving on staff costs as a result of some grades being lower than anticipated in the estimates following the Job Evaluation exercise, although in some cases the reduction will not be fully realised in the current year due to pay protection. This has been partially offset by costs relating to marketing, legal advice and insurance. The anticipated saving is £28,170.

Income from the sale of recyclates is expected to exceed the estimates, and the cost of freight is expected to be less than estimated. It is estimated that the total underspend will be £390,000.

A number of issues have arisen in respect of Advisory Services in General Fund Housing, including an increase in cleaning, repairs & maintenance and a reduction in grant from Devon CC for the Supporting People contract. This has caused a projected overspend of £130,800, which has been partially offset by an anticipated underspend in Private Sector Housing of £76,440.

Other variances within the Committee result in a net overspend of £29,120, leaving an anticipated total underspend for the Committee of £201,300.

2.4 Scrutiny Committee Economy – (An overspend of £20,250)

Car parking income has recovered from the Summer and is now projected to be only 0.1% below budget. Whilst there are some savings, the anticipated overspend is £45,850.

There is an anticipated overspend in respect of the closure of the Archaeological Field Unit. The cost, which was reported to the Executive in March 2011, has reduced to £196,950.

Additional income is expected in respect of livestock sales, commission and rental income, contributing to an estimated underspend of £115,590.

Other variances within the Committee result in a net underspend of £106,960, leaving an anticipated total overspend for the Committee of £20,250.

2.5 Scrutiny Committee Resources – (An overspend of £279,730)

It is anticipated that there will be a reduction in the amount of Housing Benefit Subsidy received, mainly in respect of non HRA rent allowances, however this has been partially offset by an increase in the use of private sector landlords as opposed to Bed & Breakfast, which has increased the subsidy rate. This has resulted in an estimated overspend of £156,720 (0.35%) against the £44.7 million budget.

A reduction in staffing and maintenance work in Corporate Customer Services has resulted in an underspend of £117,710.

Reduced expenditure on training across the Council has resulted in an estimated underspend of £87,600.

There is an increase in payments to the pension fund administered by Devon County Council to meet the approved cost of redundancies resulting in an overspend of £403,490.

Other variances within the Committee result in a net underspend of £75,170, leaving an anticipated total overspend for the Committee of £279,730.

3. OTHER FINANCIAL VARIATIONS

3.1 There is a net transfer from Earmarked Reserves of £123,860, an increase of £4,860 from budget.

3.2 The Council has been awarded £389,165 in the form of the New Homes Bonus. This is an unringfenced grant that the Council may use as it chooses.

3.3 After the completion of the final accounts for 2010/11, the provision for the repayment of debt has been calculated and is £118,739 lower than the estimate. It is anticipated that net interest paid will be £10,000 higher than anticipated owing to a credit downgrade of the two banks which the Council holds call accounts. The Council is now using the Government's Debt Management Office at a much lower interest rate, but with the security of a triple AAA rated account.

3.4 The overall net transfer to the General Fund Working Balance is estimated to be £451,754 at 31 March 2012 after accounting for July approved supplementary budgets of £147,270.

4. HOUSING REVENUE ACCOUNT (HRA) (APPENDIX B)

4.1 During this period the total budget variances indicate that there will be a net surplus of £1,166,600 which will be transferred to the HRA working balance at 31 March 2012. This represents an increase of £1,665,990 compared to the budgeted reduction to the working balance of £499,390. It is estimated that the working balance will stand at £5,082,541 at 31 March 2012.

4.2 Details of the variances are being disclosed in stewardship reports to Scrutiny Committee Community during the current cycle of meetings.

5. OUTSTANDING SUNDRY DEBT

5.1 The Council issues invoices for a range of sundry debts, including :-

- Commercial rent
- Trade waste
- Service charge and ground rent for leasehold flat owners
- Home call alarms
- Housing benefit overpayments
- A range of other services such as room rental.

This does not include housing rent, council tax or business rate debt.

5.2 An aged debt analysis of the Council's sundry debts is shown in the table below. Debt over 30 days old has decreased over the year from £2.262m to £1.875m – a reduction of £387,000. Debts over 5 years old relate in the main to two services, Housing Benefit overpayments (£150,947) and Housing (£16,360).

Age of Debt	December 2010	December 2011
Up to 29 days (current)	£1,305,734	£660,408
30 days – 1 Year	£1,112,679	£968,518
1 – 2 years	£340,405	£366,759
2 – 3 years	£270,532	£187,978
3 – 4 years	£160,411	£94,244
4 – 5 years	£76,055	£84,878
5 + years	£301,442	£172,577
Total	£3,567,258	£2,535,362

5.3 Of the outstanding debt, the table below sets out the main services and debts owing:

	Outstanding Debt – 30 December 2011
	£
▪ Commercial rent	606,128
▪ Markets & Halls	23,173
▪ Trade waste	88,853
▪ Service charge and ground rent for leasehold flat owners	75,055
▪ Home call alarms	4,774
▪ Housing benefit overpayments*	1,068,664
▪ Recycling	58,126
▪ Leisure	76,026
▪ AFU	104,656
▪ Economy & Tourism	52,475
▪ HRA	80,929
▪ General Fund Housing	83,804
▪ River & Canal	30,036

- These overpayments occur largely due to claimants' change of circumstances which leads to a lower benefit entitlement once a reassessment is made. This figure represents about 2.4% of the total annual benefits paid and more than 90% of these amounts are usually recovered.

6. DEBT WRITE-OFFS

6.1 The following amounts have been written-off during the first nine months of 2011/12:

• Council Tax	£112,954
• Business Rates*	£ 0
• Sundry Debt	£205,783
• Housing Rents	£ 7,102

* Business Rates write-offs are considered during March 2012.

7. CREDITOR PAYMENTS PERFORMANCE

7.1 During the first nine months of 2011/12, the percentage of invoices paid within 30 days was 97.0%, which is marginally higher than the six months performance of 96.6%.

8. CONCLUSION

8.1 The forecast increase in Service Committee net expenditure for 2011/12 totals £101,440 including the supplementary budgets of £147,270. This together with transfers from Earmarked Reserves, net interest paid, the New Homes Bonus and provision for the repayment of debt will result in a transfer of £451,754 to the General Fund Working Balance.

8.2 The forecast General Fund Working Balance at 31 March 2012 is £4,644,651 and equates to 33% of the General Fund net expenditure.

8.3 It is estimated that the HRA working balance will be £5,082,541 at 31 March 2012.

8.4 The creditors' payment performance has remained steady and is currently 97.0%.

9. RECOMMENDATION

9.1 That Scrutiny Resources Committee notes and Executive recommend that the Council approve:

- The General Fund forecast financial position for the 2011/12 financial year
- The HRA forecast financial position for 2011/12 financial year
- The outstanding Sundry Debt position as at December 2011
- The creditors' payments performance

ASSISTANT DIRECTOR FINANCE

CORPORATE SERVICES DIRECTORATE

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

Background papers used in compiling the report:

None

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APPENDIX A

EXETER CITY COUNCIL
2011/12 REVENUE ESTIMATES - SUMMARY
as at 31 December 2011

	Annual Budget £	Supplementary Budgets £	Revised Annual Budget £	Year End Forecast £	Variance to Budget £
SCRUTINY - COMMUNITY	12,923,050	10,100	12,933,150	12,731,850	(201,300)
SCRUTINY - ECONOMY	(2,256,560)	125,170	(2,131,390)	(2,111,140)	20,250
SCRUTINY - RESOURCES	5,547,950	12,000	5,559,950	5,839,680	279,730
less Notional capital charges	(3,024,690)		(3,024,690)	(3,024,690)	0
FRS17 Pension Adjustment	(333,400)		(333,400)	(330,640)	2,760
Service Committee Net Expenditure	12,856,350	147,270	13,003,620	13,105,060	101,440
Net Interest	100,000		100,000	110,000	10,000
Minimum Revenue Provision	1,070,000		1,070,000	951,261	(118,739)
Revenue Contribution to Capital	0		0	30,000	30,000
General Fund Expenditure	14,026,350	147,270	14,173,620	14,196,321	22,701
Transfer To/From(-) Working Balance	227,700	(147,270)	80,430	451,754	371,324
Transfer To/From(-) Earmarked Reserves	(119,000)		(119,000)	(123,860)	(4,860)
General Fund Net Expenditure	14,135,050	0	14,135,050	14,524,215	389,165
Formula Grant	(9,279,790)		(9,279,790)	(9,279,790)	0
Council Tax Freeze Grant	(118,456)		(118,456)	(118,456)	0
New Homes Bonus	0		0	(389,165)	(389,165)
Council Tax Net Expenditure	4,736,804	0	4,736,804	4,736,804	0
	Working Balance	£ 4,192,897	£ 4,644,651	£ 4,644,651	March 2012
	March 2011				

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APPENDIX B

HOUSING REVENUE ACCOUNT - SUMMARY
2011/12

as at 31 December 2011

Code	Approved Annual Budget	Current Outturn Forecast	Variance To Budget
	£	£	£
85A1 Management	2,865,390	2,758,540	(106,850)
85A3 Sundry Lands Maintenance	266,190	273,190	7,000
85A4 Repairs Fund Contribution	9,324,720	8,082,730	(1,241,990)
85A6 Capital Charges	0	0	0
85A8 Rents	(16,117,210)	(16,532,210)	(415,000)
85B1 Government Subsidy	4,284,210	4,297,060	12,850
85B2 Interest	(123,910)	(45,910)	78,000
85B4 Variance in Working Balance	(499,390)	1,166,600	1,665,990
Net Expenditure	0	0	0
85B5 Council Own Build	0	0	0
Working Balance	1 April 2011	31 March 2012	£ 5,082,541
	£ 3,915,941		

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EXETER CITY COUNCIL
SCRUTINY COMMITTEE - RESOURCES
21 MARCH 2012

EXECUTIVE
3 APRIL 2012

CORPORATE GOVERNANCE RISK REGISTER ANNUAL REVIEW 2012

1. PURPOSE OF THE REPORT

- 1.1 To update the Committee of the Council's risk management progress and seek its recommendation that the Executive approves the updated corporate risk register

2. BACKGROUND

- 2.1 The Risk Management Policy makes this Committee responsible for:
- considering the corporate risk register (CRR) and recommending its approval to the Executive
 - monitoring the effectiveness of risk management throughout the Council and the progress made against the CRR target for actions dates

3. RISK REGISTER

- 3.1 In order to avoid printing the full risk register, which consists of 32 pages, Councillors are able to view the register that was agreed by this Committee on 21 November 2011 on the Council's webpage
<http://www.exeter.gov.uk/CHttpHandler.ashx?id=6402&p=0>
- 3.2 The Risk Management Group, and the assistant directors and corporate managers responsible for each entry have reviewed the risks and, based upon actions implemented and actual experience, have reassessed the Impact and Likelihood scores. This has resulted in six new risks and a risk being reduced as follows:
- 3. Social**
- **Application to register village green** – Low risk - New – should the Exhibition Way succeed then it will prevent the use of 3.3 hectares of Council-owned employment land, the delivery of potential Council-owned housing, and the provision of transportation for 600 homes (please see Appendix 1 for details)
- 8. Financial**
- **Assets of community value** – Medium risk - New – although the legislation is in its early stages, potential risks have been identified (please see Appendix 1 for details)
- 8. Financial**
- **Planning appeals** – reduced from medium to Low risk – as changes have been made to procedures to mitigate the risk of costs being awarded against the Council

8. Financial

- **EU financial sanctions** – Low risk - New – there is a risk that councils become financially liable for breaches of EU law and thus incurring significant fines (please see Appendix 1 for details)

8. Financial

- **New homes bonus** – Low risk - New – there is a risk that receipts of monies will be less than anticipated (please see Appendix 1 for details)

10. Partnerships/contractual

- **Leisure management contract** – Low risk - New – there are risks should the new contractor fail or not perform as required (please see Appendix 1 for details)

11. Competitive

- **Community right to challenge** – Medium risk - New – although the legislation is in its early stages, potential risks have been identified (please see Appendix 1 for details)

3.3 The compilation of the full risk register has a timescale of nearly two months. To ensure that the risk register is as current as possible, it was circulated to the SMT prior to this meeting to ensure the entries are still correct

4. RISK MANAGEMENT PROGRESS

4.1 The risk management policy has been updated to reflect the new senior management structure and is attached at Appendix 2 for consideration and approval by this Committee

5. RECOMMENDATIONS

That the Scrutiny Committee - Resources:

5.1 reviews the updated Corporate Risk Register

5.2 approves submission of the annual corporate risk register to the Executive

5.2 approves submission of the revised risk management policy to the Executive

HEAD OF AUDIT

CORPORATE SERVICES DIRECTORATE

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

Background papers used in compiling the report:

None

Exeter City Council Corporate Risk Register Risks & benefits	Inherent Risk (impact x likelihood)			Residual Risk (impact x likelihood) & Risk Priority			What needs to be done to control risks	Target date(s)	Responsible officer/s	Strat Obj ref	Change			
	I	L	Tot	I	L	Tot						H	M	L
	1	2	2	1	1	1						L	<ul style="list-style-type: none"> Contested the current application Specialist legal advice & representation arranged 	<ul style="list-style-type: none"> Awaiting inquiry date for current application Ongoing potential for further applicat'ns
3. Social 3. Application to register village green a) Risks & threats: <ul style="list-style-type: none"> Current application succeeds Application succeeds in respect of another site Consequences: <ul style="list-style-type: none"> Prevention of delivering Exhibition Way link, 3.3ha of Council-owned employment land & adequate transport provision for 600 homes Prevention of delivering Council-owned potential housing sites 														

Exeter City Council Corporate Risk Register Risks & benefits	Inherent Risk (impact x likelihood)			Residual Risk (impact x likelihood) & Risk Priority			What needs to be done to control risks	Target date(s)	Responsible officer/s	Strat Obj ref	Change			
	I	L	Tot	I	L	Tot						H	M	L
	2	4	8	2	4	8						M	<ul style="list-style-type: none"> Monitor progress of primary & secondary legislation and guidance 	<ul style="list-style-type: none"> Awaiting Regs
8. Financial 10. Assets of community value: a) Risks & threats: <ul style="list-style-type: none"> High public expectations Compensation liability to owners Consequences: <ul style="list-style-type: none"> Council seen as failing to protect local assets Financial loss b) Benefits &														

opportunities: • Council seen protecting assets where community groups succeed																			
17. Planning appeals a) Risks & threats: • Significant award of costs against the Council Consequence: • adverse effect on the Council's budget • inability to meet targets & standards	4	4	16					• Officers advise Members if potential risk at Planning Committee • Treatment of telecom applications amended following award • Core strategy adopted to secure housing supply	4	1	4	L		• Active monitoring of officer reports & appeals by Development Manager & Planning Solicitor • Involvement of members in any decisions to refuse • Proceed to adoption of community infrastructure levy as soon as possible	• Ongoing • Ongoing • Ongoing	AD City Development	7 8	↕	
23. EU financial sanctions: a) Risks & threats: • Council financially liable for breach of EU law Consequences: • Significant fines	4	2	8				• LGA worked to secure safeguards, including parliamentary scrutiny on a case-by-case basis	4	1	4	L		• Raise awareness among managers of potential liability • More scrutiny of new EU legislation by & on behalf of local authorities	• Awaiting Regs	SMT	6 7	New		
25. New homes bonus: a) Risks & threats: • Receipts less than anticipated Consequences: • Funding shortfall for infrastructure	3	1	3				• Monitor likely amounts & corresponding reduction in formula grant • Avoid committing funds until amounts are certain	3	1	3	L		•		AD City Development AD Finance	1 2 3	New		

10. Partnerships/contractual																		
5. Leisure management contract a) Risks & threats: • Contractor goes into liquidation • Contract terminated due to poor performance Consequences: • leisure facilities close	2	2	4				• Full assessment of procurement submission & method statements undertaken • Assessed company's financial credit rating • Regular monitoring of company's performance & financial accounts	2	1	2	L		• Continue monitoring company's performance financial accounts • All sites to achieve Quest accreditation	• Ongoing • Mar 12	Leisure Facilities Manager AD Finance AD Housing & Contracts			New

• operating costs incurred																					
11. Competitive																					
2. Community right to challenge																					
a) Risks & threats:																					
• Transfer of all or part of a service																					
Consequences:																					
• increased overheads																					
• staff redundancies																					
b) Benefits & opportunities:																					
• efficiency savings																					
• innovative service delivery																					
• local involvement in service provision																					
• Monitor progress of primary & secondary legislation & guidance																					
2		3		6		2		3		6		M		• Prepare early schedule of relevant services		• Apr or Oct 2012, depending on Regs		AD Housing & Contracts		2	
2		3		6		2		3		6		M		• Produce detailed guidance & criteria for assessing proposals		on Regs		Corp Manag'r Policy		4	
2		3		6		2		3		6		M		• Consider periods for expressions of interest & other procedural timescales		on Regs		All ADs		5	
2		3		6		2		3		6		M		• Construct robust governance arrangements		on Regs					

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EXETER CITY COUNCIL**Risk Management Policy****1. Introduction**

1.1 Exeter City Council is committed to the effective management of risk at every level within the Council and to providing:

- a safe environment for its employees and customers
- safe working arrangements for employees
- training to enable its employees to undertake their work effectively, efficiently and safely.

1.2 The purpose of this Risk Management Policy is to state the Council's risk management objectives, approach, responsibilities and procedures.

2 Objectives

2.1 The purpose of risk management is to:

- preserve and protect the Council's assets, reputation and staff
- promote Corporate Governance by integrating risk management and internal control
- promote a risk aware culture in order to avoid unnecessary liabilities and costs, but to encourage the taking of calculated risks in pursuit of opportunities that benefit the Council
- enhance and protect the local environment
- improve business performance.

3 Risk management approach

3.1 Aim

To ensure it is effective, risk management needs to be aligned with corporate aims, objectives and priorities. The Council's approach to embedding risk management is to create a culture that spreads best practice, identifies and communicates lessons learnt from both internal and external experiences, and using appropriate expertise.

Risk management has to be proactive to ensure that corporate and operational risks are:

- identified
- assessed by considering the impacts and likelihoods of their occurrence
- effectively managed by identifying suitable controls and countermeasures, and assessing the cost effectiveness of the mitigating actions proposed.

Effective risk management anticipates and avoid risks rather than dealing with the consequences of events happening. However, not all risks can be managed, particularly those that are caused by external factors over which the Council has no control (e.g. severe weather). Key services and Mission Critical Activities are therefore required to develop Business Continuity Plans in order to reduce the impact should a major event occur.

3.2 Risk appetite and tolerance

Calculated controlled risks, such as accepting new opportunities or using innovative approaches for the benefit of the Council, may be taken providing the risk exposure is within the Council's 'risk tolerance' levels, these are defined as:

- 3.2.1 acceptable risks – the risks associated with any proposed actions and decisions need to be clearly identified, evaluated and managed to ensure that risk exposure is acceptable. Particular care is needed in considering actions that could:
- have an adverse effect on the Council's reputation and/or performance
 - undermine the independent and objective review of activities
 - result in censure or fines being imposed by regulatory bodies
 - result in financial loss

Any threat or opportunity that could have a significant impact on the Council or its services must be closely examined, and all risks clearly evaluated and referred to the appropriate Strategic Director. Where there is both a significant potential impact and a high likelihood of occurrence, then the Strategic Director must report the risk to the SMT.

- 3.2.2 prohibited risks – where risks could result in physical harm; non-compliance with legislation or Government regulations; or non-compliance with the Council's policies, rules and procedures, etc., then these risks are not acceptable. Therefore, any opportunity or innovative approach that could result in such outcomes must not be pursued, and must be reported to the appropriate Strategic Director accordingly.

3.3 Risk treatment

There are four basic ways of responding to risk:

a) *avoidance* – deciding not to continue or proceed with the activity in view of the level of risks involved, wherever possible. (Note: statutory requirements cannot be avoided)

b) *transfer* – which involves another party bearing or sharing the risk, a typical example is the use of insurance. (Note: ultimate responsibility to undertake statutory requirements remains with the Council even if third party provision is engaged)

c) *control* – by ensuring existing controls are effective by periodic review and testing, and implementing additional controls where considered necessary

d) *acceptance* – certain risks cannot be adequately treated by either avoidance, transfer or control. In such cases, there is no alternative but for the Council to accept the residual ('remaining') risks concerned. Details of how these risks and their possible effects are to be managed must be recorded in the service's (and where appropriate Corporate) Risk Register, and subject to regular review.

3.4 Framework

The Council maintains a Corporate Risk Register (CRR) that details the:

- hazards (events) that may impact upon the Council and its services
- possible risks and consequences, both negative (risks and threats) and positive (opportunities) that could happen should the hazards occur
- inherent (i.e. before treatment) risk scores, between 1 and 4, of the potential impact and likelihood of the hazards occurring on the basis that there is no mitigation in place
- controls and countermeasures that are in place in order to mitigate the risks
- residual (i.e. after treatment) scores, between 1 and 4, of the potential impact and likelihood of the hazard occurring taking into account the mitigation in place
- further actions planned to reduce the risks, the timescales and responsible persons

4 Responsibilities and procedures

General – to achieve effective Enterprise Risk Management, risk management must be embedded from the very top of the Council right down to each individual unit, service, employee and Councillor.

- 4.1 All Council employees and Councillors are responsible for ensuring there are robust and fit-for-purpose systems of internal control and risk management in place; and they are aware of the risks:
- they are empowered to take
 - that must be avoided
 - that must be reported upwards
- 4.2 The Executive - is responsible for considering and approving the Risk Management Policy.
- 4.3 The Leader of the Council - is responsible for acting as the Lead Councillor for risk management
- 4.4 Resources Scrutiny Committee – is responsible for:
- monitoring the effectiveness of risk management throughout the Council and progress made against the CRR target for actions dates
 - considering the CRR and recommending its approval to the Executive
- 4.5 All Scrutiny Committees – are responsible for monitoring the effectiveness of risk management for the services that each committee is responsible for scrutinising the progress made against the targets and dates for the agreed actions
- 4.6 SMT - is responsible for:
- approving the risk management approach
 - affirming and supporting the work of risk management throughout the Council which is an important part of the Council's Corporate Governance arrangements
 - monitoring half-yearly each service's RM progress, achievements regarding target dates, etc. and supporting the corporate risk management process
 - reporting all new and amended risks to the Corporate Manager Policy for inclusion onto the CRR and for ensuring they are linked to the budget planning process
- 4.7 Assistant Directors and Corporate Managers – are responsible for:
- ensuring that all employees within their service understand and comply with the risk management policy and procedures
 - identifying, evaluating and managing operational risks and reporting any possible corporate risks to their Strategic Director and the SMT for consideration
 - ensuring that risk registers are established for their services and regularly reviewed to ensure that risks are adequately monitored and managed
- 4.8 Risk Management Group (RMG) - is responsible for:
- monitoring the Council's risk management process
 - updating and publishing the CRR on the Council's Internet webpage
 - reviewing the Council's CRR, seeking progress reports regarding completion of intended action (i.e. action target dates) for reporting to Scrutiny
 - assessing new and amended risks for clarity and linkages to capital and revenue bids
 - assessing the CRR to ensure that it is a 'living document' and agreeing the CRR for submission to Scrutiny Committee
 - referring H&S issues, etc, to the KPG for consideration and monitoring progress
 - acting as a Group and individually as RM champions within the Council

- 4.9 Key Partners' Group (KPG) - is responsible for:
- preparing an annual H&S action plan detailing specific areas for KPG's review in liaison with the SMT and the RMG
 - receiving and monitoring reports from Units regarding progress in their H&S and insurance claims, particularly in respect of high risk H&S topics (e.g. required annual work, risk assessments, etc.)
 - reviewing H&S and relevant insurance matters, and reporting progress to the RMG
 - reporting to the RMG any H&S issues that are considered possible CRR entries
- 4.10 Internal Audit - is responsible for:
- undertaking audits of the Council's Risk Management system and procedures in order to assess their effectiveness and compliance with the Council's requirements as part of Corporate Governance process
 - making recommendations to improve the effectiveness of RM within the Council

APPROVAL:

This policy was referred to and signed by the Leader and the Chief Executive on 4 July 2006

The policy was last reviewed in February 2012

This Policy version is number 2.12

Next review date: February 2013

EXETER CITY COUNCIL

SCRUTINY COMMITTEE - RESOURCES 21 MARCH 2012

EXECUTIVE
3 APRIL 2012

ST KATHERINE'S PRIORY REROOFING FINANCIAL PROVISIONS

1 PURPOSE OF THE REPORT

- 1.1 To obtain approval to increase the financial provision previously approved for the necessary reroofing works at St Katherine's Priory, Polsloe.

2 BACKGROUND

- 2.1 The West Range of St Katherine's Priory represents the only remaining above ground structure of a priory for Benedictine nuns. The range is likely to have been built in the late 13th century. It is Listed Grade II* and is also a Scheduled Monument below ground level. The medieval roof was replaced in 1862 by the present roof structure, which was originally covered with Welsh slate. Following acquisition by Exeter City Council in the mid 1930s the building was opened to the public as an ancient monument until 1951. By the late 1960s it was in use as a building materials store. Substantial refurbishment took place in 1981, when a new floor and ceiling were introduced and kitchen and toilet facilities installed. It has been in use since that date as a community centre for the Stoke Hill Community Association.
- 2.2 The 1862 roof structure is in reasonable condition whereas the covering, consisting of concrete roof tiles probably fitted during the 1960s, is in a particularly poor condition. The tiles appear to be porous and breaking down with cracks and holes across the whole roof area, leading to water penetration. There is no underfelt. Eight bays of the roof have only 75mm of glass fibre insulation and two further bays are not insulated at all due to the position of a room in the roof space.
- 2.3 Exeter City Council has a statutory duty to protect its Listed buildings. As the building is Grade II* Listed and a Scheduled Monument, advice was sought from English Heritage. Following that advice it was considered that the present defective concrete tiles, battens and undersized gutters and downpipes should be removed. The rafters would be extended to provide better protection to the ancient masonry below and be boarded, thus allowing insulation to be installed across the whole roof before re-covering with new Welsh slates. Correctly sized, cast iron gutters and downpipes would then be fitted. A minor excavation is proposed in order to facilitate drainage from a porch roof. The proposed works will safeguard the Grade II* Listed building and by installing insulation to modern standards carbon emissions will be reduced.
- 2.4 On 8 February 2011 Executive confirmed the Scrutiny Committee-Resources decision of 26 January 2011 to set a capital provision of £47,000 for re-roofing of St Katherine's Priory for the financial year 2011/12. This level of provision was established from "ball park" estimates, in the main part as received from an approved roofing contractor, and a small contingency. Scheduled Monument Consent was sought and received in December 2011 and Listed Building Consent was confirmed in January 2012.

- 2.5 Following the receipt of tenders in January 2012 it was apparent that the original funding request was not sufficient. Though the tenders are regarded as consistently priced, the lowest tender indicates a shortfall in the sum set aside for the works of £27,994. The tendered figures include a contingency of £2,000 but it is considered advisable that this sum should remain due to the previous water penetration and relative inaccessibility of the roof for survey purposes.

3 PROPOSALS

- 3.1 It is proposed to carry forward the existing capital budget of £47,000 from 2011/12 into the next financial year and that approval be granted for additional funding of £28,000 to enable the works to proceed based on the lowest tender received.

4 RECOMMENDED

- 4.1 That Scrutiny Resources Committee notes and Executive approves the proposals as outlined in this report in such that the existing capital budget of £47,000 be carried forward from financial year 2011/12 into 2012/13 and that additional funding of £28,000 be provided from capital to enable the St Katherine's Priory reroofing works to be undertaken.

**ASSISTANT DIRECTOR PUBLIC REALM
ASSISTANT DIRECTOR ECONOMY**

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

Background papers used in compiling this report:

None

EXETER CITY COUNCIL

EXECUTIVE
3 APRIL 2012

THE LOCALISED COUNCIL TAX SUPPORT SCHEME

1. PURPOSE OF THE REPORT

- 1.1 To brief Members on the localised council tax support scheme.
- 1.2 To highlight the issues that will need to be considered, and the decisions that will need to be made, during the next 9 months.

2. BACKGROUND

- 2.1 Council Tax Benefit (CTB) is a means tested benefit, which, when awarded, reduces the applicant's Council Tax bill. It has been administered by local authorities (along with a housing benefit scheme), since the introduction of Council Tax in 1993. The purpose was to assist those on low income to pay their Council Tax, and Councils have administered the scheme in accordance with national legislation, under the direction of the Department for Works and Pensions (DWP).
- 2.2 In November 2010 the Government announced a spending review, which in turn included a major overhaul of the current benefit system (Welfare Reform). Part of this reform included the introduction of Universal Credit and the abolition of Council Tax Benefit (CTB). The latter will be replaced by a local council tax rebate scheme (CTR), which will also generate a 10% saving on "rebate" given to customers, compared to CTB awarded previously. Historically there has been no "cap" on CTB expenditure.
- 2.3 In the autumn of last year the Government consulted on proposals for localisation of support for Council Tax. It has since confirmed its commitment that localisation is the most effective means of ensuring sufficient local flexibility to secure planned reduction in expenditure.

3. PRINCIPLES OF THE LOCAL COUNCIL TAX SUPPORT (LCTS) SCHEME

- 3.1 Help with Council Tax will be a local authority responsibility and will not become part of Universal Credit.
- 3.2 Local authorities will receive a budget for the new system based on 10% less than current spending on CTB.
- 3.3 Support for pensioners will not be affected by this cut in spending and will remain at existing levels with existing rules. The cut will therefore need to come from working age claims.
- 3.4 Local authorities will be free to establish, subject to any restrictions set by government, whatever rules they choose for their schemes for working age people, and will administer the scheme for pensioners using national rules.
- 3.5 Central government will provide a fixed amount of money to local authorities to operate their new schemes. Unlike current arrangements, this grant will not be ring-fenced and will not vary according to demand. Local authorities will be able to keep any under spend, but will have to fund any over spend themselves.

- 3.6 The vulnerable must be protected (being mindful of the Child Poverty Act 2010, the Disabled Persons Act 1986, the Chronically Sick and Disabled Persons Act 1970 and the Housing Act 1996).
- 3.7 There is a requirement to meet Section 149 of the Equality Act 2010.
- 3.8 The new system must be in place by April 2013 with the expectation that the scheme should support the positive work incentives being introduced through plans for Universal Credit for people of working age.

4. ESTABLISHING A LOCAL SCHEME

- 4.1 It is intended that support for council tax will become fully integrated into the council tax system, with support being offered as a reduction on council tax bills. It will no longer be a “benefit” subject to Social Security Legislation.
- 4.2 Billing authorities will be the default lead authority for council tax support schemes, but they can collaborate with other local authorities to develop schemes together.
- 4.3 The grant will be paid to the billing and major precepting authorities in proportion to their previous shares of expenditure and so reducing each authority’s council tax requirement.
- 4.4 Billing authorities will be required to develop a scheme which will set out the categories of claimants entitled to a council tax reduction, and the amount of reduction that applies to each category. The Secretary of State will also have the power to prescribe categories of persons who must be included in the scheme, and the reductions which must apply to them (centralised – and only for pensioners).
- 4.5 The local authority will need to set out the application process, appeals process and council tax reduction offered by the scheme.
- 4.6 The local authority is required to consult on the scheme with the major precepting authorities before a scheme is designed. They will then need to consult with the public and other agents once the scheme has been established.
- 4.7 Local authorities will be able to revise schemes between years and able to make transitional provisions as they see fit.
- 4.8 Where demand for support increases or falls below local forecasts, billing authorities will collect less or more council tax than had been estimated at the start of the financial year. This will result in a deficit or surplus in the collection fund. This deficit or surplus should be shared between the billing authority and major precepting authorities at the beginning of the following financial year, but the Government is looking at the possibility of varying the precept payments to major precepting authorities. This would protect small billing authorities from the financial pressure of funding the whole of any shortfall.
- 4.9 The Government is still considering the options for distributing grants for the first two years of the scheme. Initially these will be set on an annual basis but may move to a multi year allocation in the next Comprehensive Spending Review period.

5. WHAT DEVON AUTHORITIES HAVE AGREED AT OFFICER LEVEL SO FAR

- 5.1 A group has formed (Devon Benefit Officers Group) comprising of officers from all the Devon District and Unitary authorities and Devon County Council.

- 5.2 There is a collective agreement that all Devon authorities want a single shared scheme, working from the principle of cost neutral i.e. to look to save the 10% reduction in grant by reducing the amount of council tax support for working age customers.
- 5.3 To use a Project Lead facility to provide project management resources, with the cost of this being shared between the Unitary and District Councils, Devon County Council, Police and Fire Authorities.
- 5.4 If possible, to agree a Devon wide definition of vulnerable and consider how the scheme can build in vulnerability roles while also making it possible to make local discretionary decisions.
- 5.5 To give serious consideration to using the same application process and evidence verification.
- 5.6 To give serious consideration to sharing publicity and forms to save money and time.

6. TIMEFRAME

- 6.1 The LCTS scheme must be finalised by 31.01.03 at the latest. Failure to provide a scheme by this date will trigger a default scheme imposed by the Government. In reality, our scheme needs to be ready by December 2012 to ensure adequate time for software testing and that annual billing is undertaken in a timely manner.
- 6.2 The regulations for the new LCTS scheme will not be available until May/June and they will be minimal compared to CTB.
- 6.3 A timeline schedule is set out in appendix A and covers the major factors.

7. FINANCIAL IMPLICATIONS

- 7.1 The information below will give an overview of likely impact on the number of customers who could be affected, and the financial implication of the reduction of 10%.
- 7.2 Current total CTB caseload = 9,876 of which 4,501 are pension age (46%) and 5,375 are working age (54%).
 Current total CTB expenditure = £7,960,062 of which £3,767,215 is pension age (47%) and £4,192,846 is working age (53%).
 Total annual CTB cost less value of the 10% reduction is £7,164,056 of which if £3,767,215 is for pensioner age, leaves £3,396,841 for working age.
 Therefore the average % cut for working age is 19%.
- 7.3 It is important to note that these figures take no account of potential increase in pension age caseload (who will have to be protected), and potential increase in council tax.
- 7.4 The potential loss of income from the Devon economy is shown in Appendix B.

8. POTENTIAL EFFECT ON WORKING AGE CUSTOMERS AND COLLECTION

- 8.1 Customers who may up to now have received 100% CTB, may face having to pay Council Tax for the first time. The majority of customers getting CTB are in properties in Band A or B. With a potential 19% cut for working age, someone receiving 100% CTB now may only get a maximum of 81% in council tax support. This equates to having to pay £15.56 per month in Council Tax for Band A and £18.16 per month in Band B based on 2012-13 Council Tax charges.

- 8.2 For single occupiers that equates to £11.67 in Band A and £13.62 in Band B.
- 8.3 These are substantial sums to those on low incomes and again it needs to be pointed out that these figures are with nobody else, apart from pension age being protected, no increase in Council Tax, no caseload increase and no pension age increase.
- 8.4 There could therefore be an effect on Council Tax collection and an increased need for resources in recovery sections. Small amounts can be difficult to collect, even more so from people with very little, if any, disposable income.
- 8.5 Could have more customers getting into debt.

9. MAJOR CONSIDERATIONS AND DECISIONS TO BE MADE

- 9.1 Throughout 2012 decisions will need to be made about a number of issues in relation to this scheme. An Equality Impact Assessment will be undertaken as part of this project, and key risks have been set out in a risk register. New policies and procedures will need to be designed and implemented and there may be staffing issues due to the change in nature of the work.
- 9.2 Other Government changes, due to be implemented at the same time as part of Welfare reform, will also have an impact.
- 9.3 The table below sets out the decisions that will need to be made and the timeframe.

Who	Decision in relation to	Date to be decided
Officer/precepting authorities	Consultation Liaison and agreements	Prior to scheme design
Officers/Members	Vulnerable groups	Prior to scheme design confirmed – 30 June 2012
Officers/Members	Financial Impacts and related financial matters	Prior to scheme design confirmed – 30 September 2012
Members	Political consultation, liaison and agreement of Final Scheme	30 September 2012
Officers/Members	Staffing requirements	31 October 2012
Officers/Members	ICT	February 2012 – February 2013
Officers/Members	Documentation	31 December 2012
Officers/Members	Policies and Procedures	28 February 2013
Officers/Members	Appeals	28 February 2013
Officers/Members	Fraud	30 September 2012
Officers/Members	CTB Legacy	April 2013

10. OTHER CONSIDERATIONS

- 10.1 The council must deliver a scheme by December 2012 to ensure that a default scheme is not imposed. Any delay could cause annual billing to be delayed resulting in an initial loss of cash flow in to the Council.
- 10.2 There is a requirement to meet section 149 of the Equality Act 2010, therefore running out of money (and so not awarding) is not an option.
- 10.3 Every Authorities scheme of delegation or constitution will need amending to include S13A of the Local Government Finance Act.

- 10.4 All local authorities must have a robust scheme as the whole scheme could be open to challenge.
- 10.5 In the first year, the scheme design will be dictated to a great extent by what our software provider, Capita, can give us in such a short timescale. They have agreed to provide initial information in April.
- 10.6 Funding for setting up the scheme is only likely to be made available in the first year, however significant software changes are more likely to be needed from year two, so this must be catered for in any application for funding in year one.

11. RECOMMENDATION

- 11.1 That Executive consider the contents of this report.
- 11.2 That Executive familiarise themselves with the list of key points for decision making this year, with a view to being prepared when decisions need to be made.

ASSISTANT DIRECTOR FINANCE

OFFICE OF ASSISTANT DIRECTOR FINANCE

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

Background papers used in compiling the report:

None

APPENDIX A

Time line for implementation of major tasks in relation to localised council tax support

Task	Start	Complete
Designing a local scheme (Central & Local Government begin work on model schemes)	January 2012	September 2012
Consultation <ul style="list-style-type: none"> • County, Police, Fire • Public • Revisions to scheme following consultation 	February 2012	September 2012
Financial Impacts	February 2012	June 2012
Members political agreement of the scheme	March 2012	30 September 2012
IT	March 2012	February 2013
Software suppliers to provide details of what changes they propose to make to software in order to achieve 10% saving and with the facility to protect pensioners and other vulnerable groups		Capita have confirmed April 2012 at the latest
Scheme decision	April 2012	December 2012
<ul style="list-style-type: none"> • Primary legislation in passage through Parliament • Government preparing and consulting on draft secondary legislation • Technical consultation on grant distribution 	Spring 2012	
<ul style="list-style-type: none"> • Primary legislation passed • Secondary legislation prepared 	Summer 2012	
Legislation analysis	Summer 2012	
Staffing arrangements to deliver support scheme	June 2012	October 2012
Development of financial controls	July 2012	September 2012
Fraud	July 2012	January 2013
<ul style="list-style-type: none"> • Secondary legislation passed (early autumn) • Grant allocations published 	Autumn/winter 2012/13	
<ul style="list-style-type: none"> • Draft Budget produced 	September 2012	01 November 2012
<ul style="list-style-type: none"> • Full committee report for budget setting 		Mid December 2012
Appeals	September 2012	February 2013
Documentation	September 2012	December 2012
Testing	September 2012	January/February 2013
CTB Legacy	September 2012	01 April 2013 – Ongoing

Finalise local scheme		October 2012
Consultation <ul style="list-style-type: none"> • Public consultation • Liaison with interested groups 	October 2012 October 2012	30 October 2012 31 January 2013
Policies and procedures	October 2012	February 2013
Training of staff	November 2012	February 2013
Software changes to be provided by suppliers		November/December 2012
LA's adopt scheme		31 January 2013
Issue Council Tax bills	February 2013	Mid March 2013
Local scheme in operation	01 April 2013	

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Council Tax Benefit - Current position

Local Authority	Caseload	Annual cost		Pensioner caseload	Working age caseload	Annual cost		Value of 10% reduction £	Balance left for working age £	Average % cut for working age
		£				pensioner £	working age £			
East Devon District Council	9,684	8,390,343		5,559	4,125	5,370,588	3,019,755	839,034	2,180,721	28%
Exeter City Council	9,876	7,960,062		4,501	5,375	3,767,215	4,192,846	796,006	3,396,840	19%
Mid Devon District Council	5,660	5,101,148		3,047	2,613	2,841,280	2,259,868	510,114	1,749,754	23%
North Devon District Council	8,777	7,569,562		4,459	4,318	4,138,701	3,430,861	756,956	2,673,905	22%
South Hams District Council	6,340	5,938,914		3,548	2,792	3,407,155	2,531,759	593,891	1,937,868	23%
West Devon District Council	4,163	3,963,630		2,217	1,946	2,169,391	1,794,239	396,363	1,397,876	22%
Teignbridge District Council	10,303	9,599,335		5,931	4,372	5,730,803	3,868,532	959,934	2,908,598	25%
Torbay District Council	5,989	5,227,117		3,192	2,797	2,594,675	2,632,441	522,711	2,109,730	20%
Sub total of District Council's	60,792	53,750,111		32,454	28,338	30,019,808	23,730,301	5,375,009	18,355,292	23%
Plymouth City Council	26,912	21,708,000		11,543	15,369	9,065,961	11,728,970	2,170,756	9,558,214	19%
Torbay Council	18,324	15,770,263		8,571	9,753	7,894,408	7,875,855	1,577,026	6,298,829	20%
Sub total of Unitary Council's	45,236	37,478,263		20,114	25,122	16,960,369	19,604,825	3,747,782	15,857,043	19%
Total	106,028	91,228,374		52,568	53,460	46,980,177	43,335,126	9,122,791	34,212,335	21%

Potential loss of income from Devon economy

Impact on Devon precepting authorities	Proportion of council tax	Cost of 10% cut
Devon County Council	75%	4,031,257.05
Devon & Cornwall Police Authority	10%	912,279.14
Devon & Somerset Fire & Rescue Authority	5%	456,139.57

EXETER CITY COUNCIL

SCRUTINY COMMITTEE – ECONOMY 8 MARCH 2012

EXECUTIVE
3 APRIL 2012

REPORT OF CAR PARKS TASK AND FINISH GROUP

1.0 PURPOSE OF REPORT

- 1.1 This report informs Members of the deliberations, conclusions and recommendations of the Car Parks Task and Finish Group.

2.0 BACKGROUND

- 2.1 At its meeting on 8 September 2011, Scrutiny Committee agreed to establish a Car Parks Task and Finish Group (CPTFG) to focus on the broad question of optimising income from the Council's car parks in the current very challenging financial climate. A verbal report on the proposed terms of reference for the Group was made to the meeting of this Committee on 10 November 2011. Recognising that the detail and implementation of tariff policy was in the domain of Executive, it was agreed that the work of the CPTFG would look at broader ways in which parking income might be safeguarded and developed. Following a point raised by a Member at the November meeting, it was also agreed that the Group would look at the issue of potentially raising additional revenue from the various off street parking areas in Newtown.
- 2.2 Members of the Task & Finish Group comprised Councillors Cole, Crow, Morris and Ruffle. Councillor Sutton also attended meetings in her capacity as the relevant Portfolio Holder. Officer support was provided by a Member Services Officer and the Assistant Director Public Realm. The CPTFG met on five occasions between October 2011 and February 2012.
- 2.3 Discussions coalesced around five main areas: the charging regime in Exeter; permits; parking in Newtown; pay-by-phone parking; and the signage and 'branding' of car parks. The Group's conclusions and recommendations in respect of each of these areas are set out in the following paragraphs.

3.0 THE CHARGING REGIME

- 3.1 Members of the Group examined parking charges in a wide range of other towns and cities, noting in particular the overall level of tariffs, the number of tariff bands, the periods during which charges apply and the policies in respect of charging for blue badge holders. The conclusions members reached as result of this exercise were as follows:
- o The overall level of parking charges in Exeter is broadly comparable to that in similar cities, although it was acknowledged that it was difficult to make comparisons on a like-for-like basis. Some of Exeter's car parks were cheaper than similarly located car parks elsewhere, while others were more expensive. It was recognised that the health of the local economy, and the

quality of the retail environment and visitor attractions, would have a big influence on the level of parking charges an area was able to sustain.

- o The tariff structure in Exeter, and the number of different tariff bands, appear overly complex in comparison to tariff structures elsewhere, especially cities like York.
- o Exeter is relatively unusual among significant regional centres in having a charging period which ends at 6pm. A number of cities extend charging until later in the evening and some have 24 hour charging in their premium car parks.
- o There is a very wide variation in charging policies for blue badge holders. The majority of towns and cities considered by the CPTFG do not offer free parking to blue badge holders in their multi-storey or barrier controlled (usually pay on foot) car parks. A number continue to offer free blue badge parking in 'surface' car parks, but a number offer no charging concessions to blue badge holders at all.

4.0 PERMITS

- 4.1 Consideration was given to the City Council's current permit schemes which have been in existence for a long time and now appear quite arbitrary and inconsistent in terms of the car parks in which they are available, the charges that are made for them and the eligibility criteria that apply. The Group felt there was a strong case for a much simpler and more coherent system to be introduced which priced permits competitively and capped the numbers in circulation to a fixed percentage of overall parking spaces.

5.0 OFF-STREET PARKING IN NEWTOWN

- 5.1 The Group looked into this issue in response to a question raised by a Member at full Scrutiny Committee. The situation, in essence, is that there are a number of off-street parking areas in Newtown that are not part of the Council's core car parking stock and where no City Council charges apply. They are, in effect, additional capacity for Devon County Council's on-street residents' parking scheme in Newtown and are intended for the use of on-street residents' parking permit holders only. The City Council therefore derives no income from this arrangement despite the fact that it owns the relevant sites.
- 5.2 One of the Ward Councillors for Newtown, Councillor Branston, was invited to a meeting of the CPTFG to discuss this issue and offer his views. While recognising and sympathising with the point regarding the loss of revenue, Councillor Branston was strongly opposed to any changes to the current arrangements in Newtown on the basis that he felt they were a pragmatic solution that worked in the best interests of residents. He added that the other Ward Councillor and appropriate County Councillor shared this view. The Group noted the points made by Councillor Branston.

6.0 PAY-BY-PHONE PARKING

- 6.1 The Group invited a representative from RingGo, the dominant brand in the mobile phone parking marketplace, to attend its meeting on 6 February 2012 to give a presentation on how pay-by-phone works and the advantages it has. The system is increasingly gaining in popularity and is being rolled out across a large

number of local authorities, although it should be noted that RingGo is not the only provider. In essence, it allows a customer to pay for their parking by mobile phone and top up the time they need if necessary, offering much greater customer convenience and the potential, for the Council, to realise efficiency savings through reduced numbers of pay and display machines and lower cash collection costs. There are, however, potential financial drawbacks associated with the system, specifically the percentage charge that is deducted from each and every transaction to cover merchant processing costs. Members of the CPTFG were very attracted to the positive customer service implications of introducing pay-by-phone but had lingering concerns about the potential impact on the Council's revenue.

7.0 THE SIGNAGE AND BRANDING OF CAR PARKS

- 7.1 These were themes the Group kept returning to. In summary, there were a number of concerns that some of the Council's car parks were not adequately or appropriately signed on the highway, with the result that potential customers may not know they were there; other car parks (especially Civic Centre and Broadwalk House) were not appropriately named or 'branded' to take advantage of their target customers (visitors to Princesshay); and that problems with the highway access to Princesshay were having a potentially detrimental effect on custom for the Council's car parks as a result of motorists being unable to bypass the Princesshay queue.

8.0 CONCLUSIONS FROM THE TASK AND FINISH GROUP

- 8.1 As a result of its discussions of the issues summarised above, the Task and Finish Group reached the following conclusions:
- o Executive should give consideration to a simplified tariff structure with effect from January 2013. The group would be in favour of four tariff bands:
 1. Premium car parks (Guildhall, Mary Arches Street, the refurbished King William Street multi-storey);
 2. Short-stay shopper car parks (all current short-stay car parks except Guildhall, Mary Arches Street, King William Street multi-storey and Fore Street, Heavitree, but including Fairpark, Howell Road and Parr Street);
 3. Long-stay visitor car parks (Cathedral & Quay, Triangle, Belmont Road, Bystock Terrace, Richmond Road and Haven Banks);
 4. Local car parks (Fore Street, Heavitree, Okehampton Street, Holman Way, Tappers Close).

(The proposed new classifications are attached at Annex A for reference)

The medium-stay category should be abolished and tariffs equalised, up or down, within each tariff band. Each tariff band should be 'colour coded' on signage, the website and publicity material to make it easier for customers to identify what type of car park they needed and how much they would be expected to pay.

- o Executive should review evening parking charges and the overall level of evening parking provision to strike a balance between maintaining a vibrant night time economy and generating potential additional income for the Council or reducing costs (by closing some car parks earlier).

- o Executive should give consideration to revising the present permit arrangements for off-street car parks and introducing a simpler, more streamlined system. While the details, and costs, of any new scheme would be a matter for Executive, the Group discussed the possibility of just two permits that could be purchased by anyone: a Gold permit that would allow parking in any City Council car park (except pay-on-foot sites) day or night; and a Silver permit that would allow parking in any long-stay or local car park by day, and any car park by night (again, excepting pay-on-foot sites). In conjunction with this, Executive should consider making a limited number of car parks 'permit only' by night and limiting the overall number of permits sold to no more than 10% of the total number of car parking spaces. The cost of permits would need to strike the difficult balance between providing a worthwhile saving on daily tariffs for the motorist and generating sufficient income for the Council, and Executive should also be asked to consider whether any form of residents' discount should be offered.
- o No changes should be made to the parking scheme in Newtown for residents, although the Portfolio Holder for Sustainable Development and Transport may wish to ask officers to raise with the County Council the question of an appropriate payment to the City Council for the continuing use of these sites and the income derived from them through residents' parking permits.
- o Officers should be asked to explore more fully the business case for the introduction of pay-by-phone parking and report back to Scrutiny Committee and Executive in due course.
- o Discussions should take place with the County Council on changes to the highway layout in Paris Street to mitigate the impact of queuing on the approach to Princesshay, and Executive should consider renaming the Civic Centre and Broadwalk House car parks in order to attract a greater proportion of customers for Princesshay.

9.0 RECOMMENDATION

That Executive notes the conclusions of the Car Parks Task and Finish Group and that further reports on individual proposals will come forward to Executive in due course.

ROGER COOMBES
ASSISTANT DIRECTOR PUBLIC REALM

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

Background papers used in compiling this report:-

None

ANNEX A**TARIFF BAND 1 : PREMIUM CAR PARKS**

Guildhall
 Mary Arches Street
 Refurbished King William Street Multi-Storey

TARIFF BAND 2 : SHORT STAY SHOPPERS' CAR PARKS

Bampfylde Street	Fairpark
Bartholomew Terrace	Harlequins
Broadwalk House	Howell Road
Civic Centre	King William Street (annex)/Leighton Terrace
Magdalen Street	
Matthews Hall	
Parr Street	
Smythen Street	
Topsham Quay	

TARIFF BAND 3 : LONG STAY VISITORS' CAR PARKS

Belmont Road	Haven Banks
Bystock Terrace	Richmond Road
Cathedral & Quay	Triangle

TARIFF BAND 4 : 'LOCAL' CAR PARKS

Fore Street, Heavitree	Okehampton Street
Holman Way	Tappers Close

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EXETER CITY COUNCIL

EXECUTIVE

3 APRIL 2012

QUEEN ELIZABETH II FIELDS CHALLENGE

1.0 PURPOSE OF REPORT

- 1.1 To obtain a decision from Members on a proposal to participate in a national initiative to commemorate the Diamond Jubilee of Queen Elizabeth II, and to rename Wonford Playing Fields (or a part of it) accordingly.

2.0 BACKGROUND

- 2.1 The Queen Elizabeth II Fields Challenge is a programme being run by Fields in Trust (FiT), formerly The National Playing Fields Association. It was the NPFA who created the nationwide network of King George V Play Fields to commemorate the death of King George V in the 1950s, and Exeter has its own KGV playing field off Topsham Road. The QEII Challenge aims to celebrate the Diamond Jubilee as well as the London Olympic and Paralympic Games, and the 2014 Commonwealth Games by permanently protecting 2,012 outdoor recreational spaces by the end of 2012. Supported by their Patron, The Duke of Cambridge, a number of different types of sites are eligible to become Queen Elizabeth II Fields.
- 2.2 FiT has approached all local authorities to participate in the QEII challenge in an effort to achieve their target of 2,012 sites being signed up to the programme. Several Councils across the south west have already nominated sites for the scheme.
- 2.3 To mark the historic events of 2012, FiT will assist in organising a mass community event – ‘Have a Field Day’ – on the newly renamed spaces in June 2012. FiT has secured funding from a range of sponsors, including Asda and LV insurance, in connection with this.

3.0 PROPOSAL

- 3.1 The Parks & Open Spaces service has identified Wonford Playing Fields as a strong potential candidate for a Queen Elizabeth II Field. The QEII Challenge sits neatly with a range of other initiatives already achieved or planned for the area. The site benefits from
- the recent cyclepath and Green Circle path, linking Topsham Road and Ludwell Lane
 - Playbuilder funding from the HLF which saw the installation of play equipment chosen by local schoolchildren in a woodland setting
 - ongoing work in collaboration with DCC to improve and extend the Phoenix club's use of both the community centre and playing field
 - planned further initiatives to engage with young people on the part of local police officers working with ward councillors
 - improvements to the changing rooms and pitches.

3.2 The advantages of the QEII scheme include the following:

- Being associated with a high profile and potentially very popular event in the Jubilee and Olympic year, offering an opportunity for the city to mark the Diamond Jubilee in an appropriate and lasting way that is likely to generate very positive publicity
- The Council showing a clear and unequivocal commitment to residents and taxpayers to safeguard playing fields and other open spaces for future generations. Members will be aware that the Council has an excellent track record of protecting open spaces in the city and this initiative builds on this
- A plaque on the chosen site provided by FiT
- Access to specific funding streams up to £25,000 will be made available for QEII sites. Sport England may also support bids financially
- In the case of Wonford Playing Fields, an opportunity would be presented to “rebrand” the area, and provide a focus for other recent and planned projects
- Only part of a site need be declared as a QEII Field, allowing, for example, development, improvements or a different “rebranding” elsewhere on the site. A plan of the site is attached at Annex 1. Zone A is an informal sports area, zone B is the existing formal sports pitch area, zone C is a natural play space, and zone D is an informal recreation and natural habitat area. There is a case to be made that designating all four areas would maximise the benefits of the QEII initiative but, equally, Members may prefer to designate a more limited section of the fields, such as zones A & B (sports) or C & D (play/recreational).

3.3 There are some potential drawbacks to the scheme, of which Members need to be aware. These include:

- Restrictions on the use to which land can be put by the Council, although as a landfill site the development potential of Wonford Playing Fields is limited.
- The agreements are in perpetuity.
- FiT’s permission would need to be obtained for any development of the fields, even if the type of development is acceptable e.g. changing the type of use from one form of recreation to another. This process could be time consuming and, potentially, lead to some tension.
- The external funding ‘pot’ is limited to £1 million in total and so there is no guarantee that any bids would be successful, although officers understand that there are few bids to date.
- Each party would have to cover the legal costs associated with the agreement and other formalities, although these are unlikely to be significant.

4.0 FINANCIAL IMPLICATIONS

4.1 There will be legal costs associated with producing agreements and a Deed of Dedication, as well as the opportunity costs of protecting the land in perpetuity. Against this, there is the potential to access external funding that would otherwise not be available.

5.0 RECOMMENDATION

- 5.1 That Executive decide whether to approve participation in the Queen Elizabeth II Field Challenge and, if so, determine which of the zones in Annex 1 it would wish to designate.
- 5.2 If the proposal for participation is supported, that Executive also approve entering into a formal Deed of Dedication that will impose a restrictive covenant on the chosen site(s).

ROGER COOMBES
ASSISTANT DIRECTOR PUBLIC REALM

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

Background papers used in compiling this report:-

None

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Wonford Playing Field - QEII Field Zoning



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EXETER CITY COUNCIL

EXECUTIVE
3 APRIL 2012

VOLUNTARY REDUNDANCY PROCEDURE

1. PURPOSE AND BACKGROUND

- 1.1 The Council is going through a period of significant transformational change and, in addition, faces continuing budgetary pressures to which it must respond. In responding to those pressures, the focus is on preserving frontline services, on delivering quality services which meet customer needs and on ensuring the maximum value from all our processes and systems. A critical evaluation of staffing levels and costs is a necessary element of addressing these pressures and requirements.
- 1.2 There has already been a significant reduction in the numbers of staff employed over the last two years and, wherever possible, that reduction has been achieved through natural wastage, internal redeployment and voluntary redundancy. There is an ongoing commitment to keep compulsory redundancies to an absolute minimum and it is important that the manner and pace of change reflects that commitment if at all possible. The first systems thinking reviews of a number of key areas are currently under way and more will be rolled out as understanding and expertise in this approach increases across the organisation. In these areas there will have been a very robust analysis of the staffing needs. In other areas those needs are being assessed against more traditional criteria.
- 1.3 In this context it would be helpful to put in place a more formalised, time-limited, process for voluntary redundancy applications to come forward across the organisation. This report proposes a procedure (which should be read in conjunction with the established Organisational Change Policy and Procedure) to do this.
- 1.4 A number of voluntary redundancies have already been agreed, arising directly or indirectly from the recently implemented major reorganisation of the senior management structure, and ad hoc requests for voluntary redundancy have always been capable of being made and, if appropriate, agreed. However, given the particular circumstances now prevailing, a more holistic and co-ordinated approach, for a limited time, would ensure that the organisation's corporate and strategic interests are being properly considered in assessing requests for voluntary redundancy.
- 1.5 This proposed programme is time limited in order to deal with the bulk of any requests within one time frame. However, once this particular programme ends, future requests for voluntary redundancy can still be dealt with, on a case by case basis, following the principles and criteria identified in this procedure.

2. DEFINITION OF REDUNDANCY

2.1 Redundancy occurs where the dismissal is attributable wholly or mainly to one of the following reasons:

- The employer has ceased or intends to cease, carrying on the business within which the member of staff is employed
- The requirement for the employee to carry out work of a particular kind has ceased or diminished (or is expected to)

Where a redundancy situation exists or is likely to exist the law provides for an employer to ask for volunteers and agree with them that their employment will cease by reason of redundancy in circumstances where entitlements to statutory redundancy compensation is preserved.

3. PROCEDURE FOR CONSIDERING VOLUNTARY REDUNDANCY

3.1 The Council's existing policies for organisational change and redundancy should be followed and alternatives should be sought to avoid the need for any form of redundancy as far as possible.

3.2 However, given the circumstances described in this report, an invitation for all staff to volunteer for redundancy will be offered for a limited period.

3.3 This offer will be open to all employees of the Council from 9th April until 31st May. An application form will be provided for employees and this must be used if the individual wishes to apply for voluntary redundancy. The form, which will be available on the Intranet or from HR must be completed by the employee and returned to HR by 31st May 2012.

3.4 Employees who choose to apply for voluntary redundancy are not guaranteed to have their application accepted. The Chief Executive, in consultation with the Leader of the Council, SMT and HR, reserves absolute discretion to decide whether or not to accept an individual application for redundancy. The decision on whether or not to accept an individual application will take account of the following criteria:

- The skills and experience the individual has and whether there will be sufficient skills in the remaining team/elsewhere in the Council to cover the loss - if not, the costs and time frame to replace the loss of skills through training etc
- Whether the area where the individual currently works is likely to reduce in scale in the near future, thereby triggering the likelihood of a redundancy situation. Many front line operational service areas (eg cleansing) are unlikely to see staff reductions in the foreseeable future – so, unless staff can be redeployed from other areas, redundancy is unlikely to be a viable option in such areas.
- Whether there is a sufficient balance of skills remaining to offset any loss resulting from the redundancy
- Whether the work still needs to be done – and, if so, whether it can be absorbed into another role(s)
- Whether the costs of redundancy and pension strain (where applicable) can be recouped within a reasonable period – a maximum of 18 months is proposed.

- Whether voluntary redundancy might be considered more appropriate at a later time
 - Whether the voluntary redundancy is in the overall business interests of the Council
- 3.5 The decision on whether to accept or reject any particular application will be final. There will be no right of appeal on the decision.
- 3.6 Where an employee's application for voluntary redundancy is accepted the employee will be notified of this in writing as soon as possible thereafter. A meeting will then be set up with the employee to discuss and agree details concerning the redundancy and leaving date. The redundancy payment will be made in accordance with the Council's Organisational Change Policy and Procedure, but if the Council and the employee agree a mutually acceptable earlier leaving date, notice period payments will not be paid.
- 3.7 Where an employee's application for voluntary redundancy is rejected they will be notified in writing.

4. FINANCIAL IMPLICATIONS

- 4.1 Careful consideration, in accordance with the criteria above, will be given to the business case for each application. It is likely that many applications will show a payback within 12 months and no case with a payback period beyond 18 months will be agreed within the terms of this specific programme. Only proposals which accord with the overall business direction and financial needs of the Council will be approved, and all cases will require the specific agreement of the s151 Officer if they are to be approved.
- 4.2 Members may be aware that the costs of redundancy have previously been, and are likely to continue to be, granted eligibility for capitalisation by DCLG. Any pension strain costs which may arise in particular cases will be factored into the payback calculation referred to above. Such payments are made to the Pension Fund, and not to the employee.

5. RECOMMENDATION

Members are asked to agree the policy and procedure set out in this report and, subject to the criteria described, to delegate the determination of any requests for voluntary redundancy, made in response to this time-limited programme, to the Chief Executive, in consultation with the Leader of the Council.

CHIEF EXECUTIVE/HEAD OF HR
23 March 2012

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EXETER CITY COUNCIL

EXECUTIVE

3 APRIL 2012

LOCALISM IN THE EXETER CONTEXT

1.0 THE PURPOSE OF THE REPORT

- 1.1 This report seeks approval for funding towards the working of the proposed Exeter Board to be established by Devon County Council.

2.0 BACKGROUND

- 2.1 At a recent meeting of the Devon County Council's Exeter Locality (County) Committee the members expressed a preference for the establishment of a single wide Board for Exeter with discretion to devolve responsibilities to neighbourhood level as appropriate. Members hoped that collective decisions could be made to maximise benefits, achieve best value and target resources to the most important areas. The Committee requested that a meeting of the City and County Council leaders with the Cabinet Lead for Exeter take place to discuss the proposals.
- 2.2 The Leaders have now met and are in favour of a joint board comprising 9 members from Devon County Council and 5 members from Exeter City Council with proposed funding contributions of £86,000 from Devon County Council and £8,600 from Exeter City Council. The suggestion is that membership from the City Council would comprise three from the ruling group and one each from the other political groups.
- 2.3 This initiative follows on from the Exeter locality (County) Committee's consideration of how Devon County Council's commitment to help communities help themselves would be best achieved in Exeter.

3.0 RECOMMENDATION

1. That Executive support the establishment of a joint County Council and City Council Exeter Board
2. That Executive appoints five members to the joint Exeter Board
3. That Executive approves a financial contribution of £8,600 towards the work of the Exeter Board

KARIME HASSAN
STRATEGIC DIRECTOR

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

Background papers used in compiling this report:-

Exeter Locality County Committee Agenda and minutes Tue Jan 31 2012

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