

## **SCRUTINY COMMITTEE - COMMUNITY**

Date: Tuesday 4 March 2014

Time: 5.30 pm

Venue: Rennes Room, Civic Centre, Paris Street, Exeter

Members are invited to attend the above meeting to consider the items of business.

If you have an enquiry regarding any items on this agenda, please contact Howard Bassett, Democratic Services Officer (Committees) on 01392 265107.

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

### *Membership -*

Councillors Shiel (Chair), Mitchell (Deputy Chair), Bowkett, Branston, Bull, Choules, Clark, Crow, Macdonald, Morris, Mottram, Payne and Spackman

## **Agenda**

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

#### **1 Apologies**

To receive apologies for absence from Committee members.

#### **2 Minutes**

To sign the minutes of the meeting held on 14 January 2014.

#### **3 Declaration of Interests**

Councillors are reminded of the need to declare any disclosable pecuniary interests that relate to business on the agenda and which have not already been included in the register of interests, before any discussion takes place on the item. Unless the interest is sensitive, you must also disclose the nature of the interest. In accordance with the Council's Code of Conduct, you must then leave the room and must not participate in any further discussion of the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

**4 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 the items on this 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 of the particular item(s) on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs of Part I of Schedule 12A of the Act.

**5 Questions from the Public under Standing Order 19**

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

*Details of questions should be notified to the Corporate Manager Democratic and Civic Support at least three working days prior to the meeting. Further information and a copy of the procedure are available from Democratic Services (Committees) (01392 265115) also on the Council web site.*  
<http://www.exeter.gov.uk/scrutinyquestions>

**6 Questions from Members of the Council under Standing Order 20**

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

**PRESENTATION TO COMMITTEE**

**7 To welcome Ian Ansell, the Criminal Justice, Partnership and Commissioning Manager.**

(Pages 5 - 6)

**8 Alternative Giving Scheme and Begging Enforcement Policy**

A presentation on a proposed Alternative Giving Scheme which seeks to encourage members of the public to avoid giving money directly to people begging on the street, and instead to divert their money to a group of charities that run programmes to assist homeless people.

**ITEMS FOR DISCUSSION**

**9 Housing Revenue Account Budget Monitoring to December 2013**

To consider the report of the Assistant Director Finance.

(Pages 7 - 22)

10 **Community Budget Monitoring to December 2013**

To consider the report of the Assistant Director Finance.

(Pages 23  
- 32)

11 **Re-cycling Plan Annual Review**

To consider the report of the Assistant Director Environment.

(Pages 33  
- 40)

12 **Dog Enforcement Measures at Belmont Park**

To consider the report of the Assistant Director Public Realm.

(Pages 41  
- 42)

**ITEMS FOR INFORMATION ONLY**

13 **Minutes of the Devon and Cornwall Police and Crime Panel**

The minutes of Devon and Cornwall Police and Crime Panel meetings are circulated after each meeting to Members of this Committee. Members are requested to confirm that they have no queries on the latest set of agenda/minutes circulated (those of 7 and 14 February 2014).

They are circulated in advance to enable Members to raise **before** Scrutiny Committee meetings, any issues of concern or interest which they may wish to have discussed at the Scrutiny Committee.

**Date of Next Meeting**

The next scheduled meeting of the Executive will be held on **Tuesday** 17 June 2014 at 5.30 pm in the Civic Centre.

**A statement of the executive decisions taken at this meeting will be produced and published on the Council website as soon as reasonably practicable.**

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 Democratic Services Officer (Committees) on (01392) 265115 for further information.

**Follow us:**

[www.twitter.com/ExeterCouncil](http://www.twitter.com/ExeterCouncil)

[www.facebook.com/ExeterCityCouncil](http://www.facebook.com/ExeterCityCouncil)

**Individual reports on this agenda can be produced in large print on request to Democratic Services (Committees) on 01392 265111.**

This page is intentionally left blank

## **Draft Police and Crime Plan 2014 – 2017**

### **My vision**

*To ensure that Devon and Cornwall and the Isles of Scilly continues to be a safe place to live, work and visit. I want to cut crime, improve confidence in policing, support the economy and encourage people to work together to make communities safer.*

### **My priorities are:**

- *To make our area a safer place to live, work and visit – reducing the likelihood that people will become victims of crime.*
- *To reduce alcohol related crime and the harm it causes*
- *To promote an effective criminal justice system that delivers high quality services for victims, witnesses and society.*
- *To deliver a high quality victim support service across our area.*
- *To make every penny count in protecting policing for the long term. To drive for further efficiency, work to secure more central funding and actively explore all avenues to deliver the significant savings we require to sustain our services.*
- *To encourage and enable citizens and communities to play their part in fighting crime and keeping their communities safe.*

I will set clear goals for myself, for the Chief Constable and for others in this plan and will work with them and partners to achieve those goals.

This page is intentionally left blank

# Agenda Item 9

## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - COMMUNITY 4 MARCH 2014

#### HOUSING REVENUE ACCOUNT BUDGET MONITORING TO DECEMBER 2013

#### 1. PURPOSE OF REPORT

##### 1.1 REVENUE BUDGET MONITORING

To advise Members of any major differences, by management unit, between the approved budget and the outturn forecast for the nine months of the financial year up to 31 December 2013 in respect of the Housing Revenue Account and the Council's new build schemes.

##### 1.2 CAPITAL BUDGET MONITORING

Budget monitoring updates in respect of the HRA Capital Programme are also incorporated into this report in order help provide a comprehensive financial update in respect of the Housing Revenue Account to this Committee.

##### 1.3 AREAS OF BUDGETARY RISK

In addition to the budgetary over/under-spends reported to this committee, Appendix 1 also highlights further areas of risk, so that Members are aware that certain budgets have been identified as being vulnerable to factors beyond the control of the Council, which may result in potential deviations from budget, and are therefore subject to close monitoring, by officers.

#### 2. REVENUE BUDGET MONITORING TO 31 DECEMBER 2013

##### 2.1 PROJECTED SURPLUS / DEFICIT

During this period the total budget variances indicate that there will be a net deficit of £157,264 in 2013-14. This represents a decrease of £1,037,024 compared to the revised budgeted surplus of £879,760 for 2013-14; the main deviations from budget are set out below. Please also refer to Appendix 2.

| <b>Movement</b>  | <b>2013/14</b>    | <b>Note</b>  |
|--|-------------------|--|
| Original Budgeted HRA Surplus  | (£1,712,160)      | Transfer to HRA Working Balance                                |
| Supplementary Budget for the Low Maintenance and Painting to Flats                                   | £150,000          | Executive approved 1 October 2013                              |
| Supplementary Budget for Revenue Contribution to Capital (towards financing COB Wave 2)              | £554,880          | Executive approved 10 December 2013                            |
| Supplementary Budget for Revenue Contribution to Capital (acquisition of flats at Dean Clarke House) | £127,520          | Executive approved 10 December 2013                            |
| <b>Revised Budgeted HRA Surplus</b>  | <b>(£879,760)</b> |  |
| Forecast overspends already reported to this committee   | £254,015          | Reported to Scrutiny Committee – Community on 3 September 2013 |
|  | £588,860          | Reported to Scrutiny Committee – Community on 12 November 2013 |

|                                      |          |   |
|--------------------------------------|----------|---|
|                                      |          | <p>The budget variances already reported to this committee are mostly attributable to:</p> <p><u>Management Costs</u><br/> Costs in respect of the Housing Development Team have been transferred to the HRA in accordance with proper accounting practices, in order to reflect the time spent by the team in connection with the development of new council housing.</p> <p><u>Repairs and Maintenance Programme</u><br/> Two key areas of budget overspend have been reported;</p> <ul style="list-style-type: none"> <li>Higher than budgeted level of reactive repairs to council dwellings in order to meet patterns of demand (£400k).</li> </ul> <p>The potential for reactive repairs to exceed the £400k forecast overspend is highlighted as an area of budgetary risk, as recent wet weather has resulted in a rise in reported leaks and damp ingress. Please refer to Appendix 1 for more details.</p> <ul style="list-style-type: none"> <li>Higher than budgeted cost of repairs to void properties which reflects an increased number of empty properties, a higher proportion of properties requiring extensive work in order to return them to a lettable standard and implementation of the higher void standard in February 2012 (£500k).</li> </ul> <p><u>Garage rents</u><br/> Twenty three garages at Newport Road are planned to be demolished and the site cleared to facilitate the development of new council homes as part of COB Wave 2, as approved by Executive in February 2013. The empty garages have contributed to a reduction in rental income for 2013-14.</p> |
| Forecast overspends – as at December | £194,149 | <p>Additional overspends reported to this committee mostly comprise:</p> <p><u>Management Costs</u><br/> A combination of factors are expected to result in additional management costs to the HRA these include;</p> <ul style="list-style-type: none"> <li>A redundancy payment following the restructure of resident involvement (approved by Executive 12 November 2013).</li> </ul>  |



|                                  |                   |   |
|----------------------------------|-------------------|---|
|                                  |                   | <ul style="list-style-type: none"> <li>• Additional superannuation payments to Devon County Council following a review of the pension fund.</li> <li>• Agency staff cover for long term sickness and vacant posts.</li> </ul> <p><u>Repairs and Maintenance Programme</u></p> <ul style="list-style-type: none"> <li>• A saving of £150k is expected in respect of asbestos removal costs, as much of this work will now be undertaken within the General Maintenance contract in accordance with contractual obligations.</li> <li>• A recent analysis of properties returned to the Council shows a rise in the projected number of void properties for 2013-14 since September, which could result in a further overspend of £250k (bringing total overspend expressed as a percentage to 75%). The number of abandoned properties has increased and the number of tenants seeking transfers has increased which is partly attributable to tenants wishing to downsize as a result of the welfare reforms.</li> </ul> <p><u>Revenue Contribution to Capital</u><br/>The acquisition of flats at Dean Clarke House will now not take place until next financial year as the developer has advised they are unlikely to be completed until May 2014. The revenue contribution to finance their acquisition will therefore not be required until 2014-15.</p> <p><u>Depreciation</u><br/>A higher than budgeted depreciation charge is expected to be made in respect of HRA assets following a review of replacement costs of key components (e.g. kitchens and bathrooms). Depreciation is a real cost to the HRA as it represents the amount of money which needs to be set aside in the Major Repairs Reserve to provide for the cost of future capital works or to repay debt.</p> |
| <b>Total forecast overspends</b> | <b>£1,037,024</b> |   |
| <b>Forecast HRA deficit</b>      | <b>£157,264</b>   | Met from a transfer out of the HRA Working Balance  |

## 2.2 IMPACT ON HRA WORKING BALANCE

The HRA Working Balance represents amounts set aside to help facilitate service improvements, repay debt or to provide investment in the stock in future financial years.

The forecast balance, as at 31 March 2014, is set out below. Please also refer to Appendix 3 which sets out the total HRA capital resources over the next 3 years, of which the HRA working balance forms a significant part.

| <b>Movement</b>  | <b>2013/14</b>    |
|--|-------------------|
| Opening HRA Working Balance, as at 1/4/13              | £6,290,296        |
| Projected HRA Deficit for 2013/14                      | (£157,264)        |
| Balance resolved to be retained (HRA contingency)      | (£3,000,000)      |
| <b>Total Forecast Balance Available, as at 31/3/14</b> | <b>£3,133,032</b> |

### 3. COUNCIL OWN BUILD (COB) BUDGET MONITORING TO DECEMBER 2013

The Council's own build properties at Rowan House and Knights Place form part of the overall Housing Revenue Account, but separate income and expenditure budgets are maintained in order to ensure that they are self-financing.

#### 3.1 PROJECTED SURPLUS / DEFICIT

During this period the total budget variances indicate that there will be a net surplus of £33,390 achieved in 2013-2014, which will be transferred to the COB working balance. This represents a minor decrease of £680 compared to the budgeted transfer to the working balance of £34,070.

3.2 The main variations are detailed below, please also refer to Appendix 2:

| <b>MU Code</b> | <b>Management Unit</b> | <b>Forecast Overspend / (Underspend)</b> | <b>Explanation</b>  |
|----------------|------------------------|--|---|
| 85B5           | COB                    | £680                                     | Rental income has been lost this financial year as properties have remained empty at Knights Place whilst snagging issues are resolved. This will form part of a claim to the main contractor and is highlighted as an area of budgetary risk.<br><br>However, savings are expected to be made in respect of revenue repair and maintenance costs, as most works relate to the snagging issues. |

### 4. CAPITAL BUDGET MONITORING TO DECEMBER 2013

The 2013-14 HRA Capital Programme was last reported to this Committee on 12 November 2013, since that meeting the following changes have been made that have reduced the programme. Please also refer to Appendix 4.

| <b>Description</b>                                       | <b>2013/14</b>     | <b>Approval / Funding</b>                |
|--|--------------------|--|
| <b>HRA Capital Programme, reported as at 12 November</b> | <b>£10,764,050</b> |  |
| Budgets deferred to future financial years               | (£1,659,620)       | Executive 1 October 2013                 |
| Overspends declared                                      | £454,000           | Executive 1 October 2013                 |
| Acquisition of 28 Mortimer Court                         | (£200)             | Reduced acquisition cost upon completion |

|                                      |                   |  |
|--------------------------------------|-------------------|--|
| <b>Revised HRA Capital Programme</b> | <b>£9,558,230</b> |  |
|--------------------------------------|-------------------|--|

#### 4.1 BUDGETS DEFERRED TO FUTURE FINANCIAL YEARS

It is forecast that £1,303,769 of the revised HRA Capital Programme will need to be deferred into 2014-15, as set out below:

| <b>Scheme</b>                         | <b>Budget to be deferred to 2014/15</b> | <b>Explanation</b>   |
|---------------------------------------|---|--|
| Rendering of Council Dwellings        | £30,000                                 | Adverse weather conditions and consultation with leasehold flat owners have led to minor delays  |
| Other Works                           | £25,000                                 | Noise abatement works to flats are pending the identification of suitable properties   |
| Fire Precaution Works to Flats        | £20,000                                 | Consultation with leasehold flat owners have led to minor delays   |
| Communal Areas                        | £75,000                                 | Further significant spend of this budget is pending the outcomes of a prioritisation process for the next phase of improvements to communal areas including the provision of new flooring, doors and glazing                         |
| Structural Repairs                    | £120,000                                | Two semi-detached properties at Wilford Road require major structural repairs including underpinning. This work is currently being tendered with works not expected to start until 2014-15   |
| Acquisition of Social Housing         | £612,070                                | A large proportion of this budget is committed towards the acquisition of 12 new properties for use as social housing. However, the latest development schedules indicate that these properties will not be completed until 2014-15. |
| Property Entrance Improvements        | £20,000                                 | Properties that require door step/threshold alterations for health and safety reasons are currently being prioritised so that work can commence in 2014-15   |
| COB Wave 2 – Newport Road             | £124,638                                | The capital budgets have been re-profiled in accordance with the latest cash-flow forecasts for the development of new social housing at these sites, with   |
| COB Wave 2 – Whipton Methodist Church | £137,338                                |  |
| COB Wave 2 – Bennett Square           | £139,723                                |  |

|  |  |   |
|--|--|---|
|  |  | contractors now forecast to start on site in March 2014 |
|--|--|---|

#### 4.2 EXPENDITURE VARIANCES

A net under-spend of £141,000 is currently forecast in respect of the HRA Capital Programme, as set out below.

| Scheme                       | Forecast Overspend / (Underspend) | Explanation   |
|------------------------------|-----------------------------------|---|
| Electrical Re-wiring         | (£28,000)                         | The numbers of properties requiring an electrical re-wire are lower than previously estimated.  |
| Boiler Replacement Programme | (£113,000)                        | The actual level of boiler breakdowns is lower than anticipated. Budget projections were previously based upon the number of boilers deemed likely to fail following routine gas servicing failing within 6 months but many boilers have exceeded this life expectancy. |

#### 5. ACTION PLAN

Officers have taken the following actions to address the key areas of budget pressures in the HRA in respect of voids and general (reactive) repairs:

- The current voids standard has been reviewed by the new Assistant Director of Housing to ensure it does not represent an 'over-provision' of service. His view is that the standard is reasonable.
- A dedicated voids team has been set up to reduce void times and closely monitor costs.
- The cost of every void is now being scrutinised and challenged by a senior manager.
- A new 'pre-void' inspection regime has been put in place for all transfers between Council properties.
- A review of the existing contractual arrangements for voids work has been undertaken to achieve a reduction in decorating costs (a major component of voids expenditure) and to explore the option of a 'fixed price' contract for all voids work in 2014/15.
- Some works have been moved to the programmed works budget and re-tendered, which is reducing costs.
- Work has been done to understand the factors driving the budget position for both voids and reactive repairs and this in turn has led to a fundamental reappraisal of the way our tenants and assets are being managed. This will form the basis of a major restructuring of the landlord services function.
- Budgets for 2014/15 have been reset to reflect anticipated actual demand rather than simply being increased incrementally, which should significantly reduce budget variances.
- Council staff are now proactively visiting properties where we become aware of potential maintenance issues as a by-product of other contact with the property (by contractors or others).
- The level of reactive repair requests by property is currently being analysed and visits arranged to those properties that appear to be generating a disproportionate number of maintenance requests.
- Early discussions are taking place about a far more robust approach to debt recovery where unacceptable damage has been caused to our assets, but this work needs to be

done in conjunction with the 'one view of debt' team to ensure that we understand the wider implications for the Council.

**6. RECOMMENDATION**

- 6.1 That Members of Scrutiny Committee – Community assure themselves that satisfactory actions are being undertaken by Officers to address the key areas of budgetary pressure highlighted in this report.

**ASSISTANT DIRECTOR FINANCE**

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

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

None

This page is intentionally left blank

## AREAS OF BUDGETARY RISK

## APPENDIX 1

A number of areas of budgetary risk have been identified within the HRA, as follows:

| Budget Title                        | Approved Budget   | Risk  |
|-------------------------------------|---|---|
| Rental Income from Dwellings        | £18,140,000 (revenue)   | Right to Buy sales, number of new tenancies set at convergence rent levels, number of days lost through major works, rent lost in respect of void properties and welfare reform changes (for which an increased bad debt provision has been made) all impact on the annual rental income.   |
| General Maintenance                 | £1,630,000 (revenue) - £400,000 overspend reported in September | Risk of overspend exceeding the £400k already reported to committee. The combination of recent prolonged wet weather and high winds has led to a significant rise in the number of leaks and damp ingress reported by tenants (152 separate reports). Technical Officers are currently assessing the extent of remedial works required to each property prior to instructing works. Contractual uplifts in respect of the general maintenance contract are also being negotiated which could further impact on this budget. |
| Repairs to Void Properties          | £1,000,000 (revenue) - £750,000 overspend reported to date      | Contractual uplifts are also being negotiated with the main contractor which could further impact on this budget.   |
| External Low Maintenance & Painting | £750,000 (revenue)  | Planned works to external painting and repairs to flats require consultation with leaseholders prior to commencement. In the mean time works will mainly be focused on houses. New contractor appointed 1st April 2013 so works more weighted in later part of year allowing time for initial surveying work. Work in last quarter of financial year exposed to risk of adverse weather conditions.   |
| Kitchen Replacement Programme       | £2,297,830 (capital)  | The number of kitchens which can be replaced within approved budgets may vary dependent upon the cost of associated works such as electrical repairs and re-plastering, which varies per property. For 2013-14 it was planned that 499 kitchens would be replaced.  |
| Bathroom Replacement Programme      | £867,990 (capital)  | The number of bathrooms which can be replaced within approved budgets may vary dependent upon the cost of associated works such as re-plastering, which varies per property. For 2013-14 it was planned that 322 bathrooms would be replaced.   |
| Knights Place                       | No budget (capital)   | Significant works have been required to resolve water penetration issues at Knights Place and the costs and associated lost rental income will form part of a claim from the main contractor.   |

This page is intentionally left blank



HOUSING REVENUE ACCOUNTS BUDGET MONITORING 2013-14

APPENDIX 2

APRIL 2013 TO DECEMBER 2013

| Code                   | Approved Annual Budget | Actual Income / Expenditure to date | Current Outturn Forecast | Variance To Budget | Variance To Budget |
|------------------------|------------------------|-------------------------------------|--------------------------|--------------------|--------------------|
|                        | £                      | £                                   | £                        | £                  | %                  |
| 85A1                   | 2,758,140              | 1,610,910                           | 2,839,334                | 81,194             | 2.9                |
| 85A3                   | 265,330                | 208,654                             | 277,330                  | 12,000             | 4.5                |
| 85A4                   | 4,879,230              | 4,219,414                           | 5,770,230                | 891,000            | 18.3               |
| 85A5                   | 5,719,880              | 0                                   | 5,607,600                | (112,280)          | (2.0)              |
| 85A6                   | 2,186,900              | 0                                   | 2,323,010                | 136,110            | 6.2                |
| 85A8                   | (18,624,000)           | (14,074,549)                        | (18,595,000)             | 29,000             | (0.2)              |
| 85B2                   | 1,934,760              | 968,088                             | 1,934,760                | 0                  | 0.0                |
| 85B4                   | 879,760                | 0                                   | (157,264)                | (1,037,024)        |                    |
| <b>Net Expenditure</b> | <b>0</b>               | <b>0</b>                            | <b>0</b>                 | <b>0</b>           |                    |
| <b>Working Balance</b> | <b>6,290,296</b>       | <b>6,290,296</b>                    | <b>6,133,032</b>         | <b>6,133,032</b>   |                    |

COUNCIL OWN BUILD SITES

| Code                               | Approved Annual Budget | Actual Income / Expenditure to date | Current Outturn Forecast | Variance To Budget | Variance To Budget |
|------------------------------------|------------------------|-------------------------------------|--------------------------|--------------------|--------------------|
|                                    | £                      | £                                   | £                        | £                  | %                  |
| H006                               | (6,260)                | (8,105)                             | (6,260)                  | (2,000)            | 31.9               |
| H007                               | (45,620)               | (39,066)                            | (43,620)                 | 4,000              | (8.8)              |
| H008                               | 7,530                  | 0                                   | 7,530                    | 0                  | 0.0                |
| H009                               | 10,280                 | 0                                   | 8,960                    | (1,320)            | (12.8)             |
| <b>Variance in Working Balance</b> | <b>34,070</b>          | <b>-</b>                            | <b>33,390</b>            | <b>(680)</b>       |                    |
| <b>Working Balance</b>             | <b>73,498</b>          | <b>73,498</b>                       | <b>106,888</b>           | <b>106,888</b>     |                    |

This page is intentionally left blank

**APPENDIX 3**

| <b>HOUSING REVENUE ACCOUNT</b>              | <b>2013-14</b>   | <b>2014-15</b>    | <b>2015-16</b>   | <b>2016-17</b>   | <b>TOTAL</b>      |
|---|------------------|-------------------|------------------|------------------|-------------------|
|   | <b>£</b>         | <b>£</b>          | <b>£</b>         | <b>£</b>         | <b>£</b>          |
| <b>CAPITAL RESOURCES AVAILABLE</b>          |                  |                   |                  |                  |                   |
| Usable Receipts Brought Forward             | 251,229          | 0                 | 0                | 0                | 1,263,927         |
| Major Repairs Reserve Brought Forward       | 1,200,000        | 500,000           | 500,000          | 350,000          | 2,269,804         |
| Other HRA Sales                             | 2,323,010        | 2,356,390         | 2,356,390        | 2,356,390        | 251,229           |
| RTB sales                                   | 5,607,600        | 6,195,200         | 4,829,774        | 6,432,733        | 2,550,000         |
| Major Repairs Reserve                       | 244,242          | 0                 | 0                | 0                | 9,392,180         |
| Revenue Contributions to Capital            | 0                | 0                 | 0                | 0                | 23,065,307        |
| External contributions from utility company | 0                | 0                 | 0                | 0                | 244,242           |
| Committed sums                              | 0                | 0                 | 0                | 0                | 0                 |
| <b>Total Resources available</b>            | <b>9,626,081</b> | <b>9,051,590</b>  | <b>7,686,164</b> | <b>9,139,123</b> | <b>39,036,689</b> |
| <b>CAPITAL PROGRAMME</b>                    |                  |                   |                  |                  |                   |
| HRA Capital Programme                       | 9,558,230        | 10,335,364        | 7,477,274        | 8,357,732        | 35,728,600        |
| Overspends / (Savings)                      | (141,000)        |                   |                  |                  | (141,000)         |
| Slippage - September                        | (1,303,769)      | 1,659,617         |                  |                  | 1,659,617         |
| Slippage - December                         |                  | 1,303,769         |                  |                  |                   |
| <b>Total Housing Revenue Account</b>        | <b>8,113,461</b> | <b>13,298,750</b> | <b>7,477,274</b> | <b>8,357,732</b> | <b>37,247,217</b> |
| <b>UNCOMMITTED CAPITAL RESOURCES:</b>       |                  |                   |                  |                  |                   |
| Usable Receipts Brought Forward             | 1,263,927        | 1,887,475         | 454,274          | 454,274          | 1,263,927         |
| Major Repairs Reserve Brought Forward       | 2,269,804        | 3,158,876         | 344,917          | 553,807          | 2,269,804         |
| Resources in Year                           | 9,626,081        | 9,051,590         | 7,686,164        | 9,139,123        | 35,502,958        |
| Less Estimated Spend                        | (8,113,461)      | (13,298,750)      | (7,477,274)      | (8,357,732)      | (37,247,217)      |
| Uncommitted Capital Resources               | 5,046,351        | 799,191           | 1,008,081        | 1,789,472        | 1,789,472         |
| <b>WORKING BALANCE RESOURCES:</b>           |                  |                   |                  |                  |                   |
| Balance Brought Forward                     | 6,290,296        | 6,133,032         | 5,346,482        | 6,219,966        | 6,290,296         |
| HRA Balance Transfer - Surplus/(Deficit)    | (157,264)        | (786,550)         | 873,484          | (429,634)        | (499,964)         |
| Balance Carried Forward                     | 6,133,032        | 5,346,482         | 6,219,966        | 5,790,332        | 5,790,332         |
| Balance Resolved to be Retained             | (3,000,000)      | (3,000,000)       | (3,000,000)      | (3,000,000)      | (3,000,000)       |
|   | 3,133,032        | 2,346,482         | 3,219,966        | 2,790,332        | 2,790,332         |
| <b>TOTAL AVAILABLE CAPITAL RESOURCES</b>    | <b>8,179,383</b> | <b>3,145,673</b>  | <b>4,228,047</b> | <b>4,579,804</b> | <b>4,579,804</b>  |

This page is intentionally left blank

2013-14  
CAPITAL MONITORING TO 31 DECEMBER 2013

|  | 2013-14 Capital Programme | 2013-14 Spend    | 2013-14 Forecast Spend | 2013-14 Budget to be Carried Forward to Future Years | 2013-14 Programme Variances Under ( ) |
|--|---------------------------|------------------|------------------------|--|---------------------------------------|
|  | £                         | £                | £                      | £  | £                                     |
| <b>HRA CAPITAL</b>                           |                           |                  |                        |  |                                       |
| <b>EVERYONE HAS A HOME</b>                   |                           |                  |                        |  |                                       |
| Z4212  | 630,000                   | 382,031          | 630,000                |  | 0                                     |
| Z4402  | 305,670                   | 217,357          | 275,670                | 30,000   | 0                                     |
| Z4502  | 389,030                   | 28,704           | 389,030                |  | 0                                     |
| Z4702  | 10,000                    | 2,937            | 10,000                 |  | 0                                     |
| Z4703  | 41,000                    | 22,961           | 41,000                 |  | 0                                     |
| Z4705  | 300,000                   | 134,502          | 300,000                |  | 0                                     |
| Z4709  | 120,960                   | 32,185           | 120,960                |  | 0                                     |
| Z4718  | 290,280                   | 88,431           | 290,280                |  | 0                                     |
| Z4719  | 2,297,830                 | 1,602,663        | 2,297,830              |  | 0                                     |
| Z4724  | 867,990                   | 677,146          | 867,990                |  | 0                                     |
| Z4740  | 86,670                    | 26,114           | 61,670                 | 25,000   | 0                                     |
| Z4741  | 50,000                    | 20,299           | 50,000                 |  | 0                                     |
| Z4742  | 302,330                   | 269,354          | 282,330                | 20,000   | 0                                     |
| Z4743  | 161,530                   | 6,989            | 86,530                 | 75,000   | 0                                     |
| Z4745  | 147,380                   | 6,058            | 27,380                 | 120,000  | 0                                     |
| Z4746  | 127,820                   | 96,399           | 127,820                |  | 0                                     |
| Z4747  | 48,690                    | 45,979           | 48,690                 |  | 0                                     |
| Z4751  | 823,560                   | 211,485          | 211,490                | 612,070  | 0                                     |
| Z4752  | 10,000                    | 0                | 10,000                 |  | 0                                     |
| Z4753  | 20,000                    | 0                | 0                      | 20,000   | 0                                     |
| Z4755  | 10,000                    | 2,328            | 10,000                 |  | 0                                     |
| Z4802  | 588,000                   | 297,589          | 560,000                |  | (28,000)                              |
| Z4901  | 413,150                   | 255,643          | 413,150                |  | 0                                     |
| Z4903  | 483,000                   | 174,243          | 370,000                |  | (113,000)                             |
| <b>HOUSING REVENUE ACCOUNT TOTAL</b>         |                           |                  |                        |  |                                       |
|  | <b>8,524,890</b>          | <b>4,601,397</b> | <b>7,481,820</b>       | <b>902,070</b>                                       | <b>(141,000)</b>                      |
| <b>COUNCIL OWN BUILD CAPITAL</b>             |                           |                  |                        |  |                                       |
| Z3214  | 50,000                    | 36,886           | 50,000                 |  | 0                                     |
| Z3215  | 309,990                   | 72,063           | 185,352                | 124,638  | 0                                     |
| Z3218  | 360,010                   | 79,282           | 222,672                | 137,338  | 0                                     |
| Z3219  | 303,000                   | 71,401           | 163,277                | 139,723  | 0                                     |
| Z3248  | 10,340                    | 0                | 10,340                 |  | 0                                     |
| <b>COUNCIL OWN BUILD TOTAL</b>               |                           |                  |                        |  |                                       |
|  | <b>1,033,340</b>          | <b>259,632</b>   | <b>631,641</b>         | <b>401,699</b>                                       | <b>0</b>                              |
| <b>OVERALL HOUSING REVENUE ACCOUNT TOTAL</b> |                           |                  |                        |  |                                       |
|  | <b>9,558,230</b>          | <b>4,861,029</b> | <b>8,113,461</b>       | <b>1,303,769</b>                                     | <b>(141,000)</b>                      |

This page is intentionally left blank

## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - COMMUNITY 4 MARCH 2014

#### BUDGET MONITORING REPORT TO 31 DECEMBER 2013

## 1. PURPOSE OF REPORT

### 1.1 REVENUE BUDGET MONITORING

This report advises Members of any material differences by management unit to the revised budget.

### 1.2 CAPITAL BUDGET MONITORING

Budget monitoring updates in respect of the Community Capital Programme are incorporated into this report, which is prepared on a quarterly basis, in order to improve financial reporting to this Committee and help to provide a more comprehensive financial update in respect of the Scrutiny Committee – Community budgets.

### 1.3 AREAS OF BUDGETARY RISK

Potential areas of budgetary risk are also highlighted in this report, so that Members are aware that certain budgets have been identified as being vulnerable to factors beyond the control of the Council, which may result in potential deviations from budget, and are therefore subject to close monitoring by officers.

## 2. REVENUE BUDGET MONITORING TO 31 DECEMBER 2013

2.1 The current forecast suggests that net expenditure for this committee will increase from the revised budget by a total of £150,910 after transfers from reserves and revenue contributions to capital, as detailed in Appendix 1. This represents a variation of 1.67% from the revised budget. This includes supplementary budgets of £19,950. Capital charges have been deducted from this to provide the total budget for management accounting purposes.

2.2 The current forecast variance represents an increase in expenditure of £150,910. The significant variances are:

| MU Code | Management Unit                         | Over / (Underspend) | Detail  |
|---------|---|---------------------|---|
| 81A1    | Environmental Protection                | 83,580              | <ul style="list-style-type: none"> <li>• Redundancy costs arising from the deletion of the posts of Environmental Health Manager and two Environmental Health Assistants.</li> </ul>  |
| 81A3    | Health & Safety, Licensing & Commercial | (14,750)            | <ul style="list-style-type: none"> <li>• Income from licensing expected to exceed the budget</li> </ul>   |
| 81A4    | Public Safety                           | 10,670              | <ul style="list-style-type: none"> <li>• Redundancy costs arising from the deletion of a Community Patroller post</li> <li>• Electricity costs expected to exceed the budget</li> <li>• Income expected to exceed the budget</li> </ul> |

|             |                                 |          |   |
|-------------|---------------------------------|----------|---|
| <b>81A6</b> | Grounds Maintenance             | 63,840   | <ul style="list-style-type: none"> <li>• Cost of dealing with illegal campers partially offset by additional income and cost savings.</li> <li>• Arboricultural costs will exceed the budget.</li> <li>• Rents received exceed the budget</li> <li>• Various savings and additional income will partially offset the overspends.</li> <li>• Area of Budgetary Risk – see paragraph 4 below</li> </ul>   |
| <b>81B2</b> | Bereavement Services            | (6,360)  | <ul style="list-style-type: none"> <li>• Income expected to exceed the budget</li> <li>• Redundancy costs arising from the deletion of the post of Bereavement Services and Cemeteries Manager.</li> </ul>  |
| <b>81C2</b> | SHS - Advisory Services         | 200,820  | <ul style="list-style-type: none"> <li>• Void and reactive repairs costs expected to exceed budget partially offset by recharge of costs.</li> <li>• Additional expenditure on homeless prevention initiatives</li> <li>• Salary budgets – savings due to vacancies</li> <li>• Projected year end figure in respect of income received from Housing Benefits and other income less previously reported. Area of Budgetary Risk – see paragraph 4 below</li> </ul> |
| <b>81C3</b> | SHS – Housing Development       | (26,220) | <ul style="list-style-type: none"> <li>• Additional consultants fee expenditure offset by a transfer from earmarked reserves and S106 income.</li> <li>• Additional income from recharge of costs for time officers spend on Housing Revenue Account related work.</li> </ul>   |
| <b>81C4</b> | Private Sector Housing          | (12,340) | <ul style="list-style-type: none"> <li>• Pay savings due to vacancy and agency</li> <li>• Income from HMO (Houses in Multiple Occupation) licences will exceed the budget.</li> </ul>   |
| <b>81D2</b> | Domestic Refuse Collection      | (35,270) | <ul style="list-style-type: none"> <li>• The cost of purchasing bins is expected to be less than the budget</li> <li>• Costs of operating the Domestic Refuse service will be less than budgeted due to the transfer of some costs to the Garden Waste Collection service.</li> </ul>   |
| <b>81D4</b> | Street Cleaning                 | (15,050) | <ul style="list-style-type: none"> <li>• The implementation of the Living Wage has a material impact in this service</li> <li>• Savings expected on agency costs and expenditure on replacing litter bins</li> </ul>  |
| <b>81D5</b> | Public Conveniences             | (13,750) | <ul style="list-style-type: none"> <li>• Reduced water costs</li> </ul>   |
| <b>81D4</b> | Cleansing Rechargeable Services | (24,500) | <ul style="list-style-type: none"> <li>• Reduced trade waste disposal costs</li> <li>• Costs of operating the Garden Waste Collection service will exceed the budget due to the transfer of some costs from the Domestic Refuse Collection service.</li> </ul>  |



|             |   |          |   |
|-------------|---|----------|---|
|             |   |          | <ul style="list-style-type: none"> <li>Income from trade recycling and trade refuse collection is expected to be less than the budget.</li> </ul>   |
| <b>81D7</b> | Exton Road Overheads and Fleet Management | (28,030) | <ul style="list-style-type: none"> <li>A refund of NNDR (National Non Domestic Rates) relating to prior years was received in Quarter 3.</li> <li>Staff vacancies will result in savings.</li> </ul>  |
| <b>81D8</b> | Recycling                                 | (5,000)  | <ul style="list-style-type: none"> <li>The implementation of the Living Wage has a material impact in this service</li> <li>Following the agreement of a new contract for the sale of some recyclates, the income from sale of recyclates is now expected to exceed the budget.</li> <li>Savings have been achieved on haulage costs</li> <li>Area of Budgetary Risk – see paragraph 4 below</li> </ul> |

### 3. CAPITAL BUDGET MONITORING TO 31 DECEMBER 2013

To report the current position in respect of the Community Capital Programme and to update Members with any anticipated cost variances, acceleration of projects or slippage of schemes into future years.

#### REVISIONS TO THE COMMUNITY CAPITAL PROGRAMME

The 2013/14 Capital Programme, including commitments brought forward from 2012/13, was last reported to Scrutiny Committee – Community on 12 November 2013. Since that meeting the following changes have been made to the programme:

| Description                                      | £                | Approval/Funding  |
|--|------------------|---|
| <b>Capital Programme, as at 12 November 2013</b> | <b>4,372,880</b> |   |
| Budget Deferred to 2014/15 & Beyond at Quarter 2 | (296,600)        | Approved by Executive 10 December 2013  |
| Overspends/(Underspends) reported at Quarter 2   | (115,770)        |   |
| Grant to the Red House Hotel                     | 165,000          | Approved by delegated powers (10 October 2013), to be funded from the 22 St Davids Hill capital receipt |
| Grant to St Petrocks                             | 10,050           |   |
| Flowerpot Skate Park Lighting                    | 35,000           | Additional budgets approved by Executive 10 December 2013   |
| Newcourt Community Centre                        | 34,900           | S106 funding  |
| Neighbourhood Parks and Local Open Spaces        | 6,000            | DCC contribution  |
| <b>Revised Capital Programme</b>                 | <b>4,211,460</b> |   |

## PERFORMANCE

The current Community Capital Programme is detailed in Appendix 2. The appendix shows a total forecast spend of £3,841,935 in 2013/14 with a further £369,340 of the programme expected to be deferred until 2014/15.

## EXPENDITURE VARIANCES

No variances or issues concerning expenditure have arisen since 30 September for this committee.

## SCHEMES WHICH MAY BE DEFERRED TO 2014/15 AND BEYOND

Schemes which have been identified since 30 September as being wholly or partly deferred to 2014/15 and beyond are:

| <b>Scheme</b>                 | <b>Revised 13/14 Budget</b> | <b>Budget to be Deferred</b> | <b>Reason</b>   |
|-------------------------------|-----------------------------|------------------------------|---|
| Flowerpot Skate Park Lighting | £35,000                     | £35,000                      | Work on this scheme will not commence until April.  |
| WHIL Empty Properties         | £194,000                    | £194,000                     | This budget is for Wessex Home Improvement Loans to assist owners to bring empty properties back into use. Whilst ECC have paid the sum over to Wessex Loans no actual loans are expected to be taken out until the new financial year. |
| The Haven                     | £250,000                    | £87,940                      | Tenders for works to this property are not due back until the end of January and therefore work on site will not commence until March.  |

## ACHIEVEMENTS

The following schemes have been completed during the third quarter of 2013/14:

- **Play Area Refurbishments**  
The Rydons Play Area is now complete and open for use, the play area at Chaucer Grove is under construction. The public consultation at Crossmead (Sylvan Heights) has been completed with development due early new year.

#### 4. AREAS OF BUDGETARY RISK

4.1 The table below identifies a number of areas that have been identified as a budgetary risk within the Community revenue and capital budgets.

4.2 The revenue budget areas of risk are:

| Budget Title  | Approved Budget | Risk  |
|---|-----------------|---|
| <b>Revenue: Parks and open spaces – cost of dealing with illegal campers</b>  | £1,665,800      | The service is bearing the cost of dealing with the influx of illegal campers in the city's parks and open spaces during the recent summer months. Expenditure in the year to date is £82,000. The cost is partially covered by additional income and cost savings, but the service is unable to fully absorb costs of this magnitude.  |
| <b>Revenue: Recycling – income from sale of recyclates</b>  | £5,750          | Income from the sale of materials and recycling credits is estimated at £937,240. This level of income is dependent on the quantities collected, the quality of the materials collected and the market price achievable for the materials. These factors are largely outside the control of the Council and can fluctuate considerably. As this is a significant source of income for the Council, it represents a budgetary risk.  |
| <b>Revenue: SHS – Advisory Services – repair costs to private Sector Leased Properties, cost of emergency temporary accommodation</b> | £1,501,010      | <p>Repair costs to private Sector Leased Properties, cost of emergency temporary accommodation and income from housing benefit</p> <p>The number of homeless cases approaching the service impacts on the budget in respect of emergency temporary accommodation.</p> <p>The council has a duty to house the homeless; if contracted accommodation is unavailable, emergency temporary accommodation will be used. High levels of usage of emergency temporary accommodation can result in the budget being exceeded.</p> |

| Budget Title | Approved Budget | Risk   |
|--------------|-----------------|--|
|              |                 | <p>A large number of Private Sector Leased properties (PSL) are used for homelessness purposes. Repairs to leased properties are the responsibility of the council. If a PSL becomes void and repairs are required to return the property to the standard required significant costs can be incurred.</p> <p>A number of clients presented as homeless can be eligible to claim Housing Benefit. Setting a budget to reflect the amount of Housing benefit anticipated to be received in a year is extremely difficult as amounts received can vary on a month to month basis.</p> <p>The fluctuations in benefit received can have a significant impact on the associated budget. Continual monitoring of the income received in respect of housing benefit ensures that officers flag material variances to budget managers and senior management and that the resulting impact on the budget is reported.</p> |

## 5. ACTION PLAN

5.1 The following actions are being undertaken to address the key areas of budgetary risk:

- Officers will review the way in which we deal with illegal campers before the summer.
- Continual monitoring of the income received in respect of housing benefit ensures that material variances are flagged to budget managers and senior management.
- Monthly reviews of all repairs ordered and expenditure made in respect of properties used in the provision of the housing the homeless are undertaken with Financial Services including monitoring against profiled budget.
- More robust and proactive approach in charging works to landlords that are their responsibility – regular meetings between managers and officers involved to agree amounts.
- Review of the robustness of procedures that ensures the recharging of costs for works that are tenant responsibility are made.
- Utilisation of existing software systems to allow control and monitoring of works orders

## 6. RECOMMENDATION

6.1 That Members of Scrutiny Committee – Community assure themselves that satisfactory actions are being undertaken by Officers to address the key areas of budgetary pressure highlighted in this report.

## ASSISTANT DIRECTOR FINANCE

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

Background papers used in compiling this report

None

SCRUTINY COMMITTEE - COMMUNITY  
BUDGET MONITORING

Appendix 1

APRIL 2013 TO DECEMBER 2013

| REVISED<br>BUDGET EXC<br>CAPITAL<br>CHARGES<br>£ | CODE  | CURRENT<br>OUTTURN<br>FORECAST<br>£ | QUARTER 3<br>FORECAST<br>VARIANCE<br>£ | QUARTER 2<br>FORECAST<br>VARIANCE<br>£ | QUARTER 1<br>FORECAST<br>VARIANCE<br>£ |
|--|---|-------------------------------------|--|--|--|
| 502,360  | 81A1  | 585,940                             | 83,580                                 | 87,430                                 | 87,430                                 |
| 388,360  | 81A3  | 373,610                             | (14,750)                               | 0                                      | 0                                      |
| 605,160  | 81A4  | 615,830                             | 10,670                                 | 10,380                                 | 17,330                                 |
| 1,681,920  | 81A6  | 1,745,760                           | 63,840                                 | 48,340                                 | 0                                      |
| 218,340  | 81B2  | 211,980                             | (6,360)                                | (3,000)                                | (6,000)                                |
| 1,501,010  | 81C2  | 1,701,830                           | 200,820                                | 19,910                                 | (24,250)                               |
| 210,330  | 81C3  | 184,110                             | (26,220)                               | 21,140                                 | (58,250)                               |
| 250,970  | 81C4  | 238,630                             | (12,340)                               | (4,700)                                | (5,000)                                |
| 82,710   | 81C5  | 82,710                              | 0                                      | 0                                      | 0                                      |
| 0  | 81C7  | 0                                   | 0                                      | 0                                      | 0                                      |
| 1,736,330  | 81D2  | 1,701,060                           | (35,270)                               | 0                                      | 0                                      |
| 1,274,130  | 81D4  | 1,259,080                           | (15,050)                               | (44,150)                               | (22,500)                               |
| 375,500  | 81D5  | 361,750                             | (13,750)                               | (13,750)                               | 0                                      |
| (180,050)  | 81D6  | (204,550)                           | (24,500)                               | (54,000)                               | 0                                      |
| 357,750  | 81D7  | 329,720                             | (28,030)                               | 0                                      | 4,000                                  |
| 5,750  | 81D8  | 750                                 | (5,000)                                | 17,500                                 | 7,000                                  |
| <b>9,010,570</b>                                 | <b>NET EXPENDITURE</b>  | <b>9,188,210</b>                    | <b>177,640</b>                         | <b>85,100</b>                          | <b>45,260</b>                          |
|  | <b>VARIANCES ON TRANSFERS TO / (FROM) EARMARKED RESERVES</b>                              |                                     |  |  |  |
|  | 81C3 - SHS - HOUSING DEVELOPMENT  | (22,930)                            |  |  |  |
|  | 81A3 - LICENSING, FOOD, HEALTH & SAFETY   | (3,800)                             |  |  |  |
|  | <b>OVERALL FORECAST EXPENDITURE FOR THE YEAR AFTER MOVEMENTS<br/>TO / (FROM) RESERVES</b> | <b>9,161,480</b>                    |  |  |  |
|  | <b>REVISED BUDGETS</b>  | <b>9,010,570</b>                    |  |  |  |
|  | <b>ADJUSTED OUTTURN VARIANCE</b>  | <b>150,910</b>                      |  |  |  |

This page is intentionally left blank

2013/14  
CAPITAL MONITORING TO 31 DECEMBER 2013

|  | 2013/14<br>Spend to 31<br>December | 2013/14 Forecast<br>Spend | 2013/14 Budget to be<br>Carried Forward to<br>2014/15 and Beyond | 2013/14<br>Programme<br>Variances<br>Under ( ) |
|--|------------------------------------|---------------------------|--|--|
|  | £                                  | £                         | £  | £  |
| <b>COMMUNITY &amp; ENVIRONMENT</b>                     |                                    |                           |  |  |
| <b>PROVIDE GREAT THINGS FOR ME TO SEE DO AND VISIT</b> |                                    |                           |  |  |
| Play Area Refurbishments                               | 179,087                            | 353,410                   | 10,000   | 0  |
| Parks Improvements                                     | 13,442                             | 25,170                    |  | 0  |
| Neighbourhood Parks & Local Open Spaces                | 6,800                              | 16,840                    |  | 0  |
| Replacement of Flowerpot Skate Park                    | 231,945                            | 232,530                   |  | 0  |
| Flowerpot Skate Park Lighting                          | 0                                  | 0                         | 35,000   | 0  |
| Refurbishment and Upgrade of Paddling Pools            | 121,274                            | 149,720                   |  | 0  |
| <b>IMPROVE THE ENVIRONMENT AND MY NEIGHBOURHOOD</b>    |                                    |                           |  |  |
| Public Toilet Refurbishment                            | 0                                  | 990                       |  | 0  |
| Local Authority Carbon Management Programme            | 9,203                              | 9,200                     |  | 0  |
| Improvements to Cemetery Roads & Pathways              | 0                                  | 4,000                     |  | 0  |
| <b>OTHER</b>   |                                    |                           |  |  |
| Vehicle Replacement Programme                          | 392,969                            | 430,960                   |  | 0  |

2013/14  
CAPITAL MONITORING TO 31 DECEMBER 2013

|  | 2013/14 Spend to 31 December | 2013/14 Forecast Spend | 2013/14 Budget to be Carried Forward to 2014/15 and Beyond | 2013/14 Programme Variances Under () |
|--|------------------------------|------------------------|--|--------------------------------------|
|  | £                            | £                      | £  | £                                    |
| <b>HELP ME FIND SOMEWHERE SUITABLE TO LIVE</b> |                              |                        |  |                                      |
| Disabled Facility Grants                       | 264,659                      | 339,190                |  | (530)                                |
| Warm Up Exeter/PLEA Scheme                     | 4,882                        | 168,530                |  | 0                                    |
| Renovation Grants                              | 5,527                        | 5,530                  |  | 530                                  |
| Wessex Loan Scheme                             | 334,319                      | 347,840                |  | 0                                    |
| Glencoe Capital Works                          | 172                          | 4,960                  |  | 0                                    |
| St Loyes Design Fees                           | 0                            | 45,000                 |  | 0                                    |
| Private Sector Renewal Scheme                  | 56,182                       | 224,480                |  | 0                                    |
| WHIL Empty Properties                          | 0                            | 0                      | 194,000  | 0                                    |
| The Haven                                      | 162,055                      | 162,065                | 87,940   | 5                                    |
| Temporary Accommodation Purchase               | 0                            | 300,000                |  | 0                                    |
| Grant to the Red House Hotel                   | 0                            | 165,000                |  | 0                                    |
| Grant to St Petrocks                           | 10,050                       | 10,050                 |  | 0                                    |
| <b>MAINTAIN ASSETS OF OUR CITY</b>             |                              |                        |  |                                      |
| Council Buildings - Solar Panels               | 68,748                       | 68,750                 |  | 0                                    |
| <b>COMMUNITY &amp; ENVIRONMENT TOTAL</b>       | <b>1,861,314</b>             | <b>3,064,215</b>       | <b>326,940</b>   | <b>5</b>                             |



## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE – COMMUNITY 4 March 2014

#### 2014 REVIEW OF RECYCLING PLAN (2011- 2016)

#### 1. PURPOSE OF THE REPORT

- 1.1 This report updates Scrutiny Committee Community on progress with the Recycling Plan since its approval in 2011 and seeks ongoing support from Scrutiny for recycling initiatives.

#### 2. BACKGROUND

- 2.1 Exeter City Council is the Waste Collection Authority (WCA) for Exeter and has responsibility to arrange and manage recycling and composting programmes for household waste collected in Exeter. The avoided disposal cost of material diverted from landfill by or through the recycling activities of the City Council is claimed as a recycling credit from Devon County Council (DCC) as the Waste Disposal Authority (WDA).
- 2.2 During 2013/14 just over £530,000 is forecast to be claimed from the WDA for recycling of materials carried out directly by the City Council. This income will be used to support the costs of recycling and waste activities.

#### 3. RECYCLING RATE & WASTE ARISING

- 3.1 Exeter's recycling rate is projected to remain similar to the previous year. The overall quantity of waste collected has not increased despite continued growth in Exeter's population. This indicates that the trend towards reduced waste, explained by the economic downturn, continues.

| Year    | ECC Recycling & Compost rate % |
|---------|--------------------------------|
| 2006/7  | 33.86                          |
| 2007/8  | *35.81                         |
| 2008/9  | *36.2                          |
| 2009/10 | *36.2                          |
| 2010/11 | *36.9                          |
| 2011/12 | *36.2                          |
| 2012/13 | 34.9                           |
| 2013/14 | 35 (estimated)                 |

*\*From Waste Data Flow – this varies slightly from the DAWWRC statistics due to different accounting systems for the MRF stockpile.*

#### Targets

- 3.2 There are currently no local recycling targets, but the UK as a whole is committed to achieving a 50% recycling rate by 2020 as set out in the EU revised Waste Framework Directive 2010. In addition the Municipal Waste

Management Strategy for Devon sets targets of 60% by 2020 and 65% by 2025.

- 3.3 Exeter's contribution to achieving this is a local aspiration target of 39% by 2014/15 (Table 2below).

**Table: Recycling Plan Target for % of Household Waste Recycled**

|               | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 |
|---------------|---------|---------|---------|---------|---------|
| <b>Target</b> | 37      | 37.5%   | 38%     | 39%     | 40%     |

- 3.4 The system of using National Indicators (NI) to report waste statistics became obsolete on 1<sup>st</sup> April 2011, although some NI's remain for other areas of local government. Waste NI's were used to record the percentage of household waste sent for reuse/recycling/composting (NI192) and the weight of residual waste (kg per household - NI 192). These statistics are still available through Waste Data Flow and continue to provide a useful tool to LA's to monitor their progress at a local level.
- 3.5 The key reasons for the reduction in kerbside dry recycling tonnages over the last few years include:
- **'Light weighting' of packages** - all packaging companies are aiming to reduce their carbon footprint and one way this can be achieved is to make the packaging lighter. This saves money and carbon on transport as well as production costs.
  - **Paper** represents about 60% of the total tonnage sent for recycling. There has been a strong downward trend for paper tonnages during the last three years. This could be due to increasing preference for internet news format over print, and a reduction in the purchasing of magazines, newspapers, etc. due to the economic downturn.
  - **Waste Minimisation** – the effectiveness of both national and the local 'Don't let Devon go to waste' awareness campaigns to encourage reduction of all types of waste are having impact. However, there is still an ongoing need to advise residents of what materials can be recycled and the benefits to the environment and society in so doing.

### **Recycling centres**

- 3.6 Devon County Council's recycling centres continue to recover a high percentage of waste brought in by the public. To date recycling rates exceed 80% at both the Exton Rd and Pinbrook Rd sites.

### **Potential to improve recycling rates**

- 3.7 The analysis of Exeter's residual waste, which took place in April 2012, gives some guidance on where improvements in waste reduction and recycling could be achieved.
- 3.8 Food waste accounts for 35% (by weight) of household waste sent to landfill. In other Devon districts where food waste is collected as a separate material

every week, the food waste proportion is between 15% (East Devon) and 23% (West Devon). A well-used food waste collection can add several percentage points to a council's recycling rate.

- 3.9 More than a third of the household waste currently sent to landfill could, if properly separated, be dealt with using the Council's existing 'Recycle from Home' scheme, recycling banks or the garden waste service. Therefore, increasing participation in existing schemes could be effective if appropriate education and enforcement resources were available.

#### **4. SCHEME AND COMMUNICATION UPDATES**

##### **Kerbside**

- 4.1 Kerbside recycling continues to be available to all households in Exeter. Wheeled bins, boxes and bags for recycling are available on request; households that are high recyclers may request additional receptacles.

##### **Garden Waste Collection Scheme**

- 4.2 The number of customers joining the Garden Waste Scheme continues to rise (See Table 3below)

| <b>Table 3: Garden waste customer base</b> |   |
|--|---|
| <b>Year</b>                                | <b>Number of households hiring bins</b> |
| <b>04/05</b>                               | <b>2385</b>                             |
| <b>06/07</b>                               | <b>4760</b>                             |
| <b>08/09</b>                               | <b>6309</b>                             |
| <b>10/11</b>                               | <b>7020</b>                             |
| <b>11/12</b>                               | <b>7151</b>                             |
| <b>12/13</b>                               | <b>7597</b>                             |
| <b>13/14</b>                               | <b>7885</b>                             |

- 4.3 A further 773 customers subscribe to the service using compostable sacks.
- 4.4 In 2013, garden waste customers were able to renew their subscriptions online via the Council's web site, and this was the option used by over half our customers.
- 4.5 A review of garden waste collection rounds took place in 2012/13. As a result, more than 90% of customers have their garden waste collected on the same day as their green or grey bin, making it easier to remember their collection day. The review also reduced vehicle mileage and collection costs for the 2013 collection season.

##### **Compost bin sales**

- 4.6 The sale of cost-price home composting bins continues to slow down as the city approaches saturation point. However, two one-day composting bin sales took place during spring 2013, accompanied by an advert and editorial coverage in the Express and Echo during May. Sales from this promotion came to 49 with the majority being larger units sold. From April 2013 to date

147 units have been sold, showing that we are on target to sell more than the previous years, 151 units.

- 4.7 To encourage more of a take up on home compost bins, garden waste customers have been offered the opportunity to purchase up to 2 compost bins at a cost of £3 each, collected.

#### **Trade recycling service**

- 4.8 The trade waste recycling service has around 500 customers, but has dropped by 30 over the last 12 months. About 400 tonnes of good quality recycling is collected per annum; 65% is card, 25% paper and 10% plastic which is processed through the MRF and bulked up with the kerbside collected materials for sale to re-processors. 10% by weight of material collected from our trade customers is recycled. The service has been extended to now collect mixed recycling and separate mixed glass collections, both of which are expected to increase the customer base and the tonnage recycled.

#### **Bring banks**

- 4.9 The removal of duplicate materials collected from kerbside and banks has been in operation for over two years now. Plastic/can banks and the paper banks were removed from the smaller sites as these materials are collected from the kerbside city wide. Paper banks are retained at larger sites such as supermarkets.
- 4.10 There is a full range of glass banks at over 70 sites throughout the city as glass is not collected co-mingled with other recyclates. With the exception of book, textile and shoe banks (and small glass banks in difficult-to-access locations), all are serviced by the Council. At 18 of the 70 bottle bank sites, smaller 1100-litre banks are used due to restrictions on space and vehicular access. The arrangement for emptying these banks was taken in-house in May 2013, using the council's existing resources. The recycling team continue to review the service and adjust where required. Currently permission is being sort to add a site close to B & Q, Iceland and Lidl in Alphington.
- 4.11 Waste Electrical and Electronic Equipment (WEEE) bring banks for small electrical appliances (e.g. hair-dryers, electric toothbrushes) have been installed at four of the major supermarket sites. These are serviced by an external company, who are happy with the current use but are not in a position to extend the provision to more sites at present.

#### **Schools and students**

- 4.12 A free recycling service continues to be offered to all schools within Exeter. In addition to the actual collection of materials, the Council also provides an educational support service to all participating schools and colleges, including education visits and targeted communications and use of the MRF training room.
- 4.13 The Green Team initiative set up in partnership with the Express and Echo and Gregory Distribution Company has proven to be a successful way of

engaging school-children and it has sponsorship for a further year. The successful Green Team awards were held in October 2012, attended by over 200 students and staff. This year's awards were held on 11 February 2014. The event has been paid for by sponsorship from Express and Echo, Gregory Distribution, Waitrose, Stage Coach and Western Power Distribution and a grant from The Exeter Board fund.

- 4.14 The Recycling Department continues to work with the University's Community Liaison Officer in developing better tailored information for students about refuse and recycling collection. Currently staff are in discussion with DCC Waste staff to see how best resources can be combined to improve communication and then better recycling rates at the University and college in Exeter.

### **Third Party recycling and material buy in**

- 4.15 Charities, community and voluntary groups continue to collect a significant amount of recyclable materials in the City every year. In 2012/13 this was a total 994 tonnes, representing 8% of all material collected for recycling. The Council continues to purchase such material directly from groups and also pays recycling credits to reflect the saving in disposal costs. Like other recycling schemes, this figure has dropped over the last year due to likely factors such as 'light weighting' of packaging and a decline in newspaper readership.

### **Communications and events**

- 4.16 Communicating the message on recycling and waste minimisation to residents and businesses is an important tool to engender changed behaviour – some of the proposed and completed projects include:

- **Public attitudes to recycling** - the door-knocking campaign about attitudes to recycling was completed in the summer 2012, and is still in use to inform how best to communicate with the residents of Exeter.
- **Clinical waste contamination** - continues to be a problem at the MRF with sharps boxes and syringes appearing in recycled waste; there is on-going work with health colleagues and other organisations to change behaviour and encourage correct to dispose of clinical waste.
- **Fridge calendars** - a city-wide mail out to all household with address specific rubbish and recycling calendar and what to recycling leaflet will commence at the start of March 2014.
- **Events** - such as compost giveaways, Real Nappy Campaign, Recycling Week and MRF tours all contribute to the continuing efforts to inform and promote recycling for residents in Exeter. These have been reduced to the bare minimum as the recycling team has reduced in numbers.
- **Channel shift** - visits to the ECC web site now outnumber telephone calls by around two to one. Developing the web site enables us to improve the

accessibility of the service. For example, as well as renewing their garden waste subscriptions online, residents are able to request new containers and report a missed collection and receive an instant response to the enquiry based on our real-time waste collection data. During episodes of severe weather, householders can also visit [www.exeter.gov.uk/snow](http://www.exeter.gov.uk/snow) to check whether their bin collection in street has been affected.

## **5. MAIN ACTIONS FOR 2014/15 & BEYOND**

5.1 The key areas that will be focussed on for 2014/15 and beyond are to:

- strive to at least maintain the recycling rate as the economic climate continues to affect purchasing choices and companies strive to reduce the weight of their packaging;
- continue to address and reduce the clinical waste contamination in the MRF, to reduce stoppages and down-time;
- working more closely with our colleagues in DCC Waste to better encourage waste minimisation reducing the amount of waste being produced, and focus on reducing the larger fractions in landfill waste, especially food waste;
- widen the brief of the waste management supervisors to better assist crews in recycle contamination issues, and waste reduction projects;
- smarter marketing – a city wide mail out of the rubbish and recycling calendar will have an updated rubbish and recycling leaflet reminding residents of all items that can be recycled;
- examining the use of new social media to target ‘hard to get to groups’ and encourage greater recycling, e.g. students;
- to reassure residents that material is sent to reputable processors, we will promote the ‘End Destination Charter’ on recycling;
- ending the free Saturday bulk collections reducing the huge amount of waste to landfill and diverting the materials to other waste stream such as reuse or recycling;
- in order to retain resident confidence with the recycling system it is important to maintain service standards –reliability of collections, responding promptly to ‘our fault’ missed collections, providing new or replacement recycling receptacles promptly;
- base education drives on sound information from surveys and collection data including using the information from the residual waste survey;
- by careful monitoring of bring-site yields, optimise site locations and raise local residents’ awareness in a targeted way where yields are below the expected norm;
- work closely with Housing Services to overcome barriers to recycling in a number of our blocks of flats, by reviewing collection and storage points, providing micro bottle-banks, and engaging with tenants to understand their particular issues;
- in collaboration with DCC Waste, work with the University and Guild to improve recycling with our student population.

**6. RECOMMENDATIONS:**

- 1) That Scrutiny Committee Community note the progress that the Council has made to date in implementing the Recycling Plan 2011-16;
- 2) That Scrutiny Committee Community support the ongoing actions planned for 2014 that are described in this report;

ASSISTANT DIRECTOR ENVIRONMENT

**ENVIRONMENT DIRECTORATE**

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

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

This page is intentionally left blank



## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE – COMMUNITY

4 MARCH 2014

#### DOG ENFORCEMENT AT BELMONT PARK

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

- 1.1 To advise Members of the enforcement options available to help deter future dog attacks at Belmont Park.

##### **2 BACKGROUND**

- 2.1 During August 2013 Staffordshire Bull Terrier attacked and killed a Yorkshire Terrier in Belmont Park. Both dogs were off their lead, which is permitted at this site.
- 2.2 The Bull Terrier was detained by the Police and subsequently destroyed.
- 2.3 Following the attack, the Portfolio Holder and Officers considered what immediate action would be proportionate to this serious, although isolated, incident.
- 2.4 Excluding dogs from the park, or insisting that dogs must be on leads, were both thought to be reactionary measures, detrimental to the vast majority of dog owners who used the park to exercise their dogs in a controlled and responsible way.
- 2.5 The Council's Street Scene Enforcement Officer and Community Patrollers were assigned to make regular random visits to Belmont Park. Their remit being to observe dog behaviour, advise dog owners of their responsibility to keep their animal under control where necessary and provide visual reassurance to other park users.
- 2.6 In January 2014 a Jack Russell was attacked by a Staffordshire Bull Terrier. The dog was injured and the owner was hospitalised after being bitten whilst trying to protect her pet.
- 2.7 The owner of the Staffordshire Bull Terrier handed himself into the Police and has arranged for the dog to be put down.
- 2.8 The Portfolio Holder and Officers met again to discuss this second incident considered the options available to deter a future dog attack. Belmont Park is currently covered by the Dogs on Leads By Direction (Exeter) Order 2006 which enables authorised Council Officers to insist a dog is put on a lead if deemed to be causing a nuisance or distress to others. Failure to do so can result in a £75 fixed penalty notice or a fine on summary conviction to a maximum of £1,000
- 2.9 A number of other parks (St Thomas Pleasure Ground, Northernhay Gardens, Bury Meadow and Pines Gardens) are subject to the Dogs On Leads (Exeter) Order 2006 which requires dogs to be on leads at all times whilst in the park. The penalties for failing to comply are as above.

- 2.10 Officers considered that an insistence for dogs to be on leads could be unpopular with dog owners living near the park as the nearest alternative green space for exercising their pets would be some distance away at Heavitree Pleasure Ground.
- 2.11 The Council is not able to commit resources to patrol Belmont Park on a permanent basis but instead is reliant on regular, random, high visibility patrols being both a deterrent to those exercising their dogs irresponsibly and a reassurance to the vast majority of genuine park users.
- 2.12 Soon after the second attack, the Portfolio Holder attended a meeting of Newtown Residents Association to gauge local opinion on the dog enforcement options. The overwhelming view was that dogs should continue to be permitted off the lead in Belmont Park.
- 2.13 A further meeting was held with the Portfolio Holder, Officers and the local Police Inspector which resulted in the deployment of the shared Community Safety Partnership mobile CCTV camera at Belmont Park. This will be used to further observe dog behaviour issues and to deter irresponsible owners from allowing their dogs to become out of control.

### **3 PROPOSAL**

- 3.1 As a result, it is proposed to continue to allow dogs to be exercised off the lead in Belmont Park but to maintain CCTV coverage, in the short term, to compliment the ongoing high visibility patrols by Council staff.

### **4. RESOURCE IMPLICATIONS**

- 4.1 Existing staff resources will be utilised.

### **5 RECOMMENDED**

- (1) That Members note the report.

SARAH WARD  
Assistant Director Public Realm

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

None