

EXECUTIVE

Date: Tuesday 6 December 2016
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 Sarah Selway, Democratic Services Manager (Committees) on 01392 265275.

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

Membership -

Councillors Edwards (Chair), Bialyk, Bull, Denham, Hannaford, Leadbetter, Morse, Owen, Pearson and Sutton

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 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.

3 Local Government (Access to Information) Act 1985 - Exclusion of Press and Public

RESOLVED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of item 15 on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Part I, Schedule 12A of the Act.

4 Leisure Complex and Bus Station Programme Board Minutes - 7 November 2016

To receive the minutes of the Leisure Complex and Bus Station Programme Board Minutes - 7 November 2016. (Pages 5 - 10)

5 Members Allowances 2017/18

To consider the report of the Independent Remuneration Panel. (Pages 11 - 16)

6 The Syrian Resettlement Scheme

To consider the report of the Assistant Director Customer Access. (Pages 17 - 20)

7 Amendment to the Pension Age local Council Tax Support Scheme for 2017-18

To consider the report of the Assistant Director Customer Access. (Pages 21 - 24)

8 Capital Monitoring Statement to 30 September 2016

To consider the report of the Assistant Director Finance. (Pages 25 - 44)

Corporate Services Scrutiny Committee considered the report at its meeting on 24 November 2016 and its comments will be reported.

9 Overview of the Revenue Budget 2016/17

To consider the report of the Assistant Director Finance. (Pages 45 - 58)

Corporate Services Scrutiny Committee considered the report at its meeting on 24 November 2016 and its comments will be reported.

10 **Treasury Management - Half Year Update 2016/17**

To consider the report of the Assistant Director Finance.

(Pages 59
- 66)

Corporate Services Scrutiny Committee considered the report at its meeting on 24 November 2016 and its comments will be reported.

11 **Equality and Diversity Policy**

To consider the report of the Corporate Manager Policy, Communications and Community Engagement.

(Pages 67
- 84)

Corporate Services Scrutiny Committee considered the report at its meeting on 24 November 2016 and its comments will be reported.

12 **Exeter City Council Health and Safety Policy**

To consider the report of the Assistant Director Environment.

(Pages 85
- 102)

Corporate Services Scrutiny Committee considered the report at its meeting on 24 November 2016 and its comments will be reported.

13 **Agile Working in Public Realm**

To consider the report of the Assistant Director Public Realm.

(Pages
103 - 108)

14 **Delivering the Parking Strategy: Tariffs, Designations and Permits - Addition**

To consider the report Assistant Director Public Realm.

(Pages
109 - 112)

Part II: Item suggested for discussion with the press and public excluded

No representations have been received in respect of the following items in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

15 **Proposals for Restructuring Senior Management**

To consider the report of the Chief Executive & Growth Director.

(Pages
113 – 152)

Date of Next Meeting

The next scheduled meeting of the Executive will be held on **Tuesday 10 January 2017** 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.

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LEISURE COMPLEX AND BUS STATION PROGRAMME BOARD

Monday 7 November 2016

Present:-

Councillor Bialyk (Chair)
Councillors Denham, Edwards, Gottschalk and Prowse

Apologies:-

Councillor Wardle

Also Present

Chief Executive & Growth Director, Deputy Chief Executive, Client Lead (Build) and Democratic Services Officer (Committees) (SLS)

Justin Pickford - Baker Ruff Hannon
Iain McNeill - WSP Group Limited
James Halse - Arcadis Design and Consultancy
Rob Sims - Communications Consultant

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MINUTES

The minutes of the meeting held on 12 September 2016 were signed by the Chair as a correct record.

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DECLARATIONS OF INTEREST

Members made no declarations of interest.

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INTERIM BUS STATION UPDATE

Justin Pickford and Ian McNeill attended the meeting to present the latest detail of the Interim Bus Station arrangements for Members' information.

Justin Pickford referred to the meeting of the Board on 12 July 2016 when the detailed design, procurement and implementation of the proposed Interim Bus Station arrangements were approved. He reminded Members of the bus related matters which would be provided during the period of construction, to include a minimum number of bus stands and stops as part of a mixed design solution to provide shelter and protection from the weather, information for passengers, as well as driver welfare and bus operator facilities including office accommodation.

The preparation for the installation of the new temporary bus shelters to be used whilst the Bus Station was being developed would start to appear in the city centre on Paris Street, Sidwell Street and Southernhay from mid-January, but they would not be in use until the end of March when the Bus Station was due to close. A comprehensive communications exercise would provide key information and help to manage the public's expectations in the run up and also during the initial period of use. As part of the effort to ensure that the public had the necessary information, two large display boards would provide colour coded detail to show the reallocation of the existing bus station bays to the temporary stands. These would be located at

the top of Paris Street opposite John Lewis and also in Princesshay. Representatives of Stagecoach and Exeter City Council were continuing their discussion over the solution for the back of house facilities for the current operator, but it was likely that some of Stagecoach's operations may be located within the Civic Centre during the interim period. Members were reminded that it was anticipated that the interim bus station arrangements would be in place for approximately two years, whilst the Bus Station site was redeveloped.

Iain McNeill recalled the reasoning behind the approach in providing temporary bus stops in Sidwell Street North, Paris Street and Southernhay and presented an update of the interim arrangements which included:-

- 7 stands on Sidwell Street North
- 5 stands on Sidwell Street South
- 5 stands on Paris Street
- 4 stands on Cheeke Street
- layover at various times on Red Lion Lane, Verney Street,
- Bampfylde Street, Paris Street, Summerland Street and Sidwell Street (13 Spaces)

The provision would provide flexibility to Stagecoach in the allocation of services to stands and routing generally around the city. He referred to a meeting of Devon County Council's Exeter Highways and Traffic Orders Committee (HATOC) which was due to take place on 14 November. Members of that Committee would be asked to approve the introduction of a number of temporary traffic restrictions to support the temporary transfer of bus services from the Bus Station, as well as various temporary traffic restrictions, as required, and instigate the changes required for the displaced parking around the Southernhay area. It was likely that Devon County Council would appoint the highway contractor within the next week or two. Provision to obtain permission to work on the highway network had to be obtained to ensure the contractor team was in place to commence work in the New Year. Iain McNeill confirmed that the work would take place in three stages with Phase 1 - Paris Street remaining open; Phase 2 - and the closure of through traffic, followed by Stage 3 - to reinstate the highway as deemed appropriate. It was also proposed that the traffic flow changes to the vehicle access arrangements for the car parks, Princesshay Car Park 1 and also Broadwalk House would change. This was to reduce the possibility of cars queuing in Paris Street and enhance the opportunity for exiting onto the wider traffic network.

Iain McNeill outlined the timeline and need to vacate the Bus Station site for the new build Bus Station project by 30 March 2017 -

- the temporary facilities were required to be in place prior to 30 March 2017
- to enable the relocation of the buses into the temporary facilities for the timeline, the highways alteration works in Sidwell Street and Paris Street are likely to commence 9 January 2017, with the works to Southernhay commencing January / February 2017
- the interim arrangements would need to be in place until the new Bus Station was completed and open to the public, (currently scheduled for December 2018)
- areas subject to the highways remodelling to create the interim arrangements would be returned to their current layout, circa January – March 2019

There had been ongoing discussions with National Express, Megabus, and Stagecoach and Devon County Council regarding a city centre location for dropping

off and boarding of long distance coaches, with Sidwell Street presenting the most appropriate interim solution. There would be three coach stands, with covered shelter for approximately 40 passengers and their luggage on Bampfylde Street. He also referred to the parking for visiting touring coaches with parking spaces on South Street as well as at Haven Banks.

The team would continue to progress the development and implementation of the arrangements, including:

- to finalise the detailed design solution in Sidwell Street with information from trial holes for the siting of the bus shelters;
- continue to consult with accessibility groups;
- continue consulting with the Bus Users Group, Stagecoach and a range of stakeholders;
- conclude the provision of suitable bus operator and driver welfare facilities;
- finalise the appointment of the Highways contractor and start date
- implement the works, and
- continue to coordinate with the Communications Team at Exeter City Council.

A Member referred to the forthcoming HATOC meeting and a report which had identified the estimated costs of the works to be £80,000. He also referred to the removal of parking bays in Sidwell Street and South Street and was concerned over the lost revenue to the Council. The Deputy Chief Executive confirmed that the cost of £80,000 is for the highways works, with the total forecast cost for all matters in connection with the interim arrangements being £400,000.

The Member also referred to the need for any works to the pavement around the John Lewis store, stating that he hoped any such cost could be minimised when New North Road was opened to inbound traffic. Iain McNeill advised that the plan was to follow the existing curb line to avoid any unnecessary cost.

Members noted the latest report on the interim arrangements for bus travel whilst the new Bus Station site was being developed as well as the status of the project which remained on target and on budget.

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COMMUNICATIONS STRATEGY

Rob Sims presented the detail of the Communication Strategy for the Interim Bus Station arrangements. (A copy of which is attached to the minutes)

He circulated a copy of the Communications Strategy and set out the

- aims and objectives
- strategy
- communication channels and
- timetable

The Strategy would help to ensure that people were aware of the timescale and arrangements for the temporary bus arrangements ahead of, and during the closure of Exeter Bus Station, which would take place at the end of March 2017, and that Exeter was seen as being open for business during this period.

Work in respect of communicating the detail of interim arrangements was progressing well and to the agreed timetable. The City Council's Communications team continued to work with Stagecoach, the Bus Users Group, a range of

passenger groups and stakeholders to ensure that the information reached those who used the Bus Station and highlight the changes to an audience on a Devon wide scale.

The team would use a number of ways to inform people including:-

- social media, and a series of short videos will be produced which had the potential to be shared with many people and boosted on Facebook and Twitter to spread the message to a wide range of people.
- media releases would continue to be made at regular opportunities and direct contact made with the Express & Echo, radio and also trade press.
- the Exeter Citizen was due to be published on 20 November and would contain all the detail of the interim arrangement.
- weekly email bulletins were already sent to over 8,130 subscribers of the Council's GovDelivery service.
- a letter drop will be made to all businesses and residents in the affected area of Sidwell Street and to businesses in Southernhay.
- a leaflet will also be produced for passengers in conjunction with Stagecoach, and include a map and full details, including a colour coded key to the temporary bus stands. The leaflets will also be distributed at prominent locations in the city including the Bus Station, the Civic Centre, train stations, the RD&E Hospital and available in the public areas of larger retailers such as John Lewis and Marks and Spencer.
- larger employers and business groups such as the Exeter Chamber of Commerce will also be targeted to spread the information, and
- businesses and stakeholders will receive a face to face visit from the communications team, as well as have a dedicated contact.

A series of engagement days at the Bus Station have been planned in January and also between February and March, as part of an intensive eight week media campaign of awareness. It was important to ensure that the message about the arrangements were clear, particularly when there was a time lapse between the placement of the bus shelters and the temporary stops actually becoming operational.

A Member congratulated the Communications team on an excellent piece of work so far and was pleased that every effort had been made to ensure the right information would be available for the public and local businesses. Rob Sims responded to the Member's question and confirmed that he had met with representatives of Stagecoach and they had been fully engaged in all of the arrangements. He had also briefed senior Princesshay staff and the city centre's Business Improvement District representatives.

The Chair referred to the opportunity for the public to ask questions or attend the meeting and he was delighted to advise that he had received a number of questions by email from Keith Lewis of the Exeter Civic Society. He had been unable to attend a recent Accessibility Group meeting, but had sent in some questions, and it was felt appropriate to answer these at the Programme Board.

Questions received from Keith Lewis: - (Responses in italics below)

- 1) You will know that my main concern are adequate protected width within the bus station concourse for non-bus-users to pass through the bus station, and to enable this, that queue management processes are put in place to discourage bus – users blocking the route. *R - James Halse confirmed that a further meeting with the project's engineers, ARUP, had been arranged to discuss the*

final layout for the concourse and the provision of a segregated area to help passenger queue management.

- 2) There is a pedestrian priority across all of the neighbouring streets to allow people to move from transport modes and to access the bus station. Can it be established who will be responsible for this – Exeter City Council, Devon County Council Crown Estates R - *James Halse confirmed that the off-site works would be overseen by Crown Estates.*
- 3) It also became apparent that at the end of the last Programme Board meeting, that with Crown Estates' development likely to complete well after the new Bus Station, that the main access to the Bus Station for most passengers will be via Sidwell Street. What will Exeter City Council, Devon County Council and Crown Estates do to improve the upper part of Cheeke Street pavements and to install appropriate signage when the Bus Station opens for business? R - *James Halse confirmed that the necessary signage would be in place.*

It was also noted that the minutes of the Leisure Complex and Bus Station Programme Board were available on the City Council's web site.

The Chair also referred to an email received from Bob Crawley from the Bus Users Group over access to the Bus Station. It was noted that Howard Smith (Planning Officer) had replied directly to him and included detail on the cycle routes to deter any such route through the Bus Station.

Members approved the Communications Strategy.

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DATE OF NEXT MEETING

It was noted that the date of the next meeting would be Wednesday 25 January meeting at 5.30pm in the Civic Centre.

(The meeting commenced at 6.00 pm and closed at 7.15 pm)

Chair

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REPORT TO EXECUTIVE

Date of meeting 6 December 2016

Report of the Independent Remuneration Panel on Members' Allowances

Title:- MEMBERS' ALLOWANCES 2017/18

Is this a key decision

No

Is this an Executive or Council function?

Council

1 What is the report about?

To consider the level of Members' Allowances for 2017/18.

2 Recommendation

That the following recommendations be made to Council in respect of the Exeter City Council Members' Allowances for 2017/18. That:-

- 1) the basic structure and principles of the current Members' Allowances scheme be retained for 2017/18;
- 2) the principle that any Member qualifying for more than one Special Responsibility Allowance is paid the higher allowance only, should be retained;
- 3) the Councillors' Basic and Special Responsibility Allowances including the Lord Mayor and Deputy Lord Mayor's Expenses Allowances should continue to be linked and updated in line with the Local Government Employers (LGE) staff pay award for the previous year (a 1% increase in the annual Local staff pay award was awarded by the Employers side for staff above spinal column 18 in 2016/17 and 2017/18);
- 4) Travel and Subsistence allowances available for staff continue to apply to Exeter City Councillors, where appropriate;
- 5) the current Dependants' Carers' Allowance scheme be maintained, with the continuation of the level of allowance matching the Living Wage of £8.25 per hour or part of (retaining the uplift of the standard rate of income tax to £9.91);
- 6) the sum of £50 be paid to the Independent Persons affiliated to the Audit and Governance Committee for up to four hours work, and £100 for four hours and over, payable to each of the two Independent Persons (up to a maximum of £500 per person in any one year) be retained, and
- 7) following the recent resignation of one of the Panel Members, that approval be requested to embark on a recruitment exercise to identify a replacement from the voluntary sector.

3 Reasons for the recommendations

- 3.1 The Local Authorities (Members' Allowances) (England) Regulations 2001 and 2003 require Councils to establish and maintain an Independent Remuneration Panel to review and provide advice to the local authority on its scheme of Members' Allowances and in particular to recommend the allowance to be paid to Members.

4 What are the resource implications including non financial resources

- 4.1 The budget for the scheme of allowances in 2017/18 totals £316,250 and this has been included in the estimates for 2017/18. If the suggestion of a 1% increase is approved, the projected maximum cost of the proposed Allowances scheme for 2017/18 is £319,440 which represents an increase of £3,190.

5 Section 151 Officer Comments

- 5.1 The medium term financial plan makes an allowance for a rise in Members' expenses, which has already been built into the proposed budgets for the next financial year.

6 What are the legal aspects?

- 6.1 The Local Authorities (Members' Allowances) (England) Regulations 2001 and 2003 require Councils to establish and maintain an Independent Remuneration Panel to provide the local authority with advice on its scheme of Members' Allowances and recommend the amounts to be paid.

7 Monitoring Officer's comments

- 7.1 There are no issues for the Monitoring Officer.

8 Report details

- 8.1 The City Council has an established Independent Remuneration Panel, and remuneration scheme, which provides for a reasonable recompense for the time, commitment and duties involved, in being a Councillor. This allows for an element of public service and also reflects the level of time which the average Councillor spends on casework, local community work and other Council work.
- 8.2 This Council's Independent Remuneration Panel, comprised of four representatives drawn from the business and voluntary sector, last met in November 2015, and its recommendations for the 2016/17 allowance scheme were considered by the Executive and approved by Council in December 2015.
- 8.3 An increase of 9.28% in the remuneration paid to Exeter City Councillors was made at that time, as in the Panel's opinion:-
- Exeter's allowance scheme had fallen in comparison with other benchmarked authorities;
 - Exeter Members had an increased partnership and collaborative working requirement when compared with their counterparts in neighbouring authorities;
 - The impact of the boundary changes which had led to larger geographical areas for the majority of the City wards; and

- The levels of growth taking place outside of the city boundaries, which would have an impact on the services provided by the City Council and the need for the city councillors to take this into account when considering service provision.
- 8.3 The relevant legislation allows for a Scheme of Members' Allowances to make provision for an annual adjustment in the level of allowances by reference to an index. The Executive is reminded that in previous years, the level of allowances has been increased in line with the previous year's staff pay award.
- 8.4 Bearing in mind the staff pay award for 2016/17 being set at 1%, and that there had been no other material issues to take into consideration, the Panel agreed that it was unnecessary to hold a Panel meeting in consideration of the 2017/18 Members Allowances Scheme.
- 8.5 In drawing up its recommendation, the Panel was mindful of the continuing constraints faced by all local authorities and in particular the Council's current financial position, as well as:-
- Insufficient time having passed to fully ascertain whether the recent changes in the Exeter City Council electoral wards from 18 to 13 wards, had significantly increased the workload of Councillors;
 - The on-going discussions regarding greater partnership working with neighbouring authorities which meant that the level of any additional workload had not yet been established for Members.
- 8.6 To this end, the Panel suggested that Members keep a record of their workload over the coming months, so that a comparator could be made when it is considering any recommendations in relation to the 2018/19 Members' Allowances Scheme.
- 8.7 Its recommendation would therefore be for an increase which would mirror that of the staff pay award, with all allowances being increased by 1% for 2017/18.
- 8.8 It also wished to reaffirm its commitment to the usual convention of the indexing of the Members' Basic Allowance to the annual pay award to staff for future years.
- 8.9 The Panel also recommended that all other aspects of the Scheme should remain unchanged.
- 8.10 The Panel also considered that the Lord Mayoralty and Deputy Lord Mayoralty expenses should continue to be aligned to the Basic Allowance.

9 How does the decision contribute to the Council's Corporate Plan?

- 9.1 The need for an up to date Scheme of Members' Allowances ensures that the Council supports the democratic process.

10 What risks are there and how can they be reduced

- 10.1 There are no risks with what is being proposed.

11 What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

11.1 The adoption of a Scheme of Members' Allowances ensures that all interested persons are aware of the remuneration levels available to Councillors.

12 Are there any other options?

12.1 The Council has the ability to not accept any recommendations put forward by the Panel and propose some of its own.

DEREK PHILLIPS, CHAIR OF EXETER'S INDEPENDENT REMUNERATION PANEL

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

Background papers used in compiling this report:-

None

24/11/2016

EXETER CITY COUNCIL**PROPOSED MEMBERS' ALLOWANCES SCHEME 2017/18**

	2016/17	2017/18	
	£	£	
Basic Allowance			
1% increase payable to all Councillors with effect 1 April 2017	5,000	5,050	
*Special Responsibility Allowances:-			
Leader (basic x 325%)	16,250	16,410	
Other Executive members with portfolios (basic x 175%) (x 9)	8,750	8,840	each
Other Executive member without portfolios (basic x 50%) (x 1)	2,500	2,530	
Chairs of Scrutiny Committees (basic x 100%) (x 3)	5,000	5,050	each
Chair of Planning Committee (basic x 100%) (x 1)	5,000	5,050	
Chair of Licensing Committee (basic x 75%) (x 1)	3,750	3,790	
Chair of Audit and Governance Committee (basic x 50%) (x 1)	2,500	2,530	
* <i>Any Member qualifying for more than one Special Responsibility Allowance is paid the higher allowance only</i>			
Lord Mayor's Expenses Allowances	5,000	5,050	
Deputy Lord Mayor Mayor's Allowances	1,250	1,260	

Dependants' Carers' Allowance

An allowance in line with the minimum wage (currently £8.25 per hour) is payable to Councillors whilst on "approved duties", in accordance with the agreed scheme, plus an uplift of the standard rate of tax, (£9.91 per hour or part of) (see overleaf)

Travel and expenses

To match those payable to officers of the Council for any approved duties undertaken, with travel expenses being paid for any journeys undertaken outside of the city boundaries.

December 2016

Exeter City Council

Dependants' Carers' Allowance Scheme

An allowance of up to £8.25 per hour (pro rata for part of an hour), plus an uplift of the standard rate of tax, (£9.91 per hour or part of) may be claimed in respect of expenses incurred by a Councillor when a carer for a dependent has been engaged to enable a councillor to carry out an approved duty.

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

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

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

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

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

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

The actual cost of care will be reimbursed, up to a maximum of £8.25 per hour.

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

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

December 2016

REPORT TO EXECUTIVE

Date of Meeting: 6 December 2016

Report of: Assistant Director Customer Access

Title: The Syrian Resettlement Scheme

Is this a Key Decision?

No

* One that affects finances over £1m or significantly affects two or more wards. If this is a key decision then the item must be on the appropriate forward plan of key decisions.

Is this an Executive or Council Function?

Executive

1. What is the report about?

This report seeks Members' endorsement for the City Council's participation in the Syrian Resettlement Scheme ('the Scheme'), as part of a wider Devon response which delivers on the Government's pledge to resettle 20,000 Syrian families during the current Parliament.

2. Recommendations:

That Members agree the City Council's participation in the resettlement of vulnerable Syrian families as part of the Government's Scheme.

3. Reasons for the recommendation:

The provision of accommodation to families arriving in the local area is a fundamental part of the Scheme. Officers have worked to identify the impact on the Council of our participation in the Scheme and therefore are in a position to make a recommendation to Members.

4. What are the resource implications including non-financial resources?

The Government's intention is that the Scheme is cost-neutral to Councils. Currently, officer time is not being accounted for in the costings of the Scheme. One of the reasons for the City Council entering the Scheme prior to formal adoption was in order to assess the impact on the Council's resources. We now have a clearer idea of the time taken to source properties and support the Scheme and the Governance Group is now determining how Councils will be compensated for this without an overly bureaucratic process.

5. Section 151 Officer comments:

There appear to be no additional financial implications arising from this report.

6. What are the legal aspects?

The Council's participation in the Scheme is outside the Council's statutory responsibility for meeting Housing Need.

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring Officer.

8. Report details:

Syrian Vulnerable Persons Resettlement Programme

- 8.1** In his statement to the House of Commons on Monday, 7th September, 2015 the then Prime Minister announced that Britain should resettle 20,000 Syrian refugees over the life of the Parliament. It is intended that these refugees will be taken from the camps in the countries neighbouring Syria.
- 8.2** On 21st April 2016, the Government announced the Vulnerable Children's Resettlement Scheme, to complement the Syrian Refugee Resettlement Scheme, to resettle in the UK an additional 3000 vulnerable 'children at risk' with their families from the Middle East and North Africa region. The 3000 figure will include any adults resettled with the children.
- 8.3** The United Nations' High Commissioner for Refugees (UNHCR) refers people to the scheme and the UK sets the criteria. The scheme currently prioritises those who cannot be supported effectively in their region of origin: women, children and young people at risk, people in severe need of medical care and survivors of torture and violence, refugees with legal and/or physical protection needs; refugees with medical needs or disabilities; persons at risk due to their sexual orientation or gender identity; and refugees with family links in resettlement countries.
- 8.4** Refugees are granted a five year humanitarian protection visa and this will entitle them access to public funds and access to the labour market.
- 8.5** The UNHCR conducts a series of checks, including a robust identification process prior to referring a refugee to the UK scheme. Referrals are then further screened and considered by the Home Office for suitability for entry to the UK. The Home Office checks they meet eligibility criteria and then carries out medical and security checks. The Home Office retains the right to reject on security, war crimes or other grounds.
- 8.6** By the time UNHCR referred refugees arrive in the UK, they will have been through two-stage vetting process to ensure Government knows who is entering the country. This includes the taking of biometrics, documentary evidence and interviews. Security is also regarded as a continual process that does not stop when refugees arrive in the UK.

9. Pan- Devon Response to the Scheme

- 9.1** To date, Devon's councils have pledged to accommodate at least 74 families. The City Council has agreed to accommodate up to eight families. The first few families have arrived and have been settled in three districts. More arrivals are planned shortly.
- 9.2** Devon County Council (DCC) has formed a partnership to coordinate the Government-funded programme. This brings together city and district councils, Devon County Council, the NHS, Devon and Cornwall Police and partners in the voluntary and community sector. Devon County Council is coordinating the partnership and has

agreed to be accountable to the Government for the programme funding. By agreement with the City and District Councils, DCC has taken a lead role for:

- Meet and greet arrangements
- Provision of medical and travel services
- Integration caseworker support, including language courses
- Availability and set up of appropriate accommodation (for at least 12 months, ideally two years) and related services
- Welcome pack of food, clothing, cash
- Support to access benefits

9.3 The support to families described above has been commissioned by DCC and is being delivered by Refugee Support Devon working with other community organisations as required.

9.4 Syrian families are housed in private rented properties that the landlord has offered or agreed to rent to refugee families. The pace of resettlement therefore depends on the supply of sustainable and affordable housing from private landlords. The housing development teams of Devon's city and district councils are working to stimulate this supply. Before housing offers are made, the partnership assesses the potential impact on resources such as local school places. Families become eligible for resettlement due to some vulnerability or additional need, which may be medical, psychological or educational. When families are referred to us by the Government, Devon carries out a multi-disciplinary assessment of any additional needs to determine whether and how those needs could be met in the resettlement location.

10. Learning from the Pilot approach taken in Exeter

10.1 Officers have sought to understand the impact of the Scheme prior to recommending its formal adoption by the City Council. There has been a significant amount of planning and development work with primarily DCC but also District Councils, the Police and Community and Voluntary sector. One significant issue has of course been the availability of suitable accommodation within the available rent amounts. Officers are using the Private Sector Leasing approach to source accommodation. Teams across Customers Access and Housing have worked to identify and inspect appropriate properties as well as working alongside Refugee Support Devon to support families moving into the accommodation.

10.2 In some cases, properties have identified but not progressed because of various reasons such as restrictions by Mortgage companies, the rent being asked for by landlords being too high or advice from the Police's Diverse Communities Team. Through our work on the Scheme, we are now better able to identify the impact on the Council in terms of officer time which we are feeding into the Governance Group.

11. Governance of the Scheme

11.1 An Operations Group exists to address issues in the day to day running and support of the Scheme. Membership includes the County, City and District Councils (mainly Housing Officers from the latter two), Refugee Support Devon and Police.

11.2 A Governance Group made up of senior officers from DCC, District Councils, Police and Refugee Support Devon meets monthly to provide leadership of the Scheme and resolve issues raised by the Operations Group. This Group also keeps oversight of the

funding of the Scheme, community support and issues and communication. The Group also works to identify potential solutions to the challenging situation regarding the availability of properties and assessing the amount of time being spent on the Scheme by officers. The City Council's representative on the Governance Group is the Assistant Director Customer Access.

12. How does the decision contribute to the Council's Corporate Plan?

This decision sits outside the Council's priorities as stated in its Corporate Plan but reflects members' desire to respond positively to the plight of vulnerable communities overseas facing devastating conditions, without impacting on the Council's ability to deliver its services to our local communities.

13. What risks are there and how can they be reduced?

13.1 There is a risk that families once accepted into the Scheme are not supported adequately. This has been mitigated by the provision of support to the families through the services commissioned by DCC as well ensuring that there are adequate mechanisms in place to refer families to other specialist agencies as required to support families with additional physical or other needs.

13.2 There is also a risk that the Council is not able to meet its commitment due to the lack of availability of suitable housing. Efforts are being made to make direct contact with landlords who may be willing to provide properties specifically for this Scheme.

14. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

Issues around safeguarding, health and wellbeing, vulnerability and community safety have been considered and taken account of by the Operational and Governance Groups.

15. Are there any other options?

The Council could choose not to continue to participate in the Scheme.

Bindu Arjoon
Assistant Director

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

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 2.3
01392 265275

REPORT TO: EXECUTIVE

Date of Meeting: 6 DECEMBER 2016

REPORT TO: COUNCIL

Date of Meeting: 13 DECEMBER 2016

Report of: Assistant Director Customer Access

Title: Amendment to the Pension Age local Council Tax Support Scheme for 2017-18

Is this a Key Decision? No

Is this an Executive or Council Function? - Council

1. What is the report about?

- 1.1 This report is presented to seek members' approval for an enhancement to the local Council Tax Support (CTS) Scheme for pension age residents for 2017-18, in order to ensure parity with the Scheme for working aged residents.
- 1.2 It follows Executive recommending to Council the amendment of one of the recommendations for the working age scheme for 2017-18 at their meeting on 8th November 2016.

2. Recommendations:

That Council be RECOMMENDED to amend the claim date rules in the pension age Council Tax Support scheme from 1st April 2017 in line with the change for working age claimants.

3. Reasons for the recommendation:

- 3.1 The report on the Council's local Council Tax Support Scheme for 2017-18 to Scrutiny on 3 November 2016 and Executive on 8 November 2016 includes a recommendation from Executive to introduce a change to the claim date rules in the working age CTS scheme. If this is adopted, the working age scheme will have more generous claim date rules than the national scheme for pensioners.
- 3.2 Aligning the rules between working age and pension age schemes will result in easier administration of the local CTS scheme and ensure equal treatment of customers who experience a delay in receiving their Council Tax bill.

4. What are the resource implications including non-financial resources.

Adopting this change is unlikely to have a significant impact on the cost of the Council Tax Support scheme as the numbers of cases affected are likely to be very minimal. The cost to the Council in each case would be 8.75% as the overall cost is shared between the preceptors. The majority of our CTS claims are in Band A and Band B properties. Even at Band B with a full award for a 6 month period, the additional CTS would cost the Council £54 out of a total cost of £662. It should be noted however that prior to adopting this change, the Council would probably have paid Exceptional Hardship Funding to cover the shortfall in such circumstances, and therefore this proposed change is cost neutral.

5. Section 151 Officer comments:

The Council's medium term financial plan has not taken into account any potential savings from Local Council tax Support, therefore this will not have any detrimental impact on the Council's overall financial position.

6. What are the legal aspects?

There is no legal requirement to align rules in the pension age scheme with the local rules decided for working age customers.

7. Monitoring Officer's comments:

This report raises no concerns for the Monitoring Officer.

8. Report details:

8.1 Exeter City Council's local Council Tax Support scheme has been in place since national Council Tax Benefit was abolished in April 2013. Rules for pensioners are set nationally, leaving discretion for local rules for working age customers. The national rules for pension age claims ensure that older claimants cannot be awarded less support than Central Government decide, however the Council can choose to have more generous rules where that is considered to be appropriate.

8.2 A number of changes to the working age scheme are proposed for 2017. These are detailed in the Exeter City Council's Council Tax Support Scheme for 2017-18 report. This report was considered by Executive on 8 November, and with regard to the proposal to reduce 'good cause' backdating to one month, Executive recommended also introducing a link between the date a Council Tax liability is first billed and the date an award of CTS can start.

8.3 The intention of this recommendation is to protect low income households from being disadvantaged where the delay in issuing a bill is not caused by the claimant. For example, where the Council is notified by the Valuation Office Agency that a property should be treated as consisting of several dwellings instead of one dwelling, and has to backdate bills to those dwellings accordingly. Currently such customers might not be able to get help from CTS for these past periods.

8.4 With this recommendation, if a customer of pension age did find themselves in a situation where they receive a large backdated bill, this proposal would allow CTS to be awarded to help for the earlier period.

9. How does the decision contribute to the Council's Corporate Plan?

The Council Tax Support scheme supports Exeter's residents by assisting low income households to meet their Council Tax liability.

10. What risks are there and how can they be reduced?

There are no risks to the Council resulting from adopting this proposal.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

The proposal will ensure that older residents cannot be considered to be being treated less favourably than other households.

12. Are there any other options?

Council can choose not to adopt this proposal which will leave pension age claimants at a relative disadvantage to working age claimants in identical circumstances.

Bindu Arjoon
Assistant Director Customer Access

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

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
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REPORT TO CORPORATE SERVICES SCRUTINY COMMITTEE,
EXECUTIVE AND COUNCIL
Date of Meeting: Corporate Services Scrutiny – 24 November 2016
Executive - 6 December 2016
Council - 13 December 2016
Report of: Assistant Director Finance
Title: Capital Monitoring Statement to 30 September 2016

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

To report the current position in respect of the Council's revised annual capital programme and to advise Members of the anticipated level of deferred expenditure into future years.

The report seeks Member approval to amend the annual capital programme in order to reflect the reported variations.

2. Recommendations:

It is recommended that Corporate Services Scrutiny Committee notes and Council approves:

- (i) **The revision of the annual capital programme to reflect the reported variations detailed in 8.4 and 8.5**
- (ii) **The additions to the capital programme detailed in 8.6**

3. Reasons for the recommendation:

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.

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.

In order to manage the risks associated with capital programming the annual capital programme is updated every three months to reflect any cost variations, slippage or acceleration of projects.

4. What are the resource implications including non financial resources

The financial resources required are set out in the body of this report.

5. Section 151 Officer comments:

This report has been prepared on behalf of the Section 151 Officer to set out the financial position of the Capital Programme as at 30 September 2016.

6. What are the legal aspects?

The capital expenditure system is framed by the Local Government and Housing Act 1989.

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring Officer.

8. Report Details:

CAPITAL MONITORING STATEMENT TO 30 SEPTEMBER 2016

8.1 REVISIONS TO THE CAPITAL PROGRAMME

The 2016/17 Capital Programme, including commitments brought forward from 2015/16, was last reported to Corporate Services Scrutiny Committee on 29 September 2016. Since that meeting the following changes have been made to the programme:

Description	£	Approval/Funding
Capital Programme, as reported to Corporate Services Scrutiny Committee, 29 September 2016	31,835,740	
Budget Deferred to 2017/18 & Beyond at Quarter 1	(7,765,240)	Approved by Council 18 October 2016
Overspends/(Underspends) reported at Quarter 1	(930,730)	
Railway Arches at Riverside, Cowick Street	60,000	
Farmers Market Electricity	10,000	
Revised Capital Programme	23,209,770	

8.2 PERFORMANCE

The revised capital programme for the current financial year is £23.210 million. During the first six months of the year the Council spent £4.063 million on the programme, which equates to 17.51% of the revised programme. This compares with £4.683 million (22.9% being spent in the first six months of 2015/16).

The current programme is detailed in Appendix 1. The Appendix shows a total forecast spend for 2016/17 of £19.140 million with £4.161 million of the programme potentially being deferred to 2017/18 and beyond.

Appendix 2 shows the approved budgets for 2017/18 with the 2016/17 budget to be carried forward to 2017/18 and beyond at the first quarter and the proposed amount to be carried forward this quarter for Executive and Council to consider for approval.

Appendix 3 shows the overall position for those schemes which span more than one financial year.

8.3 AVAILABLE CAPITAL RESOURCES

The available capital resources for the General Fund for 2016/17 are £4.063 million. An estimated spend of £7.101 million is required of which £3.038 million will have to be funded from borrowing. The available capital resources for the HRA for 2016/17 are £21.986 million. An estimated spend of £12.039 million is required leaving £9.947 million to be carried forward into 2017/18. Appendix 4 sets out the forecast use of the resources available for the General Fund and the HRA and the likely amounts of borrowing that will be necessary to fund the capital programme over the next two years.

The value of actual capital receipts received in the quarter in respect of the General Fund and the HRA are:

	General Fund £	HRA £
Balance as at 30 June 2016	0	794,474
New Receipts	0	656,950
Less HRA Pooling		(91,318)
Balance as at 30 September 2016	0	1,360,106

8.4 EXPENDITURE VARIANCES

The main variances and issues concerning expenditure in 2016/17 are:

Scheme	Estimated Overspend / (Underspend) £	Reason
Rendering of Council Dwellings	(19,390)	This budget reflects the balance carried forward from 2015/16 for further rendering works. No sites have been identified for 2016/17.
Kitchen Replacement Programme	120,000	The kitchen replacement programme was significantly curtailed for 2016/17 until the results of a comprehensive stock survey are known. Unfortunately, a higher number of kitchens in void properties have required replacing prior to re-let and based on current void patterns the budget will overspend.
Bathroom Replacement Programme	90,000	The bathroom replacement programme was significantly curtailed for 2016/17 until the results of a comprehensive stock survey are known. Unfortunately, a higher number of bathrooms in void properties have required replacing prior to re-let and based on current void patterns the budget will overspend.
Common Area Footpath/Wall Improvements	(100,000)	A saving can be reported in respect of repairs to a 2.3m high wall at Meadow Way in accordance with the latest pre-tender estimates.

8.5 SCHEMES TO BE DEFERRED TO 2017/18 AND BEYOND

Schemes which have been identified as being wholly or partly deferred to 2017/18 and beyond are:

Scheme	16/17 Budget £	Budget to be Deferred £	Reason
Energy Saving Projects	1,644,550	1,614,550	A programme is currently being developed for 2017/18.
Programmed Re-roofing	136,500	(100,000)	On a spend to save basis, the replacement of roofs at Taunton Close and Wellington Road have been accelerated in order to minimise repair costs due to their present poor condition.
LAINGS Refurbishments	1,219,300	1,000,000	The extensive refurbishment of 17 LAINGS properties has been delayed as a result of higher than budgeted tender prices. An options appraisal is currently being undertaken.
Common Area Footpath/Wall Improvements	944,050	350,000	Major works planned at Meadow Way will extend into 2017/18 and the budget has been profiled accordingly.
Electrical Re-wiring	1,178,100	400,000	Slippage is expected in respect of electrical repairs to communal areas whilst capacity of the in-house electricians is reviewed.
Re-roofing Works Shilhay	660,000	495,000	The design of the replacement roof is currently being finalised. The tender process is expected to commence in the next 4 weeks with the successful contractor starting on site in January and completing by September 2017. The budget has been re-profiled to reflect this estimated timetable.
COB Wave 2 – Rennes House car park	2,432,650	261,620	The budget for the development of this site has been re-profiled in accordance with the latest cash-flow projections. Slippage of the main scheme occurred as asbestos removal was required prior to the car park demolition in August. Completion of this development is currently scheduled for September 2017.

Acquisition of Social Housing	316,810	150,000	The acquisition of 3 new affordable housing units are expected to complete this financial year. Further spend of this budget is pending Section 106 negotiations and slippage into 2017/18 is expected.
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8.6 ADDITIONS TO THE CAPITAL PROGRAMME

Flood Prevention Works

Exeter City Council have been awarded full funding for the following two schemes, however, both require the Council to spend money first and then make regular applications to claim the funding.

- City Wide Property Level Protection (£100,000)**
 £100,000 funding is being provided by Devon County Council for 2016/17 to provide flood resilience to individual properties. The scheme should deliver protection to 15-20 properties and priority will be given on flood risk. The current list includes properties in Old Tiverton Road, Longbrook Street (flooded by flash floods in October 2014) and a few peripheral individual properties.
- Topsham – Bowling Green Marshes Coastal Defence Scheme (£40,000 2016/17 and £260,000 2017/18)**
 The Environment Agency (EA) are responsible for these coastal defences which have been allowed to deteriorate over the years and are now in need of fairly urgent repair to retain the level of protection to the freshwater marshes. The habitat in this vicinity has European & International Status and is part of the Site of Special Scientific Interest (SSSI) and is also a wildlife sanctuary managed by the RSPB.

There is a legal requirement for the amount of freshwater habitat to be retained until 2080 under the Exe Estuary Plan, hence the EA are fully funding the £300,000 cost of restoration of these defences without other contributions being sought. The scheme will reinstate the level of protection that can be achieved by the height of the existing defences.

This scheme mainly offers ecological benefits on an international basis but will also provide a small amount of defence in terms of protecting five properties at Riversmeet.

9. How does the decision contribute to the Council's Corporate Plan?

The Capital Programme contributes to all of the key purposes, as set out in the Corporate Plan.

10. What risks are there and how can they be reduced?

Areas of budgetary risk are highlighted to committee as part of the quarterly budget monitoring updates.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

No impact

12. Are there any other options?

No

David Hodgson, Assistant Director Finance

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

None

Contact for enquiries:
Democratic Services (Committees)
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CAPITAL MONITORING TO 30 SEPTEMBER 2016

	2016/17 Capital Programme	2016/17 Spend to 30 September	2016/17 Forecast Spend	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£	£
PEOPLE					
HELP ME FIND SOMEWHERE TO LIVE					
Disabled Facility Grants	664,290	246,133	664,290		
Warm Up Exeter/PLEA Scheme	163,650	62,712	163,650		
Wessex Loan Scheme	112,260	0	112,260		
WHIL Empty Properties	189,000	0	189,000		
The Haven	5,340	0	5,340		
Temporary Accommodation Purchase	300,000	0	300,000		
PEOPLE TOTAL	1,434,540	308,844	1,434,540	0	0

	2016/17 Capital Programme	2016/17 Spend to 30 September	2016/17 Forecast Spend	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£	£
PLACE					
KEEP PLACE LOOKING GOOD					
Play Area Refurbishments	153,830	47,145	153,830		
Topsham Recreation Ground	3,530	0	3,530		
Rougemont Gardens - Path & Railings	37,000	0	37,000		
Exhibition Way Bridge Maintenance	39,580	0	39,580		
Canal Bank Repairs & Strengthening	5,750	1,111	5,750		
Repair to Turf Lock Gates	30,630	30,632	30,630		
Repair Canal Bank at M5	44,550	0	44,550		
Replace Car Park Ticket Machines	209,520	209,521	209,520		
Queen's Crescent CPO	18,000	0	18,000		
Canal Pontoon	26,220	0	26,220		
KEEP ME/MY ENVIRONMENT SAFE & HEALTHY					
Heavitree Church Retaining Wall	55,000	0	55,000		
Northernhay Driveway	60,000	0	60,000		
Vehicle Replacement Programme	600,000	432,211	600,000		
Mincinglake Reed Beds and Storage Ponds	6,530	4,148	6,530		
Guildhall, John Lewis & Mary Arches MSCP Fire Alarms	90,000	0	90,000		
Car Park Surfacing - Haven Road	30,000	0	30,000		
Replace Lifts at Mary Arches MSCP	100,000	0	100,000		
Budlake Road Resurfacing	50,000	0	50,000		
Farmers Market Electricity Supply	30,000	59	30,000		
Riverside Arches	60,000	0	60,000		

	2016/17 Capital Programme	2016/17 Spend to 30 September	2016/17 Forecast Spend	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£	£
PROVIDE GREAT THINGS FOR ME TO SEE & DO					
Sports Facilities Refurbishment	92,550	4,418	92,550		
Passenger Lift at RAMM	45,000	1,120	45,000		
RAMM Shop	65,500	0	65,500		
Livestock Centre Roof Replacement	7,380	0	7,380		
St Nicholas Priory	115,000	0	115,000		
MAINTAIN THE ASSETS OF OUR CITY					
RAMM Roof Access Improvements	68,500	0	68,500		
DELIVER GOOD DEVELOPMENT					
Newcourt Community Hall (S106)	5,920	2,155	5,920		
Newcourt Community Hall (Grant)	16,240	26,672	26,670	(10,430)	
Countess Wear - Village Hall	75,000	70,859	75,000		
Beacon Heath Martial Arts & Boxing Club - New Roof	20,810	4,508	20,810		
Devonshire Place (Landscaping)	350	0	350		
Alphington Village Hall (Repairs & Extension)	50,000	32,621	50,000		
St Sidwells Community Centre	22,380	18,991	22,380		
Ibstock Environmental Improvements	1,400	1,020	1,400		
Bus Station Construction	1,096,580	478,178	1,096,580		
Leisure Complex - Build Project	1,362,800	513,439	1,362,800		
PLACE TOTAL	4,695,550	1,878,805	4,705,980	(10,430)	0

	2016/17 Capital Programme	2016/17 Spend to 30 September	2016/17 Forecast Spend	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£	£
CORPORATE SERVICES					
WELL RUN COUNCIL					
Annual Contribution to Strata	53,900	53,904	53,900		
Idox System for Planning	129,610	0	129,610		
HR System	67,130	0	67,130		
Convergence Projects	142,960	0	142,960		
eFinancials - Version 5	100,000	36,585	100,000		
Guildhall Wi-Fi	17,000	13,871	17,000		
Customer Contact Platform	205,000	26,200	205,000		
Invest to Save Opportunities	100,000	0	100,000		
Civic Centre Replacement Doors	15,000	688	15,000		
Energy Saving Projects	1,644,550	23,966	30,000	1,614,550	
Capitalised Staff Costs	100,000	0	100,000		
CORPORATE SERVICES TOTAL	2,575,150	155,214	960,600	1,614,550	0

	2016/17 Capital Programme	2016/17 Spend to 30 September	2016/17 Forecast Spend	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£	£
HRA					
INVESTMENT IN EXISTING STOCK					
Adaptations	450,000	264,504	450,000		
Rendering of Council Dwellings	19,390	0	0		(19,390)
Environmental Improvements - General	30,000	1,035	30,000		
Re-roofing	136,500	0	236,500	(100,000)	
Energy Conservation	86,000	0	86,000		
LAINGS Refurbishments	1,219,300	21,642	219,300	1,000,000	
Kitchen Replacement Programme	348,610	123,116	468,610		120,000
Bathroom Replacement Programme	308,280	104,960	398,280		90,000
Other Works	23,950	23,951	23,950		
Fire Precautionary Works to Flats	250,000	115,658	250,000		
Communal Areas	48,820	0	48,820		
Structural Repairs	55,000	0	55,000		
Rennes House Structural Works	129,090	19,385	129,090		
Common Area Footpaths/Wall Improvements	944,050	122,624	494,050	350,000	(100,000)
Lift Replacement - 98 Sidwell Street	63,000	50,489	63,000		
Soil Vent Pipe Replacement	25,000	2,955	25,000		
Electrical Central Heating	18,750	0	18,750		
Faraday House Roof Replacement	7,020	7,024	7,020		
Electrical Re-wiring	1,178,100	119,382	778,100	400,000	
Central Heating Programme	50,000	16,037	50,000		
Boiler Replacement Programme	145,090	70,816	145,090		
Fire Alarm Replacement - Russet House	30,000	0	30,000		
Fire Risk Assessment Works	60,000	0	60,000		
New Water Mains at Whipton Barton House	50,000	0	50,000		
Re-roofing Replacement Works - Shilhay	660,000	8,725	165,000	495,000	

	2016/17 Capital Programme	2016/17 Spend to 30 September	2016/17 Forecast Spend	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£	£
INFORMATION TECHNOLOGY					
Replacement Housing Management System	125,000	0	125,000		
PROVISION OF NEW COUNCIL HOMES					
Social Housing Acquisitions - Section 106	316,810	109,706	166,810	150,000	
Social Housing Acquisitions - Open Market	1,000,000	0	1,000,000		
COB Wave 2 - Rennes Car Park	2,432,650	313,174	2,171,030	261,620	
St Loyes Extracare Scheme	4,294,120	224,923	4,294,120		
HRA TOTAL	14,504,530	1,720,106	12,038,520	2,556,620	90,610
TOTAL CAPITAL BUDGET	23,209,770	4,062,970	19,139,640	4,160,740	90,610

BUDGETS CARRIED FORWARD TO 2017/18 AND BEYOND

	2017/18 Budget as per Budget Book	Budget Carried Forward to 2016/17 and Beyond at Qtr 1	Budget Carried Forward to 2016/17 and Beyond at Qtr 2	Total 2017/18 Budget	2018/19 as per Budget Book/Council Approvals
	£	£	£	£	£
PEOPLE					
HELP ME FIND SOMEWHERE TO LIVE					
Disabled Facility Grants	379,000	0	0	379,000	379,000
PEOPLE TOTAL	379,000	0	0	379,000	379,000
PLACE					
KEEP ME/MY ENVIRONMENT SAFE & HEALTHY					
Vehicle Replacement Programme	400,000		0	400,000	400,000
PROVIDE GREAT THINGS FOR ME TO SEE & DO					
Sports Facilities Refurbishment	56,430		0	56,430	56,430
Newcourt Community Hall (Grant)		20,000	(10,430)	9,570	
Newtown Community Centre (1st Grant)		50,000	0	50,000	
Newtown Community Centre (2nd Grant)		46,750	0	46,750	
Bus Station Construction		5,029,660	0	3,806,520	1,223,140
Leisure Complex - Build Project	8,000,000	175,410	0	14,937,750	5,313,577
PLACE TOTAL	8,456,430	5,321,820	(10,430)	19,307,020	6,993,147

	2017/18 Budget as per Budget Book	Budget Carried Forward to 2016/17 and Beyond at Qtr 1	Budget Carried Forward to 2016/17 and Beyond at Qtr 2	Total 2017/18 Budget	2018/19 as per Budget Book/Council Approvals
	£	£	£	£	£
CORPORATE SERVICES					
WELL RUN COUNCIL					
Annual Contribution to Strata	53,900		0	53,900	53,900
Idox System for Planning	18,700		0	18,700	
Customer Contact Platform	45,000		0	45,000	30,000
Energy Saving Projects	0		1,614,550	1,614,550	
Capitalised Staff Costs	100,000		0	100,000	100,000
CORPORATE SERVICES TOTAL	217,600	0	1,614,550	1,832,150	183,900
HRA					
INVESTMENT IN EXISTING STOCK					
Adaptations	450,000		0	450,000	450,000
Environmental Improvements - General	40,000		0	40,000	40,000
Re-roofing	1,190,300		(100,000)	1,090,300	1,205,906
Energy Conservation	25,000	20,000	0	45,000	25,000
LAINGS Refurbishments	1,602,437		1,000,000	2,602,437	69,206
Kitchen Replacement Programme	452,200		0	452,200	458,200
Bathroom Replacement Programme	363,400		0	363,400	367,400
Other Works	50,000		0	50,000	0
Fire Precautionary Works to Flats	250,000		0	250,000	0
Communal Areas	412,029		0	412,029	454,731
Rennes House Structural Works	1,400,000	400,000	0	1,800,000	2,100,000
Common Area Footpaths/Wall Improvements	500,000	1,300,000	350,000	2,150,000	250,000
Soil Vent Pipe Replacement	25,500		0	25,500	26,000
Electrical Central Heating	19,125		0	19,125	19,507
Electrical Re-wiring	888,000	590,000	400,000	1,878,000	976,320
Central Heating Programme	167,535		0	167,535	170,885
Boiler Replacement Programme	357,000		0	357,000	364,000
Fire Risk Assessment Works	409,000		0	409,000	0
Re-roofing Replacement Works - Shilhay	0		495,000	495,000	0
Window Replacements	746,002		0	746,002	760,922

	2017/18 Budget as per Budget Book	Budget Carried Forward to 2016/17 and Beyond at Qtr 1	Budget Carried Forward to 2016/17 and Beyond at Qtr 2	Total 2017/18 Budget	2018/19 as per Budget Book/Council Approvals
	£	£	£	£	£
INFORMATION TECHNOLOGY					
Replacement Housing Management System	125,000		0	125,000	
PROVISION OF NEW COUNCIL HOMES					
Social Housing Acquisitions - Section 106	690,000	100,000	150,000	940,000	
COB Wave 2 - Rennes Car Park	1,176,800	33,410	261,620	1,471,830	
St Loyes Extracare Scheme	5,826,893		0	5,826,893	148,110
HRA TOTAL	17,166,221	2,443,410	2,556,620	22,166,251	7,886,187
TOTAL CAPITAL BUDGET	26,219,251	7,765,230	4,160,740	43,684,421	15,442,234

CAPITAL SCHEMES SPANNING MORE THAN ONE FINANCIAL YEAR

	Total Capital Budget to end of 2016/17	Total Spend Up to 30 September 2016	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£
PEOPLE				
HELP ME FIND SOMEWHERE TO LIVE				
The Haven	250,000	244,654	0	0
PEOPLE TOTAL	250,000	244,654	0	0
PLACE				
KEEP PLACE LOOKING GOOD				
Topsham Recreation Ground	56,730	53,177	0	0
Rougemont Gardens - Path & Railings	50,000	13,000	0	0
Exhibition Way Bridge Maintenance	45,000	5,415	0	0
Repair to Turf Lock Gates	150,000	145,314	0	0
Repair Canal Bank at M5	60,000	15,451	0	0
KEEP ME/MY ENVIRONMENT SAFE & HEALTHY				
Mincinglake Reed Beds and Storage Ponds	28,350	25,968	0	0
PROVIDE GREAT THINGS FOR ME TO SEE & DO				
RAMM Shop	68,000	2,500	0	0
Livestock Centre Roof Replacement	1,250,000	1,242,624	0	0
DELIVER GOOD DEVELOPMENT				
Newcourt Community Hall (S106)	61,784	58,017	0	0
Newcourt Community Hall (Grant)	49,750	60,178	(10,430)	0
Newtown Community Centre (2nd Grant)	3,250	3,238	0	0
Beacon Heath Martial Arts & Boxing Club - New Roof	21,810	5,508	0	0
Devonshire Place (Landscaping)	13,695	13,345	0	0
St Sidwells Community Centre	40,006	36,618	0	0
Bus Station Construction	1,220,340	601,934	0	0
Leisure Complex - Build Project	2,824,590	1,975,231	0	0
PLACE TOTAL	5,943,305	4,257,518	(10,430)	0

	Total Capital Budget to end of 2016/17	Total Spend Up to 30 September 2016	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£
HRA				
PROVISION OF NEW COUNCIL HOMES				
COB Wave 2 - Rennes Car Park	2,700,561	581,085	261,620	0
St Loyes Extracare Scheme	4,863,226	794,029	0	0
HRA TOTAL	7,563,787	1,375,114	261,620	0
TOTAL CAPITAL BUDGET	13,757,092	5,877,285	251,190	0

APPENDIX 4

GENERAL FUND	2016-17 £	2017-18 £	2018-19 £	Future Years £	TOTAL £
CAPITAL RESOURCES AVAILABLE					
GF Capital Receipts	97,351	2,250,000	4,000,000		6,347,351
Disabled Facility Grant	671,330	379,000	379,000	379,000	1,808,330
New Homes Bonus	1,557,997	12,357,865			13,915,862
Community Infrastructure Levy	1,096,580	4,366,700	2,536,723		8,000,003
Other - Grants/External Funding/Reserves/S106	192,356				192,356
Total Resources Available	3,615,614	19,353,565	6,915,723	379,000	30,263,902
GENERAL FUND CAPITAL PROGRAMME					
Capital Programme	8,705,240	16,128,950	6,019,330	989,330	31,842,850
Overspends/(Savings)	0				0
Slippage	(1,604,120)	5,389,220	(3,785,100)		0
Total General Fund	7,101,120	21,518,170	2,234,230	989,330	31,842,850

UNCOMMITTED CAPITAL RESOURCES:					
Capital Receipts Brought Forward	447,634	0	0	0	447,634
Resources in Year	3,615,614	19,353,565	6,915,723	379,000	30,263,902
Less Capital Receipts to carry forward	0	0	0	0	0
Less Estimated Spend in Year	(7,101,120)	(21,518,170)	(2,234,230)	(989,330)	(31,842,850)
Borrowing Requirement	3,037,872	2,164,605	(4,681,493)	610,330	1,131,314
Uncommitted Capital Receipts	0	0	0	0	0

HRA AVAILABLE RESOURCES

HOUSING REVENUE ACCOUNT	2016-17 £	2017-18 £	2018-19 £	2019-20 £	TOTAL £
CAPITAL RESOURCES AVAILABLE					
Usable Receipts Brought Forward					2,898,176
Major Repairs Reserve Brought Forward					6,310,319
Other HRA Sales	125,000	0	0	0	125,000
RTB sales	750,000	500,000	500,000	500,000	2,250,000
Major Repairs Reserve	2,721,772	2,721,772	2,721,772	2,721,772	10,887,088
Revenue Contributions to Capital	4,689,075	6,496,642	4,496,555	2,500,000	18,182,272
External contributions	197,230	275,134	0	0	472,364
HCA funding	0	1,410,000	0	0	1,410,000
Commuted sums	4,294,118	2,122,014	159,883	0	6,576,015
Total Resources available	12,777,195	13,525,562	7,878,210	5,721,772	49,111,234
CAPITAL PROGRAMME					
HRA Capital Programme	14,504,530	19,609,632	7,897,964	5,362,221	47,374,347
Sept - Overspends / (Savings)	90,610				90,610
Sept - Slippage / Re-profiling	(2,556,620)	2,556,620			0
Total Housing Revenue Account	12,038,520	22,166,252	7,897,964	5,362,221	47,464,957
UNCOMMITTED CAPITAL RESOURCES:					
Usable Receipts Brought Forward	2,898,176	3,273,176	685,492	185,492	2,898,176
Major Repairs Reserve Brought Forward	6,310,319	6,673,994	620,988	1,101,234	6,310,319
Resources in Year	12,777,195	13,525,562	7,878,210	5,721,772	39,902,739
Less Estimated Spend	(12,038,520)	(22,166,252)	(7,897,964)	(5,362,221)	(47,464,957)
Uncommitted Capital Resources	9,947,170	1,306,480	1,286,726	1,646,277	1,646,277
WORKING BALANCE RESOURCES:					
Balance Brought Forward	7,068,670	7,266,423	5,263,239	4,917,840	7,068,670
HRA Balance Transfer - Surplus/(Deficit)	(142,125)	(1,868,184)	(345,399)	1,113,741	(1,241,967)
June forecast overspend	(26,188)				(26,188)
September forecast savings	366,066				366,066
Supplementary budget		(135,000)			(135,000)
Balance Carried Forward	7,266,423	5,263,239	4,917,840	6,031,581	6,031,581
Balance Resolved to be Retained	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)
	3,266,423	1,263,239	917,840	2,031,581	2,031,581
TOTAL AVAILABLE CAPITAL RESOURCES	13,213,593	2,569,719	2,204,566	3,677,858	3,677,858

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REPORT TO RESOURCES SCRUTINY COMMITTEE

Date of Meeting: 24 November 2016

REPORT TO EXECUTIVE

Date of Meeting: 6 December 2016

REPORT TO COUNCIL

Date of Meeting: 13 December 2016

Report of: Assistant Director Finance

Title: OVERVIEW OF REVENUE BUDGET 2016/17

Is this a Key Decision?

No

* One that affects finances over £1m or significantly affects two or more wards. If this is a key decision then the item must be on the appropriate forward plan of key decisions.

Is this an Executive or Council Function?

Council

1. What is the report about?

- 1.1 To advise Members of the overall projected financial position of the HRA & General Fund Revenue Budgets for the 2016/17 financial year after six months and to seek approval for a number of supplementary budgets.

2. Recommendations:

It is recommended that Scrutiny Resources Committee and the Executive note the report and Council notes and approves (where applicable):

- 2.1 The General Fund forecast financial position for the 2016/17 financial year;
- 2.2 The HRA forecast financial position for 2016/17 financial year;
- 2.3 The additional supplementary budgets listed in Appendix C;
- 2.4 The outstanding Sundry Debt position as at September 2016;
- 2.5 The creditors' payments performance;

3. Reasons for the recommendation:

- 3.1 To formally note the Council's projected financial position and to approve additional expenditure required during the financial year.

4. What are the resource implications including non financial resources.

- 4.1 The impact on the General Fund working balance, HRA working Balance and Council Own Build working balance are set out in sections 8.3.6, 8.2.1 and 8.2.3 respectively.
- 4.2 A request for supplementary budgets totalling £466,000 has been included in the report. £438,000 of these budgets requests were approved by Council previously.

5. Section 151 Officer comments:

5.1 The report represents the projected financial position to 31 March 2017. In respect of the year end projections, there is an increase in the estimated take from the General Fund working balance. The variance is down to increased expenditure in a number of management units and will require careful management through the rest of the financial year. The HRA however is now projecting a transfer back to the working balance at year end.

6. What are the legal aspects?

6.1 There are no legal aspects to the report.

7. Monitoring Officer's comments:

7.1 This report clearly shows that overspends need to be carefully monitored and managed. Failure to meet income targets have, in practice, the same impact as an overspend.

8. Report details:

8.1 Financial Summary

FUND	Planned Transfer (to) / from Working Balance	Budget Variance Over / (under)	Outturn Transfer 2015/16
	£	£	£
General Fund	1,882,775	201,245	2,084,020
HRA	142,125	(339,878)	(197,753)
Council own Build Houses	(38,020)	3,000	(41,020)

8.2 Housing Revenue Account (Appendix A)

8.2.1 The latest projection shows a transfer to the working balance. The projected increase is £197,753 to leave the working balance at £7,266,423.

Movement	2016/17
Opening HRA Balance, as at 01/04/16	£7,068,670
Deficit	£197,753
Projected balance, as at 31/03/17	£7,266,423

8.2.2 The key variances are as follows:

Management Unit	Over / (Underspend)	Detail
Repairs & Maintenance Programme	(£272,500)	<ul style="list-style-type: none"> • This represents a combination of forecast savings, most notably due to: <ul style="list-style-type: none"> - A projected £150k saving in respect of external painting and low maintenance works to flats and houses. This is Year 1 of a new 7 year cyclical programme and survey results indicate a lower than anticipated level of external repairs to properties scheduled for 2016-17. Savings have also arisen in scaffolding costs, whereby a wash programme was completed from ground level on blocks at Bennett Square, Manston Rd and Prince Charles Rd. - A reduction in asbestos survey costs following a change in contractor - The volume of fire risk assessments are lower than anticipated as they are pending the appointment of a new contractor from January '17. In the interim, priority fire risk assessments are being undertaken.

8.2.3 The Council's new 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. There is a small projected variance to the projected surplus at the end of the first quarter.

Movement	2016/17
Opening Council Own Build, as at 01/04/16	£169,043
Surplus	41,020
Projected balance, as at 31/3/17	£210,063

8.3 General Fund (Appendix B)

8.3.1 The Service Committees show projected overspends of £492,851 against a revised budget of £14,562,649. The main variances are:

8.3.2 People Scrutiny Committee – (An overspend in total of £109,000)

Management Unit	Over / (Underspend)	Detail
General Fund Housing - Property	(60,000)	<ul style="list-style-type: none"> Low turnover of Private Sector Leased properties is expected to result in both higher than budgeted rental income and savings in void repair costs. Reactive repairs are also lower as a result of referrals back to the landlord in accordance with the lease agreements.
Revenue Collection/Benefits	150,000	<ul style="list-style-type: none"> Reduced level of invoices resulting from Real Time Information updates and the Fraud and Error Reduction Initiative Scheme

8.3.3 Place Scrutiny Committee – (An overspend in total of £443,911)

Management Unit	Over / (Underspend)	Detail
Cleansing Chargeable Services	85,500	<ul style="list-style-type: none"> The overspend is due to income from the trade refuse and recycling services being below target, together with some increased transport expenditure.
Recycling	50,700	<ul style="list-style-type: none"> The forecast overspend is mainly due to a decrease in income received for recyclable materials.
Car Parking	(98,630)	<ul style="list-style-type: none"> Income from off street parking fees anticipated to exceed budget, partially offset by additional expenditure on equipment tools and materials.
Planning Services	170,000	<ul style="list-style-type: none"> Additional expenditure on legal and other costs associated with planning appeals including claim for costs award for planning appeal at Exeter Road, Topsham.
Major Projects	£30,000	<ul style="list-style-type: none"> The budget funds the legal team and property consultants engaged to deliver the property transactions required to bring forward the Bus & Coach Station redevelopment. This work has ramped up this year and the initial budget was inadequate to meet these demands.
Management Unit	Over /	Detail

	(Underspend)	
Markets & Halls	76,500	<ul style="list-style-type: none"> Owing to a delay in the installation of the solar panels at the Matford Centre the income is anticipated to be below budget. In addition, income from ticket sales, and ancillary sales at the Corn Exchange, is below target, as is income from room bookings and business units at the Matford Centre.
Museum Service	69,800	<ul style="list-style-type: none"> After a transfer from reserves of £29k, the anticipated overspend of £41k is mainly due to the RAMM shop opening later than originally anticipated.

8.3.4 Corporate Scrutiny Committee – (An underspend in total of £60,060)

Management Unit	Over / (Underspend)	Detail
Property & Estates Services	(£67,120)	<ul style="list-style-type: none"> The contingency budget in respect of the Asset Improvement and Maintenance Fund will not be fully spent in year.
Corporate Property Assets	(£250,000)	<ul style="list-style-type: none"> An underspend is anticipated on the Property Maintenance Fund budget. A request to carry forward the underspend will be made at year end to fund the next phase of the condition survey priorities.
Grants/Cent Supp/Consultation	£70,000	<ul style="list-style-type: none"> An overspend is anticipated on consultants fees budget in respect of Press & Public Relations and Policy Support.
IT Services	£74,200	<ul style="list-style-type: none"> An overspend is anticipated relating to the budget payable to Strata Service Solutions. The Joint Executive Committee of Strata Service Solutions have advised that the planned saving is forecast to be lower than expected, and additional expenditure on agreed budgets has been charged to the general IT contract.
Procurement	£78,300	<ul style="list-style-type: none"> An overspend is forecast on this budget relating to Agency staffing.

8.3.5 Other Financial Variations

Other items	Over / (Underspend)	Detail
Net Interest	(150,000)	<ul style="list-style-type: none"> Continued low interest rates and advice not to borrow longer term from our advisors mean a reduction in the spend on interest. An increase in the amount of interest provided to the HRA has reduced the General Fund position.
Repayment of debt	(109,221)	<ul style="list-style-type: none"> Lower than forecast need to borrow leading to a reduced repayment of debt calculation.
Business Rates Growth	310,000	<ul style="list-style-type: none"> The impact of paying back the deficit on the Collection Fund, which is fully covered by an amount set aside in Earmarked reserves for this purpose. Business Rates are currently projected to be as per the estimate.

8.3.6 General Fund Balance

In 2016/17 it is projected that there will be an overall net contribution from the General Fund Balance of £2,084,020. The minimum requirement for the General Fund working balance was approved by Council in February 2016 at £3 million.

Movement	2016/17
Opening Balance, as at 01/04/16	£5,516,722
Deficit	(£ 2,084,020)
Balance, as at 31/03/17	£3,432,702

8.3.7 Supplementary Budgets

There is a requirement for further supplementary budgets in 2016/17. It is therefore proposed that General Fund supplementary budgets totalling £466,000, identified in Appendix C are approved in 2016/17.

8.3.8 £438,000 of additional budgets were approved by Council previously and are merely being reported in this report as a formal method of adding them to the budget. The Council has now committed all available funds up to the minimum level of reserves and must identify savings in order to approve any further expenditure.

8.3.9 The additional supplementary budgets being requested in this report are:

- £28,000 for the sleep safe initiative to provide accommodation for the homeless in periods of extreme temperatures.

8.4 OUTSTANDING SUNDRY DEBT

8.4.1 An aged debt analysis of the Council's sundry debts is shown in the table below. The latest data shown is to the end of August in order to demonstrate how for much of the debt, there is significant recovery in the two months after the data is run. This is due to the fact that our quarterly invoices are run just prior to the end of each quarter.

Age of Debt	March 2016	August 2016	November 2016
Up to 29 days (current)	£1,362,755	£370,261	£929,016
30 days – 1 Year	£1,923,474	£1,274,107	£1,389,548
1 – 2 years	£730,460	£1,172,225	£1,174,178
2 –3 years	£430,920	£406,840	£394,762
3 – 4 years	£258,353	£324,989	£356,987
4 – 5 years	£173,540	£165,598	£167,513
5 + years	£230,572	£265,882	£292,438
Total	£5,110,074	£3,979,902	£4,704,442

8.4.2 Of the outstanding debt, the table below sets out the split in aged debt between Housing Benefits and the rest of the services at the end of August 2016. Housing Benefits makes up two thirds of the outstanding sundry debt at the Council and owing to the circumstances of the debtors takes much longer to recover.

Age of Debt	Housing Benefits	Other Sundry Debt	Total
Up to 29 days (current)	£92,511	£836,505	£929,016
30 days – 1 Year	£642,768	£746,780	£1,389,548
1 – 2 years	£1,025,644	£148,534	£1,174,178
2 –3 years	£284,665	£110,097	£394,762
3 – 4 years	£209,748	£147,239	£356,987
4 – 5 years	£117,850	£49,663	£167,513
5 + years	£205,089	£87,349	£292,438
Total	£2,578,275	£2,126,167	£4,704,442

8.5 DEBT WRITE-OFFS

8.5.1 The following amounts have been written-off during 2016/17:

	2015/16 total	2016/17 (Qtr 2)
• Council Tax	£244,748	£101,731
• Business Rates	£533,862	£0
• Sundry Debt	£81,673	£42,549
• Housing Rents	£65,313	£12,296

8.6 CREDITOR PAYMENTS PERFORMANCE

8.6.1 Creditors' payments continue to be monitored in spite of the withdrawal of statutory performance indicator BVPI8. The percentage paid within 30 days was 93.90% for the first half of 2015/16 compared with 92.64% for 2015/16.

9. How does the decision contribute to the Council's Corporate Plan?

9.1 This is a statement of the projected financial position to the end of the 2016/17.

10. What risks are there and how can they be reduced?

10.1 The risks relate to overspending the Council budget and are mitigated by regular reporting to the Strategic Management Team and Members.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

11.1 Not applicable

12. Are there any other options?

12.1 Not applicable

Assistant Director Finance

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

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 2.3
01392 265275

HOUSING REVENUE ACCOUNT
2016/17 REVENUE ESTIMATES - SUMMARY
as at 30 September 2016

ACTUAL TO DATE			YEAR END FORECAST				
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	Code	APPROVED BUDGET	Qrt 1 FORECAST VARIANCE	Qrt 2 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£		£	£	£	£
341,039	265,642	(75,397)	85A1 MANAGEMENT	1,161,560	(26,000)	(54,000)	1,107,560
596,525	546,823	(49,702)	85A2 HOUSING CUSTOMERS	1,273,940	29,500	17,800	1,291,740
97,722	78,768	(18,954)	85A3 SUNDRY LAND MAINTENANCE	375,870	0	0	375,870
3,283,904	2,291,757	(992,147)	85A4 REPAIRS & MAINTENANCE PROGRAMME	6,112,390	0	(272,500)	5,839,890
0	0	0	85A5 REVENUE CONTRIBUTION TO CAPITAL	4,689,075	0	0	4,689,075
2,656,950	2,721,772	64,822	85A6 CAPITAL CHARGES	2,656,950	76,688	64,822	2,721,772
648,046	536,845	(111,201)	85A7 HOUSING ASSETS	1,521,790	(39,000)	(81,000)	1,440,790
(9,802,755)	(9,683,395)	119,360	85A8 RENTS	(19,563,510)	(15,000)	(15,000)	(19,578,510)
0	0	0	85B2 INTEREST	1,914,060	0	0	1,914,060
			85B4 MOVEMENT TO/(FROM) WORKING BALANCE	(142,125)	(26,188)	339,878	197,753
			Net Expenditure	0	0	0	0
			Working Balance 1 April 2016	7,068,670		31 March 2017	7,266,423

COUNCIL OWN BUILD SITES

PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	Code	APPROVED BUDGET	Qrt 1 FORECAST VARIANCE	Qrt 2 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£		£	£	£	£
(2,371)	(3,018)	(647)	H006 ROWAN HOUSE	(7,700)	0	0	(7,700)
(13,729)	(14,473)	(744)	H007 KNIGHTS PLACE	(49,290)	0	(3,000)	(52,290)
0	0	0	H008 INTEREST	6,890	0	0	6,890
12,080	11,865	(215)	H009 CAPITAL CHARGES	12,080	0	0	12,080
			H010 MOVEMENT TO/(FROM) WORKING BALANCE	38,020	0	3,000	41,020
			Net Expenditure	0	0	0	0
			Working Balance 1 April 2016	169,043		31 March 2017	210,063

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GENERAL FUND
2016/17 REVENUE ESTIMATES - SUMMARY
as at 30 September 2016

	Annual Budget £	Supplementary Budgets £	Revised Annual Budget £	Year End Forecast £	Variance to Budget £
SCRUTINY - PEOPLE	3,290,170	480,000	3,770,170	3,879,170	109,000
SCRUTINY - PLACE	8,701,050	692,369	9,393,419	9,837,330	443,911
SCRUTINY - CORPORATE	3,438,330	841,990	4,280,320	4,220,260	(60,060)
less Notional capital charges	(2,881,260)		(2,881,260)	(2,881,260)	0
<u>Service Committee Net Expenditure</u>	12,548,290	2,014,359	14,562,649	15,055,500	492,851
Net Interest	300,000		300,000	150,000	(150,000)
New Homes Bonus	(4,232,490)		(4,232,490)	(4,232,490)	0
Revenue Contribution to Capital	0		0	0	0
Minimum Revenue Provision	875,000		875,000	765,779	(109,221)
Voluntary Revenue Provision	2,000,000		2,000,000	2,000,000	0
<u>General Fund Expenditure</u>	11,490,800	2,014,359	13,505,159	13,738,789	233,630
Transfer To/(From) Working Balance	68,304	(1,951,079)	(1,882,775)	(2,084,020)	(201,245)
Transfer To/(From) Earmarked Reserves	631,490	(63,280)	568,210	225,825	(342,385)
<u>General Fund Net Expenditure</u>	12,190,594	0	12,190,594	11,880,594	(310,000)
Formula Grant	(5,802,225)		(5,802,225)	(5,802,225)	0
Business Rates Growth / Pooling Gain	(1,358,733)		(1,358,733)	(1,048,733)	310,000
CIL Income	0		0	0	0
Council Tax	(5,029,636)		(5,029,636)	(5,029,636)	0
	0	0	0	0	0
Working Balance	March 2015	£ 5,516,722		£ 3,432,702	March 2016

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		Funded by	£	
Corporate				
Democratic Representation	Additional Portfolio Holders		13,000	Qtr 2
			<u>13,000</u>	
Place				
Public realm	Vally Parks Transfer - DWT		425,000	Qtr 2
			<u>425,000</u>	
People				
Customer Access	Safe Sleep		28,000	Qtr 2
			<u>28,000</u>	
General Fund Total			<u>466,000</u>	
HRA Total			<u>0</u>	
Overall Total			<u>466,000</u>	

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EXETER CITY COUNCIL

REPORT TO: SCRUTINY COMMITTEE – CORPORATE
EXECUTIVE
COUNCIL

DATE OF MEETING: RESOURCES – 24 NOVEMBER 2016
EXECUTIVE – 6 DECEMBER 2016
COUNCIL – 13 DECEMBER 2016

REPORT OF: ASSISTANT DIRECTOR FINANCE
TITLE: TREASURY MANAGEMENT 2016-17 – HALF YEAR UPDATE

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

To report on the current Treasury Management performance for the 2016-17 financial year and the position regarding investments and borrowings at 30 September 2016. The report is a statutory requirement and is for information only with no key decisions required.

2. Recommendations:

That Scrutiny and Executive note the Treasury Management report in respect of the first six months of the 2016-17 financial year.

3. Reasons for the recommendation:

It is a statutory requirement for the Council to publish regular reports on Treasury Management to Council. This includes an annual Treasury Management Strategy and half yearly report and a year-end report as a minimum.

4. What are the resource implications including non financial resources

The report is an update on the overall performance in respect of treasury management for the first six months of the 2016-17 financial year. Therefore, there are no financial or non financial resource implications.

5. Section 151 Officer comments:

The significant improvement against budget will support not only the General Fund position, but also give a small boost to the HRA. The Finance team will continue to identify opportunities for investing our surplus cash deposits.

6. What are the legal aspects?

In February 2012 the Council adopted the updated *CIPFA Treasury Management in the Public Services: Code of Practice*, which requires the Council to report on its performance at the end of each financial year. Adoption of the Code is required by regulations laid under the Local Government Act 2003.

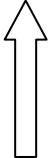

7. Monitoring Officer's comments:

The report raises no issues for the monitoring officer.

8. Report Details:

8.1 Interest Rate Prospects

Interest rate forecasts, provided by our Advisors, are set out below.

Period	Bank Rate	20-year PWLB rate
Dec 2016		2.05
Mar 2017		2.05
Jun 2017		2.05
Sept 2017		2.05
Dec 2017		2.05
Mar 2018	0.25	2.05
June 2018		2.05
Sept 2018		2.05
Dec 2018		2.10
Mar 2019		2.15
Jun 2019		2.15

8.2 Economic Context

The economic trajectory for the UK has been immeasurably altered following the vote to leave the EU. The long-term position of the UK economy will be largely dependent on the agreements the government is able to secure with the EU and other countries.

The short to medium-term outlook is somewhat more downbeat due to the uncertainty generated by the result and the forthcoming negotiations (notwithstanding the Olympic and summer feel-good effects). The rapid installation of a new Prime Minister and cabinet lessened the political uncertainty, and the government/Bank of England have been proactive in tackling the economic uncertainty.

Over the medium term, economic and political uncertainty will likely dampen investment intentions and tighten credit availability, prompting lower activity levels and potentially a rise in unemployment. These effects will dampen economic growth through the second half of 2016 and in 2017.

8.3 Treasury Management Strategy

The Council approved the 2016-17 treasury management strategy at its meeting on 23 February 2016. The main change to the strategy was the request for approval to allow investments (up to £5m) to be made in property funds.

Such funds are pooled investment products and are accessed on a traded share basis rather than a fixed cash deposit sum. The investment in the property fund is a long term commitment which means that there will be fluctuations in the return over the period of the investment.

Council's stated investment strategy was to continue to hold only small surplus funds and to seek to utilise its Call Accounts, Money Market Funds, use the Government's Debt Management Office and use short dated deposits (up to 3 months) which would be placed with Local Authorities.

The Council's stated borrowing strategy was to maintain, and if possible reduce, short-term borrowing as long as rates remained low. With short-term interest rates currently much lower than long-term rates, it continues to be more cost effective in the short term to not borrow and reduce the level of investments held instead. The Council is currently borrowing over 1 or 2 year periods.

If required, the council may arrange forward starting loans during the year, where the interest rate is fixed in advance, but the cash is received in a later period. To date this borrowing option has not been utilised.

8.4 Net Interest Position

The General Fund shows an significant improvement against the estimate for net interest payable, the position is:

	Estimate	Sep-16	Estimated	Variation
	£	£	Outturn	£
			£	
Interest paid	400,000	48,870	97,730	(302,270)
Interest earned				
Temporary investment interest	(200,000)	(85,970)	(225,580)	(25,580)
Other interest earned	(700)	(330)	(420)	280
Science Park Loan	(25,850)	(12,925)	(25,850)	0
Less				
Interest to HRA	82,450	83,175	166,350	83,900
Interest to s106 agreements	40,000	51,235	102,470	62,470
Interest to Trust Funds	4,000	2,225	4,450	450
Lord Mayors Charity	100	25	50	(50)
GF interest (received) / paid out	(100,000)	37,435	21,470	121,470
Net Interest	300,000	86,305	119,200	(180,800)
Investment Loss – General Fund	0	30,800	30,800	30,800
Net Interest	300,000	117,105	150,000	(150,000)

8.5 The other interest earned relates to car loan repayments.

9. Investment Interest

The Council is utilising the Government's Debt Management Office account and call accounts with Handelsbanken and Barclays. Appendix A sets out the institutions that the Council can use for deposits – this is known as our Counterparty list.

The Council has five Money Market Funds. The money market funds allow immediate access to our funds and spreads risk as it is pooled with investments by other organisations and invested across a wide range of financial institutions.

An investment of £3m was made in the CCLA's LAMIT Property Fund in April 2016. The investment in the fund is a long term commitment which will mean that there will be fluctuations in the return over the period of the investment. Details of the yield on this investment is included in 9.1.

9.1 The Council's current investments are:

UK Owned Banks

Amount	Investment	Interest rate
£1,000,000	Barclays	0.05%

Foreign Owned Banks

Amount	Investment	Interest rate
£1,000,000	Handelsbanken	0.15%

Money Market Funds

Amount	Investment	Interest rate*
£5,000,000	Blackrock	0.48%
£3,000,000	Amundi Asset Management	0.47%
£2,500,000	Federated Investors UK	0.47%
£1,000,000	Standard Life Investments	0.45%
£500,000	CCLA - Public Sector Deposit Fund	0.29%

* Interest rate is variable (therefore this is based on past performance)

Fixed Term Deposits

Amount	Investment	Interest rate
£2,000,000	Nationwide Building Society	0.42%
£3,000,000	Leeds Building Society	0.40%
£3,000,000	United Overseas Bank	0.28%

Property Funds

Amount	Investment	Dividend Yield
£3,000,000	CCLA – LAMIT Property Fund	4.89%

10. Investment Loss

The council recently took the opportunity to convert the small amount of money left in the Glitnir Escrow Account. The investment was converted via the Central Bank of Iceland, the conversion means that the council no longer has a financial interest in Iceland.

There was a small investment loss of £30,800 (see 8.4) on conversion. The total amount received in respect of the investment was £2,022,616.

11. Borrowings

The Council's short term borrowing is £10m, long term borrowing remains at £56.884m. Details of the loans are set out in 11.1. The future cash flow forecast included planned borrowing of £4 million as part of the 2016-17 capital programme, to date this borrowing has not been required.

The ongoing borrowing requirement will be monitored and a decision of whether to take the planned borrowing will be made in light of need and current and forecast interest rates. If additional borrowing is required advice will be sought from the treasury management advisors in order that the most cost effective form of borrowing can be secured.

11.1	Amount	Lender	Interest rate	Date of repayment
	£10,000,000	Oxfordshire County Council	0.98%	01/02/2018
	£56,884,000	PWLB	3.48%	28/03/2062

12. Future Position

As interest rates remain very low, the Council will continue to utilise short term borrowing to manage its cashflow. Current rates for borrowing are between 0.40% and 0.50% for up to 1 year and the Council will continue to borrow for 1 or 2 year periods.

- 12.1 The Council's five Money Market Funds which are AAA rated, currently offer rates between 0.29% and 0.48%, the rates are liable to fluctuation in the year. The call accounts offer between 0.05% and 0.15% for the average annual balance.

The short term investments that are made through the call accounts and money market funds ensure cash can be accessed immediately. This has an ongoing impact on returns but increases the security of our cash.

- 12.2 We will also lend, when possible, to institutions on the Council's counterparty list which includes other Local Authorities, UK and Foreign owned banks, building societies and the Debt Management Office. However the rates received are between 0.28% and 0.40%, which are equally not significant and in some case below the amount received from our existing deposits.
- 12.3 Officers have regular meetings with the treasury management advisors in order to seek advice on how to maximise investment returns and to minimise the need to borrow whilst taking into account investment risk.
- 12.4 We continually explore the possibility of widening the investment options available to the Council. If the options are proved to be of interest, and viable, they will be included in the treasury management strategy which is presented to committee for approval in February 2017.

13. How does the decision contribute to the Council's Corporate Plan?

Treasury Management supports the Council in generating additional funds for investing in Services, whilst minimising the amount of interest paid on borrowings. It does not in itself contribute to the Council's Corporate Plan.

14. What risks are there and how can they be reduced?

The council uses treasury management advisors who continually provide updates on the economic situation, interest rates and credit ratings of financial institutions. They also provide a counterparty list which details the financial institutions which meet the council's treasury management strategy.

15. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, Economy safety and the environment?

No impact.

16. Are there any other options?

No.

David Hodgson, Assistant Director Finance

Author: Paul Matravers, Principal Accountant

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

Background papers used in compiling this report:

None

Contact for enquiries:

Democratic Services (Committees)

Room 2.3

(01392) 265275

Name	COUNTRY	Moody's Short Term Rating	Fitch Short Term Rating	Banking Group	Maximum Recommended Duration
UNITED KINGDOM: BANKS					
BANK OF SCOTLAND PLC	GB	F1	P-1	Lloyds Banking Group	13 months
LLOYDS BANK PLC	GB	F1	P-1		13 months
BARCLAYS BANK PLC	GB	F1	P-1		100 days
CLOSE BROTHERS LTD	GB	F1	P-1		6 months
GOLDMAN SACHS INTERNATIONAL	GB	F1	P-1		100 days
HSBC BANK PLC	GB	F1+	P-1		13 months
ABBEY NATIONAL TREASURY SERV	GB	F1	P-1	Santander Group	6 months
SANTANDER UK PLC	GB	F1	P-1		6 months
UK: BUILDING SOCIETIES					
COVENTRY BUILDING SOCIETY	GB	F1	P-1		6 months
LEEDS BUILDING SOCIETY	GB	F1	P-1		100 days
NATIONWIDE BUILDING SOCIETY	GB	F1	P-1		6 months
UK: LOCAL AUTHORITIES					
CORNWALL COUNCIL	GB				4 years +
GREATER LONDON AUTHORITY	GB				4 years +
GUILDFORD BOROUGH COUNCIL	GB				4 years +
KENSINGTON & CHELSEA ROYAL BOROUGH	GB				4 years +
LANCASHIRE COUNTY COUNCIL	GB				4 years +
TRANSPORT FOR LONDON	GB	F1+	P-1		10 years
BOROUGH OF WANDSWORTH	GB	F1+			4 years +
WARRINGTON BOROUGH COUNCIL	GB				4 years +
UK: OTHER INSTITUTIONS					
NETWORK RAIL INFRASTRUCTURE	GB	F1+	P-1		15 years
UK GOVERNMENT	GB	F1+			50 years
COMMONWEALTH OF AUSTRALIA					
AUST AND NZ BANKING GROUP	AU	F1+	P-1		6 months
COMMONWEALTH BANK OF AUSTRAL	AU	F1+	P-1		6 months
NATIONAL AUSTRALIA BANK LTD	AU	F1+	P-1		6 months
WESTPAC BANKING CORP	AU	F1+	P-1		6 months
GOVERNMENT OF CANADA					
BANK OF MONTREAL	CA	F1+	P-1		13 months
BANK OF NOVA SCOTIA	CA	F1+	P-1		13 months
CAN IMPERIAL BK OF COMMERCE	CA	F1+	P-1		13 months
ROYAL BANK OF CANADA	CA	F1+	P-1		13 months
TORONTO-DOMINION BANK	CA	F1+	P-1		13 months
FEDERAL REPUBLIC OF GERMANY					
FMS WERTMANAGEMENT	GE	F1+	P-1		25 years
KREDITANSTALT FUER WIEFERAUF	GE	F1+	P-1		25 years
LANDESBANK HESSEN-THURINGEN	GE	F1+	P-1		6 months
LANDESKRED BADEN-WUERTT FOER	GE	F1+	P-1		25 years
LANDWIRTSCHAFTLICHE RENTENBA	GE	F1+	P-1		25 years
LAND SACHSEN-ANHALT	GE	F1+	P-1		15 years
KINGDOM OF THE NETHERLANDS					
BANK NEDERLANDSE GEMEENTEN	NE	F1+	P-1		5 years
COOPERATIEVE RABOBANK UA	NE	F1+	P-1		13 months
REPUBLIC OF SINGAPORE					
DBS BANK LTD	SI	F1+	P-1		13 months
OVERSEA-CHINESE BANKING CORP	SI	F1+	P-1		13 months
UNITED OVERSEAS BANK LTD	SI	F1+	P-1		13 months
KINGDOM OF SWEDEN					
NORDEA BANK AB	SW	F1+	P-1		13 months
SVENSKA HANDELSBANKEN-A SHS	SW	F1+	P-1		13 months
UNITED STATES OF AMERICA					
JPMORGAN CHASE BANK NA	US	F1+	P-1		13 months
SUPRANATIONAL					
COUNCIL OF EUROPE DEVELOPMNT	FR	F1+	P-1		15 years
EUROPEAN BANK FOR RECONSTRUC	GB	F1+	P-1		25 years
EUROPEAN INVESTMENT BANK	LX	F1+	P-1		25 years
INTER-AMERICAN DEV BANK	US	F1+	(P)P-1		25 years
INTERNATIONAL BANK FOR RECON	US	F1+	(P)P-1	World Bank Group	25 years

Exeter City Council - Money Market Funds

Money Market Fund	Place of Domicile	Moody's Long-Term Ratings	Fitch Long-Term Rating	Rate	Fund Size (30 September 2016) £bn	Max recommended investment (0.5% of fund size*) £m
BLACKROCK	IR	Aaa-mf	-	0.48%	31.98	159.90
AMUNDI INVESTORS	LX	-	AAAmmf	0.47%	0.60	12.00
FEDERATED INVESTORS (UK)	GB	-	AAAmmf	0.47%	2.90	14.50
STANDARD LIFE (FORMERLY IGNIS) LIQUIDITY FUNDS	IR	-	AAAmmf	0.45%	12.33	61.70
CCLA - PSDF	GB	-	AAAmmf	0.29%	0.29	1.50

Other Money Market Funds Available

Money Market Fund	Place of Domicile	Moody's Long-Term Ratings	Fitch Long-Term Rating	Rate	Fund Size (30 September 2016) £bn	Max recommended investment (0.5% of fund size*) £m
BNP PARIBAS ASSET MANAGEMENT	LX	Aaa-mf	-	0.52%	1.79	9.00
INVESCO AIM	IR	Aaa-mf	AAAmmf	0.49%	1.21	24.20
ABERDEEN ASSET MANAGEMENT	LX	Aaa-mf	AAAmmf	0.47%	14.18	70.90
MORGAN STANLEY INVESTMENT MANAGEMENT	IR	Aaa-mf	AAAmmf	0.47%	2.33	11.60
BNY MELLON ASSET MANAGEMENT	IR	Aaa-mf	-	0.45%	2.23	11.10
FIDELITY INTERNATIONAL	IR	Aaa-mf	-	0.44%	1.18	5.90
GOLDMAN SACHS ASSET MANAGEMENT	IR	Aaa-mf	AAAmmf	0.44%	9.94	49.70
AVIVA INVESTORS	IR	Aaa-mf	-	0.42%	16.03	80.10
STATE STREET GLOBAL ADVISORS ASSET MANAGEMENT	IR	Aaa-mf	AAAmmf	0.42%	3.25	16.20
HSBC ASSET MANAGEMENT	IR	Aaa-mf	-	0.41%	7.27	36.30
INSIGHT INVESTMENTS	IR	-	AAAmmf	0.41%	22.92	114.60
NORTHERN TRUST ASSET MANAGEMENT	IR	Aaa-mf	-	0.41%	9.21	46.10
J.P.MORGAN ASSET MANAGEMENT	LX	Aaa-mf	AAAmmf	0.40%	9.74	48.70
LEGAL & GENERAL INVESTMENT MANAGEMENT	IR	-	AAAmmf	0.39%	26.88	134.40
DB ADVISORS (DEUTSCHE)	IR	Aaa-mf	-	0.36%	8.00	40.00
Government Funds:						
AVIVA INVESTORS GOV	IR	Aaa-mf	-		1.19	23.80
BLACKROCK GOV	IR	Aaa-mf	-		2.55	51.00
GOLDMAN SACHS ASSET MANAGEMENT GOV	IR	Aaa-mf	AAAmmf		0.28	5.70
JP MORGAN ASSET MANAGEMENT GOV	LX	Aaa-mf	AAAmmf		0.28	5.70
NORTHERN TRUST ASSET MANAGEMENT GOV	IR	-	-		0.002	0.04

REPORT TO: Corporate Services Scrutiny Committee

Date of Meeting: Corporate Services Scrutiny Committee – 24 November 2016
Executive – 6 December 2016
Council – 13 December 2016

Report of: Corporate Manager Policy, Communications and Community Engagement

Title: Equality and Diversity Policy

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

To seek approval for an Equality and Diversity policy.
To

2. Recommendations:

That Scrutiny Corporate Services and Executive support, and Executive recommend to Council the adoption of the Equality and Diversity policy.

That delegated authority be given to the Portfolio Holder with responsibility for Equality and Diversity, and Corporate Manager Legal & Human Resources for making any further amendments to the policy.

3. Reasons for the recommendation:

The Equality and Diversity policy provides a clear framework for the council to meet its legislative duties.

4. What are the resource implications including non financial resources:

The policy will require a heightened awareness from staff in their day to day work to take account of equality considerations which may require additional time. There may also be a requirement for training and awareness raising programmes to ensure all staff understand their responsibilities.

5. Section 151 Officer comments:

There are no additional financial implications contained within this report. It is assumed that any additional training required can be managed within the existing training budget.

6. What are the legal aspects?

6.1 The Equality Act 2010 public sector equality duty comprises a general duty supported by specific duties. The general equality duty requires public authorities, in the exercise of their functions, to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.

- Foster good relations between people who share a relevant protected characteristic and those who do not.

6.2 The Equality Act brought together and harmonised all previous nine main pieces of equality legislation covering service provision and employment, protecting individuals against discrimination.

7. Monitoring officer Comments

This policy is necessary in order to assist the Council to comply with its legal obligations set out in the Equalities Act 2010.

8. Report Details:

8.1 Policy

8.2 An Equality and Diversity Task and Finish group was set up in October 2015 with the following key aims:

- To help shape and form the new Equality and Diversity Policy.
- To review and raise the profile of the Equality Impact Assessment Forms in line with the new Policy.
- To look at what staff training is needed and the best way of delivering that in line with the requirements of the Policy.

8.3 For a number of years the council has had in place a Corporate Equality Policy Statement and a separate Equality in Employment Policy. The first area of work that the Task and Finish Group identified was to bring these two documents together as a Corporate Equality and Diversity Policy, as a framework from which other work can develop.

8.4 The policy has been consulted on with the Unions and internal stakeholders such as HR Business Partners. Suggestions have either resulted in amendments to the draft policy or been incorporated into the supporting action plan (see 8.8).

8.5 External consultation was carried out via Devon and Cornwall Police Equality Reference Group but no responses were received. Although this is a disappointing result there are plenty of other opportunities to receive feedback from communities during the implementation of the policy and the document will be kept under regular review.

8.6 Other areas identified by the Task group for future work include:

- Identifying a Senior Management Equality Champion.
- The council does not have a workforce strategy nor a comprehensive programme of staff engagement
- At present the internal population is not reflecting the external population though it is acknowledged that this is because the council has not been recruiting.
- There is a need to look at Equality and Diversity training and development for staff.
- There is perception that there is a lack of understanding and therefore a lack of confidence within staff as to what the issues are in relation to Equality and Diversity and what is required of them.

8.7 Implementation of the policy

8.8 An action plan has been drawn up to support section 7 of the Equality and Diversity Policy 'Actions to ensure the council meets its duties'. While all of these actions are necessary and many are linked to each other, there are some which may need to be prioritised over others, given the limited resources available. The following priorities have been agreed with the Portfolio Holder for Communities and Neighbourhoods:

- Identify a senior management champion to lead the work – alongside a Portfolio Holder with responsibility for equality, this is considered to be essential to be able to progress work throughout the organisation.
- Undertake one off project to compile statistics from current sources about demographic of city and customers and set up system of periodic monitoring – these actions along with work already happening around community engagement will help us to get a picture of need and the impact of our work.
- Develop a process for ensuring that equality impact assessments are carried out in a timely way and which involves communities in the process. Linked to the above, this is a key activity to help the organisation understand Exeter's communities and the impact of its work. Given this and the inclusion as an item on the risk register this would need to be highlighted as a key priority area of work.

8.9 An annual report against this plan will be made to Strategic Management Team and this committee to ensure improvements are monitored.

8.10 A training needs matrix is being developed to identify the levels of training need for different teams across the council and the types of specialist training they might require.

9 How does the decision contribute to the Council's Corporate Plan?

In promoting equality and diversity the policy contributes directly to two strands of the Corporate Plan:

- Provide services to meet customers' needs
- Support Exeter's communities

10 What risks are there and how can they be reduced?

Failure to meet duties under the Equality Act 2010 risk challenge from the public and community groups. A clear framework of policy and programme of awareness raising with officers and councillors will help to mitigate this. The draft Equality and Diversity policy contains a list of activities which the task and finish group agreed will need to be undertaken as a minimum to meet the duties.

11 What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, Economy safety and the environment?

The policy and associated work has a direct impact on equality and diversity, health and wellbeing and safeguarding. An equality impact assessment on the policy has been developed and is attached to this report.

12 Are there any other options?

No.

Bruce Luxton, Corporate Manager Policy, Communications and Community Engagement

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

Background papers used in compiling this report:

None

Contact for enquiries:

Democratic Services (Committees), Room 2.3, (01392) 26115

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Exeter City Council

Equality and Diversity Policy

This policy should be read with the Exeter City Council Guides for Managers and Employees

Policy development and Version details
November 2016 Draft

Title	Equality and Diversity Policy
Author	Melinda Pogue-Jackson and Kären Jamieson
Owner	Policy, Communications and Community Engagement
Review dates	November 2016
Status for FOI	Open
Protected marking status	Unclassified
EqlA conducted	August 2016

1. Introduction

Exeter City Council bases all of its work on the fundamental principles of the Universal Declaration of Human Rights 1948¹ and welcomes the diversity of the community living, working and learning in the city. As a service provider, community leader and employer the council is committed to promoting equality and tackling social exclusion.

This document sets out our vision and aims for the city and what we need to do to achieve that vision. It provides an overarching direction for our work and other policies and activities will be developed and reviewed to ensure that we can achieve our aims.

2. Our vision

Exeter City Council is a signatory to the Devon Joint Declaration for Equality.

We will work to achieve:

- a city where people achieve their own potential and a good quality of life.
- a city where everyone can access our services, facilities or information.
- a city where there is public involvement and influence over decision making, planning, policy and service delivery.
- a city that is a strong, safe and inclusive community.
- a city where people have trust and confidence to report incidents of abuse or discrimination.
- a workforce, at all levels, that is supported and broadly reflects the diversity of the community.

3. How will we achieve this?

3.1 As a provider of services

3.2 We will make our services easier to use and more accessible for everyone in Exeter. To do this we will:

- make information about our services more widely available and more accessible
- make our buildings more accessible to customers
- make contacting the council easier and more accessible to all customers

3.3 As an employer

3.4 We believe that if we have a workforce that reflects the diversity of the local population, that feels it is treated equally and fairly and has the opportunity to grow and develop at work will help us to provide the best possible service to the people of Exeter. Our aim is to be an equal opportunities employer. To do this we need to:

- to increase the degree by which workforce diversity reflects the local population
- to ensure all staff are paid equally for work of equal value
- to ensure that staff are treated fairly and have equal opportunities at work regardless of their background or status
- to ensure that all staff can work in an environment and culture free from harassment, bullying and discrimination

¹ <http://www.un.org/en/universal-declaration-human-rights/>

- to ensure that all staff have the skills and understanding they need to meet the diverse needs of a diverse population

3.5 When helping to build successful communities:

3.6 The council has an important role to play in helping to build and support successful cohesive communities that have an active role in shaping their services and local neighbourhoods. To do this we need to:

- increase community cohesion and integration in Exeter
- increase the engagement of people from diverse communities with the council's decision making process
- to support services in the private and voluntary sector that meet the diverse needs of the community

4. **Scope of the policy**

4.1 This policy is intended to reflect the impact of The Equality Act 2010. The act brings together and harmonises previous equality legislation covering service delivery and employment practice and introduces the Public Sector Equality Duty:

A public authority must, in the exercise of its functions, have due regard to the need to -

(a) **eliminate discrimination, harassment, victimisation and any other conduct that is prohibited** by or under this Act;

(b) **advance equality of opportunity** between persons who share a relevant protected characteristic and persons who do not share it;

(c) **foster good relations** between persons who share a relevant protected characteristic and persons who do not share it.

4.2 Due regard to the duty should occur when making decisions and in other day to day activities. The duty must be exercised in substance, with rigour, and with an open mind, and in such a way that it influences the final decision.

4.3 Although the courts have highlighted a tendency for organisations to comply with the duty through 'tick box exercises' and hence a record may not actually show the above has been done, a record of decision making is vital to demonstrate that thought has been given².

4.4 The duty applies to nine 'protected characteristics': age, disability, gender, gender reassignment, marriage and civil partnership (in relation to point a. at work), pregnancy and maternity, race, religion and belief, sexual orientation.

4.5 The council extends this protection under the policy to socio economic background, class, caste, political or other opinion, national origin, locality, or association with these characteristics.

4.6 Everyone who uses services, facilities and information provided by the council should be treated in line with this policy. This includes customers, members of the public, partners, contractors, employees, volunteers and elected members.

² <https://www.equalityhumanrights.com/en/publication-download/technical-guidance-public-sector-equality-duty-england>

- 4.7 The Equality Act 2010 is built on the principles of the Human Rights Act (HRA). The council supports the purpose and articles of the Act and specifically Article 14 which provides that 'the rights and freedoms set forth in (the HRA) shall be secured without discrimination on any ground'.

5. Our supporting policies, structures and processes

- 5.1 The council has a number of supporting policies, structures and processes in place, in addition to this policy. These include:
- an Equality Impact Assessment toolkit to analyse the effects our policies and services have on people
 - policies on recruitment and selection and learning and development opportunities for employees
 - policies and codes of conduct covering employee, member and customer behaviour
 - policy and procedures for reporting incidents of bullying, discrimination and Hate Crime
 - communication standards including policies and guidance for translations, interpreting and alternative formats and use of Social Media
 - disability access improvement plans for buildings
 - procurement/commissioning standards and clauses
 - supporting guidance and information, including information about community needs, views and profiles although we are aware that we need to make improvements in this area
 - a member and officers who have designated responsibility for leading on equality, raising awareness and building capacity within the organisation
 - external consultation arrangements commissioned with voluntary and community sector organisations
 - the Equality Framework for Local Government will be used as a framework to improve or maintain standards and be accountable to the people it serves. However we are not only driven by legislation - our policy and work programmes are also in response to local needs.

6. Responsibilities

6.1 Ultimate responsibility

The ultimate responsibility for the provision of equal opportunities lies with the council. The Public Sector Equality Duty cannot be delegated. This means that the duty will always remain the responsibility of the organisation subject to the duty, in this case Exeter City Council. In practice, this may mean that the council will need to ask suppliers to take certain steps (such as monitoring service users), in order to enable the public authority to meet their continuing legal obligation to comply with the PSED.

6.2 Personal responsibility

6.3 Members

Each Exeter City Councillor has the personal responsibility to comply with the policy. The Portfolio Holder for Enabling Services has lead responsibility for equality in service delivery and the Leader of the Council has responsibility for equality in employment.

6.4 Officers

The Chief Executive and Growth Director has been delegated overall responsibility for ensuring that this policy and the processes underpinning it are developed, implemented effectively, monitored and updated.

Strategic Management Team is required to ensure good governance of the organisation and has overall responsibility to make sure this policy is consistently applied and taken into account when setting strategic direction and reviewing performance.

6.5 Assistant Directors and Corporate Managers are required to:

- manage equality within their units
- ensure that equality is clearly incorporated in to policy, design and delivery of services and functions, where relevant
- ensure that all employees within the unit are aware of the policy and have received training in the implementation of the policy
- ensure that all employees within the unit who are involved in recruitment and selection have received training on equal opportunities

6.6 Human Resources are required to:

- ensure that the council's recruitment, training and development and other working practices and procedures are non-discriminatory and promote equality of opportunity
- carry out corporate monitoring of employment policies and practices and publish results annually
- ensure that managers and members are aware of the content of the policy relating to employment matters and the legislative framework underpinning it

6.7 Trade Unions are encouraged to:

- work with management in monitoring equality and diversity
- ensure that their elected officials are conversant with the council's policy and its application

6.8 Employees in general are required to:

- ensure they understand and comply with the letter and spirit of the policy
- actively participate in measures introduced by the council to promote equality and diversity and ensure that there is no discrimination
- report to management any discriminatory practices or behaviours
- support the proper investigation of complaints.

Employees and others working on behalf of an employer can be held personally liable for acts of unlawful discrimination where an employer has taken all reasonable steps to prevent such an act.

6.9 Contractors, suppliers and consultants

A requirement to comply with equality legislation will be included in all contracts and service level/delivery agreements. Failure to comply may lead to the termination of contracts.

Organisations doing business with us are welcome to adopt our equality policy for their own use.

7. Actions to ensure the council meets its duties

7.1 Awareness raising with employees

7.2 The council will provide appropriate training to staff to help them to understand their rights and responsibilities and to increase awareness of the council's legal duties, obligations, practices and procedures.

7.3 The corporate induction processes will include a basic introduction to the council's policies on equality and directorate induction should cover issues specific to that area of work.

7.4 Reasonable adjustments will be considered and where appropriate made to enable employees with a disability to take advantage of training opportunities and events.

7.5 Assessing the impact of policies and services

7.6 All new major projects, policies and strategies, as well as those being reviewed, are required to be assessed for their impact on equality as part of their development. These are identified through the Forward Plan.

7.7 Assessing the impact on equality helps us to understand need by looking at the effect or possible effect our work may have on different groups of people. By anticipating the consequences of our work we can make sure that, as far as possible, any negative consequences are eliminated, minimised or counterbalanced by other measures, and opportunities for promoting equality are maximised. This also improves efficiency because we can identify where to target our resources most effectively.

7.8 All project leaders are responsible for incorporating equality into their projects or strategies starting at the very beginning of the project and maintain this focus so that it is a continuous process. An Equality Impact Assessment Toolkit is available on the intranet to assist with this work. Any project or policy team can use the this toolkit to help them assess the potential impact of their project, regardless of whether it has been identified by the directorate as requiring an assessment.

7.9 We will work to increase the number of services that involve people from diverse communities in their equality impact assessments and service planning processes.

7.10 The Policy Unit reviews completed impact assessments and these are published on the council's website.

7.11 All committee reports are required to demonstrate "the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment"

7.12 Community engagement

7.13 The council recognises the specialist role that the community and voluntary sector plays in tackling inequality through its strong roots in service user involvement, community engagement and social justice.

7.14 We will work with members of the public, diverse communities and community organisations to develop our priorities and challenge our equality performance.

7.15 We will ensure that all sections of the community have equal opportunity to successfully bid for council contracts and are informed about other opportunities such as asset transfer.

7.16 Recruitment and selection

7.17 The council is committed to applying its equality policy at all stages of recruitment and selection. Short listing, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, race, nationality, ethnic or national origins, religion or belief, age, disability, pregnancy or maternity leave or trade union membership.

7.18 Where a service has identified underrepresentation of a particular group with protected characteristics, the advert may include a statement to encourage applicants from such a specified group(s).

7.19 All disabled applicants who meet the minimum requirements of the job as set out in the job description and employee specification will be guaranteed an interview. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

7.20 Learning and development

7.21 Development and training is essential to the achievement of the council's core values. Exeter City Council will treat its employees fairly and offer them the appropriate training and development, to not only help them do their current jobs but also help them develop further within the area of work that they do.

7.22 Any training highlighted on an employee's Growth & Development Review Form will be logged onto the Service Learning & Development Plan.

7.23 Positive action may be taken in providing training and development to minority groups to ensure that members of the group have equal access to training and development and promotion opportunities.

7.24 Employees will not be denied access to training and development on any basis and in particular any reason associated with a protected characteristic.

7.25 Flexible working

7.26 The council believes that flexible working can increase employee motivation, promote work-life balance, reduce employee stress and improve performance and productivity and support equality.

7.27 All employees who have a minimum of 26 weeks' continuous service have the right to request flexible working and to have their request considered seriously by the council.

7.28 The council's flexible working arrangements may take account of religious requirements. Although there is no entitlement for a person to work particular days or hours because of religious commitments, any requests to do so will be considered positively and balanced with the needs of the service. Religious requirements for certain dress codes will also be considered positively and balanced with the requirements to wear a corporate uniform or Personal Protective Equipment.

7.29 Assisting employees who are disabled or who become disabled

7.30 The council will seek and consider advice with regard to reasonable adjustments to working arrangements, equipment, furniture etc to assist employees who are disabled or who, in the course of their employment, become disabled.

- 7.31 Employees who become disabled will be given opportunities to train within their present job to continue with that job or to re-train and be re-deployed to a job more suitable to their level of abilities.
- 7.32 Equality monitoring
- 7.33 The Council recognises that equality monitoring of service delivery is essential for effective planning of the services that it provides. Monitoring can tell us which groups are using services and how satisfied they are with them. This data, in conjunction with impact assessments can then be used to highlight possible inequalities, investigate their underlying causes and remove any unfairness or disadvantage.
- 7.34 An Equality Monitoring Toolkit providing advice and guidance to staff is available on the intranet.
- 7.35 The council will ensure that the impact of its employment policies and practices are regularly monitored so that the success of the council's aims and objectives can be measured and continuous improvements made. A report on employment equality monitoring will be made to SMT and to the relevant Scrutiny Committee annually.
- 7.36 Data will be obtained from the Equal Opportunities Monitoring form included with the application form and will be retained on the Resource Link System.
- 7.37 Responding to discrimination, bullying and harassment
- 7.38 Employees who feel that they are victims of discrimination should immediately draw the issue to the attention of their line manager who should, if possible, resolve the issue informally. If the issue cannot be resolved in this way a complaint should be made in accordance with the Council's Dignity at Work Policy.
- 7.39 The council's Dignity at Work Policy covers bullying and harassment of all kinds and across all protected characteristics. It makes it clear that the council believes all employees have the right to seek and hold employment without discrimination, harassment or bullying. It aims to create a working environment that is free from all harassment and intimidation.
- 7.40 Where customers believe they have been discriminated against they should be directed to the Council's complaints procedure. Such complaints will be investigated in the normal way however these will also be reported to and monitored by the Policy Unit.
- 7.41 Customers who are council housing tenants and have been victims of harassment will be supported by their neighbourhood officer. Council housing tenants who perpetrate harassment will be challenged and are at risk of sanctions and eviction. As a landlord the city council has a specific duty not to discriminate in regard to the allocation of accommodation or in regard to subjecting its tenants to detriment. Specific procedures have been developed to ensure compliance with this requirement.
- 7.42 Other customers will be offered advice and supported to report their complaint to the appropriate agency.
- 7.43 Identifying improvements
- 7.44 The council will produce an annual action plan to address gaps in work to achieve the vision. The actions contained in it will be specific, measurable, achievable, resourced and have timescales (SMART).

7.45 A report against this action plan will be made to SMT and to the relevant Scrutiny Committee annually.

8. Access Statement

8.1 The Council undertakes to make reasonable adjustments/provisions to enable employees and their representatives with protected characteristics to effectively access and engage with this policy/procedure. This may include actions such as the provision of communication in a different format (e.g. brail, foreign or sign language interpreter) and ensuring accessibility of office locations and meeting rooms, and/or provision of equipment.

8.2 However, in order to fulfil this function, the employee must make Human Resources aware of their or their representative's access needs.

9. Related Policies

9.1 Other policies and guidance which support this policy include:

- Dignity at Work
- Flexible Working Hours Scheme
- Family Friendly policies
- Grievance Procedure
- Complaints and Feedback Procedure
- Unacceptable Behaviour policy
- Safeguarding Policy and procedures

Forms of Discrimination

Direct Discrimination occurs when a person is treated less favourably than another person on the grounds of gender, sexual orientation, race, disability, religion or belief, age etc. In many cases direct discrimination is made unlawful through legislation such as the Sex Discrimination, Race Relations, Disability Discrimination Acts and The Employment Equality (Age) Regulations 2006.

Discrimination by Association is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception Discrimination is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic. Perception discrimination already applies to age, race, religion, or belief and sexual orientation. It has now been extended to cover disability, gender reassignment and sex.

Indirect Discrimination occurs when a condition or requirement, formal or informal, although applied equally to all groups has the effect of excluding, penalising or treating any of those groups less favourably and cannot be shown to be justified and may be to the detriment of those who cannot comply with it.

Positive Discrimination is illegal. For example it is illegal to employ someone purely on the basis of their race, gender etc. (see Positive Action below) **Positive Action** is not illegal if it reasonably appears that it prevents or compensates for disadvantage suffered by specific groups in work or who are likely to take up that work. Thus, if it can be shown that specific groups are currently underrepresented in certain areas and levels of the workforce then positive action can be taken to redress the situation. For example, courses and events can be run for specific groups and positive action can include positively seeking to attract applicants from underrepresented groups.

By Way of Victimisation when a person is treated less favourably than others because it is known that they are taking proceedings or acting as a witness under a particular Act e.g. Sex Discrimination Act, The Employment Equality (Age) Regulations 2006.

In Recruitment when the choice of candidates for interview or appointment is influenced solely by discriminatory factors

In Treatment of Employees when deciding which employees have access to promotion, training, allowances or services and including consideration for reasonable adjustments: between colleagues where harassment takes place : by the discriminatory abuse of procedures e.g the disciplinary procedures

Circumstances when Discrimination can legally take place In certain occupations where there is a genuine occupation qualification for reasons of decency and privacy, welfare provision, religion or belief, or single sex establishments.



Equality and Diversity Policy

Equality Impact Assessment Report – vs.2 August 2016

1. Reason for the EqIA

This is a new policy for Exeter City Council (ECC) and has been devised to bring our Equality Policy provision up to date in terms of references to law, our legal duty and use of relevant terminology. Additionally the policy provision has been widened to cover the council's role as a provider of services, community leader and employer.

The lead officers for the development of the policy are Melinda Pogue-Jackson, Policy Officer and Kären Jamieson, Human Resources Business Partner with the work being scrutinised by the Equality Task and Finish Group. The timescales for the completion and delivery of the policy, to include travel through the committee cycle is January 2017.

2. Scope of the Policy

The policy describes and clarifies the council's vision and aims with regard to promoting equality, the delivery of services and tackling exclusion for both the citizens of Exeter and the employees of the council.

This approach links to the ECC Corporate Plan 2015/16 in particular the strategic strands of "provide services to meet customers' needs" and "support Exeter's communities" albeit there are equality issues to be found in all 6 strands. The policy also links to our commitment to the Devon Joint Declaration for Equality.

The main beneficiaries of this policy will be the citizens of Exeter and ECC employees with neither group being the predominant stakeholder. The beneficial impact of adopting an inclusive and equality driven approach is generally well known with the Equality and Human Rights Commission making the following key points:

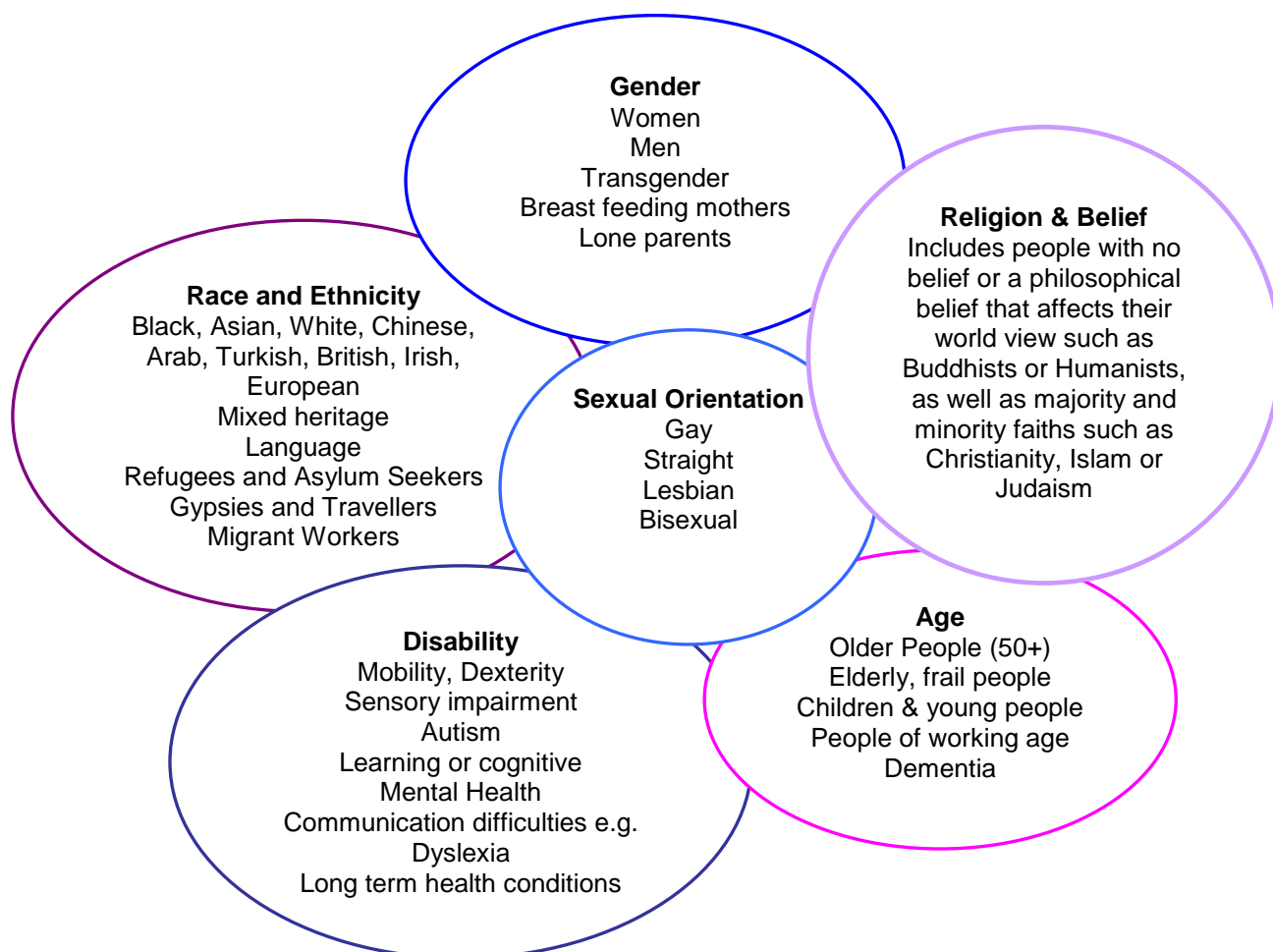
- Can achieve a reduction in the likelihood of unlawful discrimination or legal claim
- Achieves compliance with legislation and the Public Sector Duty
- Supports good organisation performance
- Increased worker satisfaction
- Improved understanding of customers, clients and service user needs

3. Data used to measure impact

The data source groups that may be impacted by the policy are primarily contained in the census data for Exeter and the workforce profile for ECC.

This grouping was then further focussed to specific groups. The most recent population data and the workforce profile are attached to this EqlA.

Whilst the policy applies to all protected characteristics, the key groups in the Exeter population and ECC workforce likely to experience an impact are the minority groups. In particular those who might have difficulty either accessing our services or securing or remaining in employment with ECC.



When considering these in relation to protected characteristics there are some indicators of where there might be a negative or positive impact, these could be:

- Gender – attitudes to transgender people
- Religion and belief – understanding the impact of cultural dynamics in accessing services and employment
- Age – the impact of Dementia for engaging with services or employees with caring responsibilities
- Disability – the impact of Mental Health on seeking and retaining employment
- Race and Ethnicity – the confusion and conflation of the terms of Refugee and Immigrant on attitudes to those seeking housing

In order to reach as many groups as possible it is intended to initially consult with Devon Police Equality Reference Group. If it is found that this does not

cover a wide enough range of groups then the consultation will be extended to cover the following groups:

- Devon Strategic Partnership Equality Reference Group
- Exeter Black & Minority Ethnic Forum
- Refugee Support Devon
- Young Devon
- Living Options Devon
- Intercom
- Local Trans groups
- MIND
- Mindful Employer
- Recovery Devon
- St Petrocs
- Exeter Community Initiatives
- CAB
- Exeter Dementia Action Alliance

4. Feedback from the consultation and identified impact

The Draft Equality Policy was shared with The Police Local Reference Group for feedback and this did not prompt any identification of impacts (negative or positive). Officers have reflected on this outcome and rather than delay the approval of the policy by then contacting the individual organisations listed above, it has been agreed to consult with them as part of the implementation of the policy. This is likely to be a more meaningful and dynamic exercise, directly impacting on how the council conducts its business. The policy itself and this document can then be updated accordingly.

Negative impact

No data at present.

Positive impact

No data at present.

5. Actions to be taken as a result of the EqIA

This section will cover actions that have been identified as a result of the consultation.

6. Monitoring and review

This section will cover the processes for monitoring and review once consultation has been completed but will include as a minimum the following.

- a. An annual review will be scheduled to establish whether or not there has been any disproportionate effect on any of the target groups
- b. Relevant monitoring processes will be devised to identify and assess the impact data to ensure an appropriate response.

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REPORT TO: EXECUTIVE
Date of Meeting: 6th DECEMBER 2016

Report of: Paul Barton, Principal Health and Safety Officer
Office of the Assistant Director Environment
Title: EXETER CITY COUNCIL HEALTH AND SAFETY POLICY

Is this a Key Decision? No

Is this an Executive or Council Function? Executive

1. What is the report about?

The report details the Council's organisation and arrangements in respect of its statutory duty under the Health and Safety at Work Act etc. 1974 and other supplementary legislation. The report is known as the Exeter City Council Health and Safety Policy.

The Health and Safety Policy is reviewed every three years and is accompanied by a Health and Safety Policy Statement, which is also a legal requirement and must be displayed in all Council Buildings where the Council's employees are stationed.

There are minor changes to the Organisation and Arrangements, but no change to the Policy Statement other than to date it 2016.

2. Recommendations:

That the Council's Executive ratify the Health and Safety Policy.

3. Reasons for the recommendations:

To ensure the Council complies with its statutory duty under the Health and Safety at Work Act 1974 and supplementary supporting legislation..

4. What are the resource implications including non-financial resources:

Health and safety at work is equal to all other Council business.

5. Section 151 Officer comments:

There are no financial implications contained within this report.

6. What are the legal aspects?

Failure to comply with the provisions of the Act could result in the Council being prosecuted for organisational failings under the Health and Safety at Work Act 1974 and other supplementary supporting legislation. Clearly this would be extremely undesirable both in terms of financial impact and more importantly loss of reputation.

7. **Monitoring officer Comments:**
No comments.
8. **Report Details:**
The report is attached at Appendix I
- 9 **What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, Economy safety and the environment?**
No impact on these groups.

Paul Barton, Principal Health and Safety Officer
Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:

Contact for enquiries: Paul Barton, Principal Health and Safety Officer, 01392 265456,
paul.barton@exeter.gov.uk.

Appendix I

Health and Safety at Work



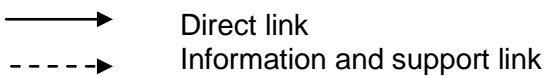
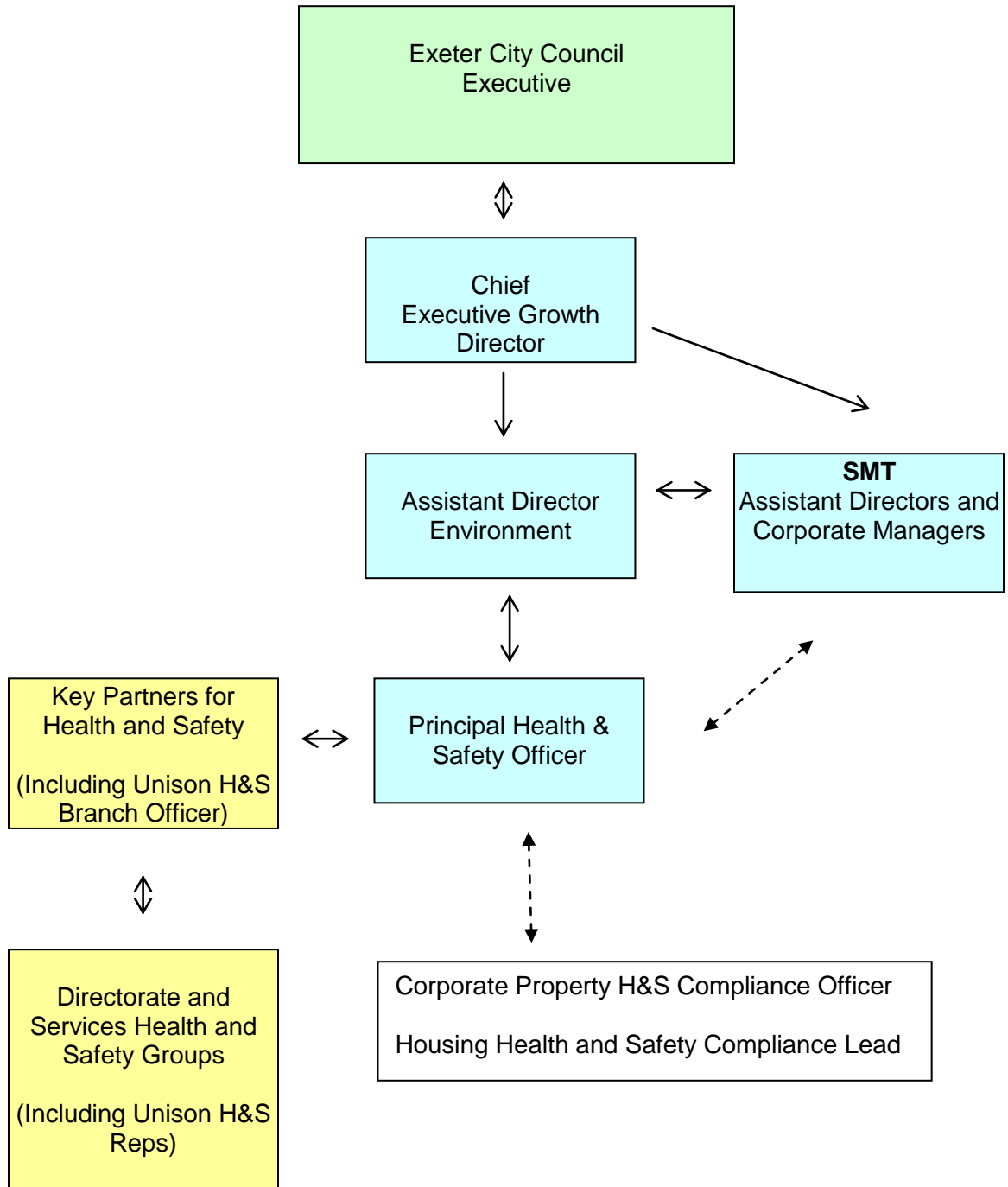
Health and Safety Policy

Organisation and Arrangements

1. The law requires that ultimate responsibility for health and safety rests with the highest level of management. The Council must comply with the Health and Safety at Work etc. Act 1974. In practice the Chief Executive with other key staff, are responsible to the Council for ensuring successful management of the Council's health and safety policy. Key staff responsibilities are set out in this policy and are reflected in job descriptions. A structure chart shows the line of management.
2. The Council's health and safety obligations and responsibilities fall within the terms of reference of its Executive Committee.
3. The Chief Executive is responsible for the implementation of the Council's Health and Safety Policy and ensuring compliance with the Council's legal duties.
4. The Assistant Director Environment is responsible to the Executive Committee for:
 - (a) Advice on the Council's duties under the Act; and
 - (b) Ensuring that the Health and Safety Policy is being implemented.
5. The Assistant Director Environment is responsible for advising the Executive Committee on the personnel aspects of advice and policy implementation under 4 above.
6. Assistant Directors are responsible to the Chief Executive for ensuring compliance with the Council's Health and Safety Policy within their Directorate including at all buildings, sites and activities for which they are responsible.

- 7 Corporate Managers are responsible to the Deputy Chief Executive for ensuring compliance with the Council's Health and Safety Policy within their services including at all buildings, sites and activities for which they are responsible.
8. The Corporate Manager Democratic & Civic Support is also responsible in the Civic Centre for compliance with the Council's Health and Safety Policy throughout the parts used in common, and for the communal building services.
9. The Assistant Director Environment will lead on the measures necessary to manage asbestos, and will advise on measures for the control of Legionella bacteria in water systems.
10. Each Assistant Director and Corporate Manager is responsible for ensuring that the Council's Health and Safety Policy is implemented within their own service area.
11. The Principal Health and Safety Officer acts as the Corporate Health and Safety Adviser. Health and Safety Compliance Officers are in place for Housing Services and Corporate Property, reporting to their respective Corporate Manager / Assistant Director, to underpin corporate compliance for these respective services.
11. The Assistant City Development Manager (Building Control) will provide technical assistance with the fire risk assessment process and help verify the adequacy of assessments.

ORGANISATIONAL STRUCTURE



KEY RESPONSIBILITIES - THE COUNCIL

The Executive Committee has responsibility for:

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

In order to meet these responsibilities the Committee shall:

1. Ensure there is an effective overall policy for the health, safety and welfare of employees and the health and safety of others.
2. Ensure that the policy is reviewed, at least every three years, sooner if there is a need, due to changes of law, guidance or activity.
3. Ensure that suitable and sufficient assessments of the risks to the health and safety of employees and others are made, recording the significant findings of the assessments.
4. Ensure that the preparation of additional topic specific policies and guidance, as appropriate to ensure effective health and safety management.
5. Ensure an annual Corporate Health and Safety Action Plan is approved by April each year.
6. Ensure that staff are fully consulted and informed on Health, Safety and Welfare matters.

7. See that reasonable steps are taken to investigate reported adverse events, e.g. accidents, incidents, reportable dangerous occurrences and reportable disease, and that the findings are taken into account in revising relevant risk assessments.
8. Ensure that appropriate health and safety information is included in an annual published report on the Council's activities and performance. Performance is to be assessed by a programme of monitoring and audit.

KEY RESPONSIBILITIES - CHIEF EXECUTIVE & GROWTH DIRECTOR

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

1. Take responsibility for the implementation of the City Council's overall health and safety policy and topic specific policies.
2. Ensure that the Deputy Chief Executive, the Assistant Directors, The Corporate Managers and Direct Reporting Managers fulfil their responsibilities for health, safety and welfare.
3. Ensure that the responsibilities for health, safety and welfare are properly allocated and accepted at all levels.
4. Plan for adequate staffing, finance and resources to meet the Corporate Health and Safety Action Plan.
5. Promote a positive culture of health and safety at work by taking a direct interest in the Corporate and Directorate Action Plans, and by lending support to the people carrying them out
6. Aim to reflect the 'Exemplar' status expected of a local authority enforcing health and safety in the commercial sector.
7. Ensure that appropriate liability insurance is put in place.

8. Review at least annually the implementation of the Corporate Health and Safety Policy and agree an annual action plan.
9. Ensure that reasonable steps are taken to investigate reported adverse events, e.g. hazards, accidents, reportable dangerous occurrences and reportable disease, and that the findings are taken into account in revising relevant risk assessments.
10. Ensure that appropriate health and safety information is included in an annual published report on the Council's activities and performance.

KEY RESPONSIBILITIES – DEPUTY CHIEF EXECUTIVE

The Deputy Chief Executive will:

1. Actively promote a positive 'health and safety culture', by setting an example to others in all health and safety matters, at all times.
2. Be directly responsible to the Chief Executive for the implementation of Corporate Health and Safety Policies within his areas of responsibility.
3. Put systems into place, via delegation to the Corporate Manager for HR, to ensure that all Assistant Directors and Corporate Managers receive adequate training to enable them to co-operate in carrying out policies, and understand their own duties under the Act. Training will cover the purpose of 'risk assessment', the need for risk assessment and how to apply safe systems of work, e.g. 'safe working practices' and 'permit to work'. Details can be found in the Corporate Health and Safety Training Strategy.
4. Ensure consultation takes place with the Principal Health and Safety Officer and the relevant appointed health and safety representative before the introduction of a new or revised health and safety management strategy.

5. Ensure that an annual health and safety action plan is prepared for the Directorates reflecting both the needs of the Corporate Plan and of the individual Directorates, each year.
6. Take positive action when it can be demonstrated that health and safety rules have been broken. Disciplinary procedures should be considered in all cases.
7. Ensure that adequate first-aid provision is available to all staff across their service areas. This can take into account provision within other directorates.
8. Take an active part in the review of Council's Health and Safety Policies, as they affect the operations carried out within, or under the control of, their areas of responsibility.
9. Ensure that there is appropriate evaluation of all reported adverse events e.g. hazards, incidents, accidents, and reported ill-health, involving work activity, in their areas of responsibility where they involve actual or potential injury, health risks, loss or damage to City Council property, and risks to the public, ensuring that the findings are taken into account in revising any relevant risk assessment. Besides an evaluation by the Assistant Director or Corporate Manager for each reported event, a review of adverse events should take place at regular intervals by the relevant meeting structure within Directorates.
10. Ensure that Corporate Managers within his area of responsibility have implemented written safe systems of work e.g. 'safe working practices' and 'permit to work' in those areas of work where the 'risk assessment' indicates that a significant risk of injury or ill health will still be present despite existing controls.
11. Submit information where necessary to contribute towards the preparation of an annual report on the Council's health and safety activity and performance, for publication to the Principal Health and Safety Officer.

KEY RESPONSIBILITIES – ASSISTANT DIRECTORS and CORPORATE MANAGERS

Assistant Directors and Corporate Managers will:

1. Actively promote a positive 'health and safety culture', by setting an example to staff in all health and safety matters, at all times.
2. Be directly responsible to the Chief Executive & Growth Director (Assistant Directors) and Deputy Chief Executive (Corporate Managers) for the implementation of Health and Safety Policies and appropriate guidance, contributing to fulfilment of the Directorate action plan in so far as it affects their Service.
3. Execute annual action plans for health and safety for their service(s) in consultation with the Chief Executive Growth Director (Assistant Directors) or Deputy Chief Executive (Corporate Managers)
4. Ensure that they and all other staff within their service(s) receive adequate information, instruction and training, to enable them to carry out their job without risks to their own and others health and safety. Training will enable staff to understand the purpose of 'risk assessment' and the need for and how to apply safe systems of work e.g. 'safe working practices' and 'permit to work'.
5. Ensure that there is a systematic approach to carrying out suitable and sufficient assessments of risks to health and safety of staff and others, for the purpose of identifying measures to comply with the requirements imposed by law. Risk Assessment is to be applied to all activities in the Service.
6. Initiate, as necessary, the preparation of written safe systems of work e.g. 'safe working practices' or 'permit to work' are prepared and implemented in those areas of work where the 'risk assessment' indicates that a significant risk of injury or ill health will still be present despite existing controls.

7. Consult with the Principal Health and Safety Officer and relevant appointed health and safety representatives before the introduction of a new or revised safe system of work.
8. Take positive action when it can be demonstrated that health and safety rules have been broken. Disciplinary action should be considered in all cases.
9. Evaluate all reported adverse events, i.e. hazards, incidents, accidents and reported ill health, involving work activity, within their Service where they involve actual or potential injury, health risks, loss or damage to City Council property, and risks to the public. Ensure that any findings are taken into account in revising any relevant risk assessment. Sign off all completed internal ECC Accident/Incident Report forms within their service(s) to demonstrate this has been done.
10. Ensure that a completed internal ECC Accident/Incident Report form is given to the Principal Health and Safety Officer, without delay, in all cases of adverse events, e.g. hazard, accident, ill health or incidents, arising in the course of Council activities in the Service.
 - i. A full procedure for reporting adverse events using the ECC Accident / Incident Report form is set out in CityNet Health and Safety pages. There is also a flow chart displayed on the wall of all Council buildings adjacent the Health and Safety Policy Statement.
 - ii. In the case of a fatality, 'dangerous occurrence' or 'major injury', arrange immediate contact with the PHSO, and with an appointed health and safety representative – trade union or non-union).
11. Ensure that the contractors they engage work safely and comply with health and safety legislation, policies and procedure. (A 'Health and Safety Code of Practice' for Contractors is available on City Net page 4682 or from the Principal Health & Safety Officer).
12. Contribute, as requested, towards the preparation of an annual report on the Council's health and safety activity and performance, for publication.

13. Additionally cooperate with the Internal Audit Manager in audits to check for compliance with health and safety legislation, council policies, etc.
14. Appoint 'key partners' from the directorates to work with the Principal Health and Safety Officer towards successful health and safety and risk management.

KEY RESPONSIBILITIES – ASSISTANT DIRECTOR ENVIRONMENT

The Assistant Director for Environment will, in addition to normal responsibilities as an assistant director, be responsible for:

1. Implementing a programme of health and safety monitoring of City Council Activities, based on risk.
2. Ensuring that the Principal Health and Safety Officer effectively undertakes Health and Safety activities.
3. Advising the Chief Executive Growth Director on the health and safety implications of any unsatisfactory work practices or working conditions that affect staff or others that are not remedied as required.
4. Effective liaison with the Health and Safety Executive and occupational health advisers, as required.
5. Ensuring a report to the Health and Safety Executive of all reportable injuries, dangerous occurrences and cases of ill health.
6. Assisting the Corporate Manager Legal in provision of training for all staff on Health and Safety issues, in particular with the review of the Health and Safety Training Policy.
7. Ensuring that there is a systematic approach by managers to carrying out suitable and sufficient assessment of risks to the health and safety of staff and others, for the purpose of identifying measures to comply with requirements imposed by law.

8. Evaluating all reported adverse events e.g. hazards, accidents, incidents and reported ill-health, arising from the work activities of the Council where they involve injury, health risks, loss or damage to property, and risks to the public; ensuring that the findings are effectively communicated to others and that proposals to strengthen the risk control systems are made where necessary.
9. Advising on the content and review of Health and Safety Policies, action plans, and appropriate guidance.
10. The preparation of an annual report, for publication, covering the Council's health and safety activity and performance.
11. Advising the Council of the measures necessary to ensure successful management of any health and safety at work risk. This includes the content of any policy and the organisation and arrangements necessary to ensure, as far as is reasonably practicable, that the activities are conducted without risks to the health and safety of employees, customers and others.

KEY RESPONSIBILITIES – CORPORATE MANAGER LEGAL & HR LEAD

The Corporate Manager Legal and HR, in addition to the normal responsibilities of corporate managers, will be responsible for HR in:

1. Consultation and negotiation with representatives of the staff on those aspects of the policies affecting the staff and their conditions of employment.
2. Contributing to an annual report on the health and safety activities and performance of the Council by supplying statistical data. This will include total employee days lost due to all causes of workplace injury, physical and mental illness, disability or other health problems, and assistance in data for total cost calculations.

KEY RESPONSIBILITIES - PRINCIPAL HEALTH AND SAFETY OFFICER

The Principal Health and Safety Officer (PHSO) will be responsible to the Assistant Director Environment, to:

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

9. Advise on the safety, design and use of plant, equipment and materials.
10. Advise on the selection of protective clothing and all equipment.
11. Arrange for the reporting, recording and analysis of all reported adverse events, e.g. hazards, accidents, incidents, cases of ill health and relevant incidents arising in the course of Council activities; evaluating the report, investigating the circumstances, as necessary; ensuring the findings are effectively communicated to others and that proposals to strengthen risk control systems are made where necessary. Reporting includes forwarding statutory RIDDOR 2013 reports to the HSE.
12. Promote a health and safety awareness programme, to include training of staff and accident prevention techniques in conjunction with the Head of Human Resources.
13. Audit systems to monitor and evaluate the health and safety performance of prospective contractors and those employed by the Council on a proactive and reactive basis.
14. Give advice on standards, methods of work to be specified in contracts.
15. Advise Members and Strategic Management Team via a quarterly report, with a monthly report table of outstanding health and safety actions from the Performance Monitoring Table spreadsheet.
16. Promote proper arrangements to carry out risk assessment required by fire legislation, fire training and practical evacuations, engaging the Building Control Manager in the direct provision of technical advice regarding Council owned or occupied buildings and sites.
17. Collate the available information necessary for and prepare an annual report for publication on the Council's health and safety activities and performance.
18. Advise on assessments for suitable and sufficient provision of first aid and attend meetings of the First Aid Group.

*KEY RESPONSIBILITIES – ASSISTANT CITY DEVELOPMENT MANAGER
(BUILDING CONTROL)*

The Assistant City Development Manager (Building Control) will in addition to his normal responsibilities provide:

1. Technical assistance to fire risk assessors to enable assessment of the adequacy of fire precautions in Council owned or occupied buildings and sites in so far as buildings comply with the Building Regulations.
2. Verify that the assessments are suitable and sufficient to meet the requirements of the Building Regulations.

These duties to be carried out in consultation with Principal Health and Safety Officer.

HEALTH AND SAFETY 'KEY PARTNER' GROUP

Each Assistant Director and Corporate Manager will appoint one or more of their service(s) managers, or the Health and Safety Lead within their service, to act as a 'Key Partner' to assist in the review of and implementation of Health and Safety Policy and good risk management practice, aiming to promote the 'exemplar' status expected of a local authority enforcing health and safety in the commercial sector.

Each 'Key Partner' will:

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

They may also, from time to time, be asked to assist other managers, towards achieving the Council's goal of successful health and safety management.

The 'Key Partner' Group will:

- Prepare an annual health and safety action plan including detail of specific areas for review for reference in the Corporate Risk Register, in agreement with Directorate Management Teams
- Receive and monitor reports from Units regarding progress in their health and safety, relevant risk management and insurance challenges. In particular in respect of high risk health and safety topics e.g. required annual tasks, risk assessments,
- Receive and address health and safety, relevant risk management, insurance issues,

- Report to the Directorate Management Teams any health and safety and risk management issues considered to be possible Corporate Risk register entries.

A list of current members is available from the Principal Health and Safety Officer on extension 5456.

REPORT TO

Date of Meeting: Executive 6th December: Council 13th December 2016

Report of: Assistant Director Public Realm

Title: Agile Working in Public Realm

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1 What is the report about?

- 1.1 To seek approval for the purchase of smart mobile technology to support the transformation of and deliver service efficiencies in the Public Realm Directorate.

2 Recommendations:

That Executive Committee supports and recommends that Council approves:

- 2.1 That further transformation of the services in the Public Realm Directorate be supported by the introduction of smart mobile technology to improve service response and efficiency;
- 2.2 That a sum of £60,000 be added to the 2016/17 Capital Programme for the purchase of smart mobile devices for the Public and Green Spaces, Asset Maintenance, Waterways, Car Parking and HomeCall services;
- 2.2 That a sum of £20,000 be added to the Public Realm annual revenue budget to support the ongoing costs of the smart mobile devices.

3 Reasons for the recommendations:

- 3.1 To enable the implementation of mobile working across Public Realm, delivering service improvements and efficiencies.

4 What are the resource implications including non-financial resources.

- 4.1 The purchase of around 125 smart mobile devices and associated cases at an estimated capital cost of around £57,144 and additional ongoing revenue cost of £18,168. A contingency has been built into the recommendations to allow for any price increases and potential additional costs associated with repair, loss or damage. The additional revenue costs will be funded from the surplus returned to the Council by Strata when the new approach to funding mobile working was proposed by Strata and approved by the Councils.
- 4.2 All the purchasing and set-up activities will be undertaken by Strata. There will be a considerable amount of training required, in the use of both the devices and the Firmstep application. Training will be delivered by Strata initially and cascaded through the teams by managers and supervisors.

5 Section 151 Officer comments:

- 5.1 The additional financial costs are noted. In this instance, there is some surplus funding from the new arrangements for charging for mobile working, which will cover much of the additional revenue funding. If approved the remainder will be funded via General Fund Balances and added to next year's budget. The Capital will be added to this year's programme.

6 What are the legal aspects?

- 6.1 The Corporate Manager Legal has no concerns regarding this report.

7 Monitoring Officer's comments:

- 7.1 The Monitoring Officer has no concerns regarding this report

8 Agile Working in Public Realm

- 8.1 Members will be aware that the Public Realm directorate underwent a complete reorganisation in 2015. The reorganisation was designed to deliver transformation in the services: providing the flexibility in the staff structure to more easily introduce new ways of working and directing resources to different areas of work to reflect the Council's priorities and responsibilities. The new staff structure was informed by the principles of systems thinking, with the outdoor teams working differently with operational decision-making placed on the frontline and support, service development, maintenance and logistics provided "on pull" from the operational teams in the back office. It also provided for improved customer fulfilment, transactional and problem solving services.

- 8.2 Thus the effectiveness of new structure was predicated on the ability for operational staff to receive, log, request and communicate about work from their outdoor workplace. It has taken some time to resolve a technical solution to this and in the meantime these reactive services have been working with old technologies, by and large using the same working practices. In short, while the restructure prepared the workforce for transformation, transformation has not been possible without the technology to underpin it.

- 8.3 Currently, only a limited number of staff are using mobile-enabled devices. Predominately these are supervisors and technical officers who have been mobile-enabled on a trial basis to test the potential for a comprehensive system of agile working, specifically what devices were considered most appropriate. However, these are not the necessarily the officers who have most to gain from being provided with remote access to their work requests and applications. The vast majority of the workforce currently have no mobile technology beyond call-only Nokia mobile phones, despite the fact they spend their working week away from an office base. As a result, most of the current work requests are phoned through in an emergency, or printed out on paper and handed to the staff at the beginning of the working day. Consequently, there are few records of the work they have completed and, where records are required, there are manual processes such as re-keying into back office systems by administrative staff.

- 8.4 The attached proposals overcome these issues and will allow us to deliver true transformation in our outdoor responsive services, such as street cleaning, graffiti,

litter, dog fouling and grounds maintenance, waterways, parking and HomeCall as well as efficiencies in our back office asset maintenance services.

Infrastructure to support mobile working

- 8.5 At the time of the Public Realm reorganisation, the technological infrastructure was not in place to support mobile working. Over the last 18 months, Strata has identified specific mobile devices and network providers and all office-based staff have been moved onto the global desktop. Thus, given network coverage and a suitable mobile device, staff can now access their work from any location as if they are at work. In addition, all officers will be able to view council map layers such as land ownership, access internally published websites and view/edit network documents. A result, for example, with relatively simple devices, the Assets team can now undertake inspections and record them onto the system in real time on site, without the need to return to the office and enter the information from notes.
- 8.6 In addition, and of particular use to the vast majority of Public Realm staff who should be reactive but are hampered by the technology, is the implementation of the Firmstep customer relationship management system mobile app. Delivered as part of the Digital Delivery Platform project, this will enable the staff working in our streets and parks, initially, to automatically receive and process reactive work requests either from the website or from calls into the customer service centre. It will also enable these staff to generate new forms/work requests themselves if required and facilitate near real-time updating of back office systems (instead of the current re-keying of information from paper work sheets) and the new customer portal. The Firmstep App in conjunction with a suitable mobile device provides, for the first time, the ability for staff to receive, log, request and communicate about work from their outdoor workplace in real time.
- 8.7 With transformation in Public Realm such a key objective for the Council and with old working practices still prevalent despite the new structure, the Digital Delivery Platform project plan has been amended to prioritise the delivery of most of the key Public Realm work demands. The project is in several phases with Phases 1 & 2 delivering the majority of Public Realm activities from January to June 2017 and from them it will be possible to transform our working practices and deliver much more responsive services.
- 8.8 Now the software systems are in place to deliver agile working, the staff require smart mobile devices in order to be able to use them. A great deal of analysis has been done to understand for each individual member of the team what their current levels of mobility and remote working are and how this could improve, what existing devices they had and their requirements for access to applications. The analysis also shows the extent of the potential benefit of introducing mobile working in Public Realm, as set out below.

The Proposals

Public and Green Spaces Operations

- 8.9 Of the 100 members of staff in this team, 90 already spend their entire week working remotely across the city, and nine of the remaining ten staff would be able to work 60-80% remotely were they to be provided with appropriate technology. Currently, 89 of the 100% remote working officers have Nokia non-smart phones

and one has a smart phone on trial. All seven Team Leaders have been provided with iPads in recent months, as has the Operations Co-ordinator. This has improved mobile working for the supervisors and demonstrated the suitability of the devices.

- 8.10 At present all reactive work requests are processed on paper or verbally over the phone. As a consequence not all enquires are logged in any back office system, and if they are then this is once the officers have returned paper sheets to the office for manual re-keying. As a result, reactive services can be slow, instructions and locations unclear, records lost and customers and supervisors unaware when, or if, the work has been done.
- 8.11 It is proposed that the 89 officers currently without mobile technology who spend their entire week working in remote locations be provided with iPhones. This will enable them to receive and process emails, take photos, access council mapped data to confirm ownership and crucially receive, process, reallocate and generate new reactive work requests via the new Firmstep mobile website and customer service centre. It is also proposed that all eight of the Team Leaders now be provided with iPhones which will enable them to receive and monitor reactive work requests using the new Firmstep solution.

Asset Maintenance

- 8.12 All eight of the Asset Maintenance and Development Teams spend a limited amount of their time working remotely at present, but have indicated that this could more than double to 60% if they were to be provided with mobile enabling technology. As a service they are already well served for existing mobile devices, with three of the four Technical Officers already having iPads and iPhones as well as the one of the two Development Officers. It is proposed that the remaining Technical Officer without an iPad be provided with one. This will enable him to extend his mobile working from around 20% to around 60% in line with the other members of the team who have been piloting the benefits of iPad devices for a couple of months.

Waterways

- 8.13 All five members of the Waterways team spend 100% of the time working remotely and would benefit from the provision of new mobile devices. At present the team has only two Nokia non-smart phones. It is proposed that all five officers are provided with i phones and one tablet or tablet/laptop hybrid device The devices will be touch-screen enabled, this will enable them to capture signatures electronically too, providing the potential to digitise the moorings service.

HomeCall

- 8.14 All three of the Home Call Assistants spend 90% of their week working remotely and could increase this mobility to 95% (a further 2 hours a week each) with the provision of new mobile devices. At present, they have four Nokia non-smartphones. It is recommended that all four officers be provided with new mobile enabled iPads. These devices will enable them to access and complete their template MS Word alarm request forms on site with new customers who might need assistance. It will also allow them to receive and respond to their emails and schedule calendar appointments whilst working remotely.

Parking and Enforcement

- 8.15 The Car Park Revenue Officers, Civil Enforcement Officers (Parking), Civil Enforcement Officers (Response) and Senior Civil Enforcement Officers all spend 90% of their week working remotely. Recently, they have been provided with two iPads for tracking parking machine faults accessing a remote portal and a shared iPhone for viewing parking payments another portal. An iPad is also shared by the two Car Park Revenue Officers for monitoring of cash box levels on the Caleweb portal. The remaining staff have a non-smart Nokia phone. It is proposed that the two Car Park Revenue Officers, 11 Civil Enforcement Officers (Parking), four Civil Enforcement Officers (Response) and Parking & Enforcement Team Manager all be provided with iPhones. This will enable all the staff to have access to the 'pay by phone' web portal to view active parking payments, as well as receive and respond to emails. In the future it will also enable them to receive, process and generate new reactive work requests via the new Firmstep mobile web app.
- 8.16 In addition to the efficiency and transformation benefits, these proposals for mobile working will also enable Public Realm staff to be supported by the proposed new Lone Worker system. There are other immediate health and safety benefits, such as the ability to upload dynamic risk assessments and record essential spot checks.

Resources Required

- 8.17 The above proposals require the purchase of around 125 smart mobile devices and associated cases at a capital cost of £57,144 and additional ongoing revenue costs of £18,168. These costs are based on the assumption that the iPhone 6S and iPad Air 2 are provided to the relevant officers at the same costs as listed in the O2 pricing guide for November 2016. A contingency has been built into the recommendation to allow for any price increases.
- 8.18 All existing phone users will remain on the O2 network. This avoids contract cancellation fees. O2 is deemed to have appropriate network coverage in the city. Access to Firmstep will be gained remotely using the web app version without offline capability given that mobile data coverage in the City is adequate. The offline version of the App would cost a further £19,000 per year.
- 8.19 All devices are covered for parts and labour under the manufacturer's standard 12 month warranty but they will not be insured because costs are prohibitive. Any associated repair cost outside of this period, or replacement costs as a result of loss or damage of a device will need to be resourced for in addition to the £17,844 above. A contingency has been built into the recommendation to allow for these potential additional costs.

Implementation

- 8.20 The devices will be purchased and rolled out in this current financial year. Much of the functionality will be immediate and the Firmstep application will be available for all prioritised Public and Green Spaces operations by June 2017.

9 How does the decision contribute to the Council's Corporate Plan?

9.1 The Corporate Plan sets out the need to do things differently to save money by redesigning services to provide services that customers need and reduce operating costs. It also proposes to improve cleansing of the city centre and implement new ways of keeping the city looking good.

10 What risks are there and how can they be reduced?

10.1 There are no significant foreseeable risks to these proposals. The devices to be issued are more valuable and less robust than the previous non-smart Nokia devices and there is a risk of loss and damage leading to more frequent replacements. We will seek to manage this by offering clothing with adequate and secure pockets and phone cases, as well as ensuring that staff use them responsibly. Report of devices used by similar users in East Devon do not highlight a significant problem in this respect.

11 What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

11.1 These proposals have no significant impact on any of the above.

Sarah Ward
Assistant Director Public Realm

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

Background papers used in compiling this report:-

None

Contact for enquires:
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REPORT TO: Executive Committee
Date of Meeting: 6 December 2016
Report of: Assistant Director Public Realm
Title: Delivering the Parking Strategy: Tariffs, Designations and Permits – Addition

Is this a Key Decision? *

No

**One that affects finances over £1m or significantly affects two or more wards. If this is a key decision then the item must be on the appropriate forward plan of key decisions.*

Is this an Executive or Council Function?

Executive.

1. What is the report about?

Triangle car park tariff changes to be introduced in January 2017.

2. Recommendations:

- 2.1 To adopt a linear approach to parking tariffs in order to simplify the pricing structure and encourage increased visitor dwell time, as set out in table below:-

Long Stay Car Park (Triangle)		
Stay	Current Tariff	Proposed Tariff
1 hour	£0.80	£1.00
2 hours	£1.20	£2.00
3 hours	£1.80	£3.00
4 hours	£3.20	£4.00
5 hours	£5.00	£5.00
All day	£6.20	£6.00

- 2.2 To clarify parking boundary in respect of off-street residents parking area in Leighton Terrace as per appendix 1

3. Reasons for the recommendations:

To rectify the fact that Triangle car park was not included in the list of car parks in previous tariff report to Executive on 13th September 2016.

To ensure clarity over parking area boundary at Leighton Terrace.

4. What are the resource implications including non-financial resources.

None in addition to those previously reported.

5. Section 151 Officer comments:

This report contains no further financial implications.

6. What are the legal aspects?

Any changes to tariffs or charging hours need to be reflected in the Council's Parking Places Order and advertised accordingly.

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring officer.

8. Report Details:

To rectify the fact that Triangle car park was not included in the list of car parks in previous tariff report to Executive on 13th September 2016.

9. How does the decision contribute to the Council's Corporate Plan?

One of the five Key Strands of the Corporate Plan is to grow the economy and deliver a thriving city centre by getting more income from our car parks. Adopting a new Parking Strategy and developing the Parking Action Plan is a Key Priority of the Economy and Culture Theme.

10. What risks are there and how can they be reduced?

None above those previously reported.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

Maintaining free parking for Blue Badge Holders supports equality of access to the city. An EQIA was completed to accompany the previous Parking Strategy report.

12. Are there any other options?

The Parking Strategy rehearses many alternative options available in Exeter for parking tariffs and designations. The recommendations in the report seek to deliver the optimum impact on each of the four key objectives of the Strategy.

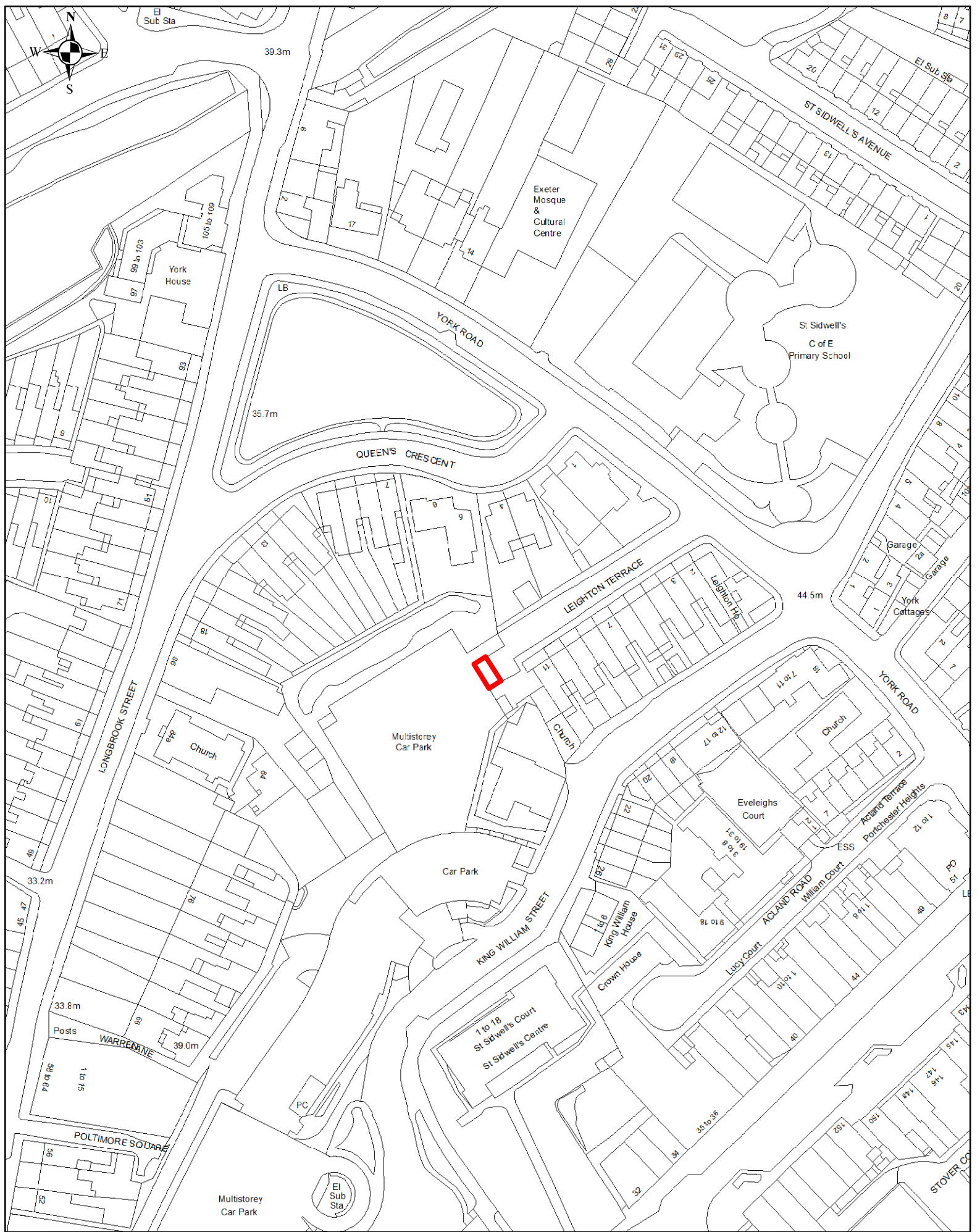
Sarah Ward
Assistant Director Public Realm

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

Background papers used in compiling this report:-

Parking Strategy 2016-2016 <https://exeter.gov.uk/media/2442/ecc-parking-strategy.pdf>

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Date:

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