

EXECUTIVE

Date: Tuesday 10 January 2017

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 Minutes

To sign the minutes of the meeting held on 8 November and 6 December 2016.

3 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.

4 **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 items 13, 14 and 15 on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Part I, Schedule 12A of the Act.

5 **Major Grants Panel Minutes - 30 November 2016**

To receive the minutes of the Major Grants Panel on 30 November 2016.

(Pages 5 - 6)

6 **Housing Rents and Services Charges 2017/18**

To consider the joint report of the Assistant Director Finance and Assistant Director Housing.

(Pages 7 - 12)

People Scrutiny Committee considered the report at its meeting on 5 January 2017 and its comments will be reported.

7 **Tenant and Leaseholder Involvement & Communication Strategy**

To consider the report of the Assistant Director Housing.

(Pages 13 - 36)

People Scrutiny Committee considered the report at its meeting on 5 January 2016 and its comments will be reported.

8 **Policy for tackling Anti-Social Behaviour in Housing**

To consider the report of the Assistant Director Housing.

(Pages 37 - 60)

People Scrutiny Committee considered the report at its meeting on 5 January 2016 and its comments will be reported.

9 **Budget Strategy 2018/19**

To consider the report of the Assistant Director Finance.

(Pages 61 - 74)

10 **2017/18 Council Tax Base and NNDR1**

To consider the report of the Assistant Director Finance.

(Pages 75
- 80)

11 **Greater Exeter Strategic Plan Report on Governance, Scope and Timetable and amended Local Development Scheme**

To consider the report of Assistant Director City Development.

(Pages 81
- 104)

12 **Representations on Outside Bodies - Spotlight Review**

To consider the report of the Corporate Manager Democratic & Civic Support.

(Pages
105 - 118)

Part II: Items 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.

13 **Supporting an Exeter-based Credit Union'**

To consider the report of the Assistant Director Customer Access.

(Pages
119 - 126)

14 **Staffing in Public Realm**

To consider the report of the Assistant Director Public Realm.

(Pages
127 - 158)

15 **Review of Staffing Housing Customers**

To consider the report of the Assistant Director Housing.

(Pages
159 - 174)

Date of Next Meeting

The next scheduled meeting of the Executive will be held on **Tuesday 17 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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MAJOR GRANTS PANEL

Wednesday 30 November 2016

Present:-

Councillor Edwards (Chair)
Councillors Bull and Sutton

Apologies:

Councillor Leadbetter

Also Present:

City Arts and Events Manager, Principal Accountant (MH) and Democratic Services Officer (Committees) (SLS)

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MINUTES

The minutes of the meeting held on 26 May 2016 were taken as read and signed by the Chair as correct.

20

PERFORMANCE REVIEW OF SERVICE AGREEMENTS WITH STRATEGIC ARTS ORGANISATIONS

The City Arts and Events Manager presented the report on the 12 month monitoring for 2015/16, and an assessment of the delivery of the Service Level Agreements with the Strategic Arts Organisations. The report included the detail of:-

- those in receipt of three year funding from Exeter City Council to match three year National Portfolio Organisations' (NPO) funding from Arts Council England (ACE): Exeter Phoenix, Exeter Northcott, Bikeshed Theatre, Theatre Alibi, and Kaleider, and
- those in receipt of annual core funding from Exeter City Council awarded through an open application process annually. The organisations are: SpaceX, Double Elephant, le Navet Bete, Sound Gallery (2015/16 only) and Magic Carpet (2016/17 only).

The report also sought Members' support, in principle, that Exeter City Council should match the four year funding, dependent on Council budgets, for those organisations which were successful in the National Portfolio Organisations' funding from the Arts Council England. The City Arts and Events Manager advised that the four year funding term was much appreciated by the arts community and offered a level of financial stability in the medium term. She also responded to a Member's comment and agreed that the streamlining of the criteria, which had also simplified the application process, was equally appreciated.

RESOLVED to recommend to Executive that:-

- (1) the content of the monitoring reports for 2015/16 and progress towards delivery in 2016/17 be noted;

- (2) the final payment of funding for 2016/17 for the organisations listed in paragraph 1.1 of the report be approved;
- (3) a static level of funding from Exeter City Council for existing National Portfolio Organisations (NPO), Exeter Phoenix, Exeter Northcott, Theatre Alibi, Bikeshed Theatre and Kaleider for 2017/18 be approved, without the need to re-apply through the application process;
- (4) the balance of the major grants budget of £28,000 for 2017/18 be allocated via an open application process be agreed. The decision making process to be led by the Portfolio Holder for Economy and Culture, the Economy and Enterprise Manager and City Arts and Events Manager. The outcomes will be reported to the next meeting of the Major Grants Panel in February 2017;
- (5) in principle agreement, and dependent on Council budgets, to match four year funding of those organisations who are successful in the new round of National Portfolio Organisations' funding from the Arts Council England for 2018 – 2022 with the added proviso that the amounts payable by the City Council in that period may vary dependent on arts budgets, and
- (6) consideration be given to a review of the current Major Grants Budget in the event of increased numbers of successful applicants to the Arts Council England National Portfolio Organisations 2018 – 2022. This review to take place once the results of that funding was known in July 2017 and prior to any application to the City Council's Arts Core Funding for 2018/2019.

(The meeting commenced at 4.30 pm and closed at 4.45 pm)

REPORT TO: SCRUTINY COMMITTEE – PEOPLE AND EXECUTIVE
DATE OF MEETING: 5 January 2017 and 10 January 2017
REPORT OF: Assistant Director Finance & Assistant Director Housing
TITLE: Housing Rents and Service Charges 2017-18

Is this a key decision?

Yes

Is this an Executive or Council Function?

Executive

1. What is the report about?

This report sets out the proposed changes to council dwelling rents, garage rents and service charges with effect from 1 April 2017.

2. Recommendations:

That Members of Scrutiny Committee - People support and Executive approves:

2.1 Rents of Council dwellings are reduced by 1% from 1 April 2017

2.2 Garage rents are increased by 2% from 1 April 2017

2.3 Service Charges will remain at their existing levels, with the exception of charges specified in paragraph 11.3, from 1 April 2017

3. Reasons for the recommendations:

With effect from 1 April 2016, the Welfare Reform and Work Act 2016 requires social housing landlords to reduce rents by 1% a year for 4 years from a 2015-16 baseline.

The financial year 2017-18 represents Year 2 out of 4 of implementing the 1% rent cut.

Rents of garages and service charges fall outside the scope of this announcement. Authorities are expected to set reasonable and transparent charges which reflect the service being provided to tenants.

4. What are the resource implications including non financial resources

The proposed changes in housing rents, garage rents and service charges are reflected in the proposed 2017-18 estimates for the Housing Revenue Account, which are also presented to this committee.

As previously reported, the 1% reduction in rents over the four financial years is expected to result in a loss of £7.9 million compared to previous income projections for this period.

The Government's previous social rent policy was intended to give social landlords certainty over the 10 year period, 2015-16 to 2024-25, with rents expected to rise by Consumer Price Index inflation (CPI) + 1%. The policy change has resulted in a significant reduction in the level of financial resources available for housing investment.

5. Section 151 Officer comments:

This report has been prepared on behalf of the Section 151 Officer to set out the proposed changes to rents and service charges for 2017-18 in accordance with the Government's current social housing policy.

6. What are the legal aspects?

Section 23 of the Welfare Reform and Work Act 2016 requires registered providers of social housing in England to reduce social housing rents by 1% a year for 4 years from a frozen 2015-16 baseline.

7. Monitoring Officers comments:

This report raises no issues for the Monitoring Officer.

8. Report Details:

RENT SETTING BACKGROUND

8.1 Despite applying a 1% reduction to rents, the underlying rent for each council property is based upon a national rent formula.

8.2 The rent formula was established to ensure that social rents take account of:

- The condition and location of a property – reflected in its value
- Local earnings
- Property size (specifically, the number of bedrooms in a property)

8.3 The rent formula for each council dwelling is set, based upon January 1999 levels, and up until 2015-16 was uplifted for inflation each year.

8.4 During the 4 year rent reduction period, the baseline 2015-16 'formula rent' will be incrementally reduced by 1% in 2016-17, 2017-18, 2018-19 and 2019-20.

Social Rent Decreases for 2017-18

8.5 In accordance with the Welfare Reform and Work Act 2016, it will be necessary to reduce rents by 1%. For 2017-18 this will result in an average reduction of £0.76 per week, over 52 weeks, per property.

8.6 Rents are collected over 48 weeks, resulting in an average reduction of £0.82 per collection week for 2017-18.

8.7 On a typical 2 bedroom flat the weekly rent for 2017-18 will be £75.85 (over 52 weeks). For comparative purposes, the average weekly rents for a 2 bedroom flat in Exeter are:

- £88.54 per week with a housing association
- £173.54 per week rented in the private sector

9. Affordable Rents for Newly Built Council Housing

9.1 Affordable rent allows local authorities to set rents at levels that are typically higher than social rents, at up to 80% of local market rent inclusive of service charges. The intention behind this is to maximise returns and generate capacity for further investment in new affordable housing.

9.2 The requirement to reduce rents by 1% for four years also applies to properties let at affordable rents. For Exeter, this applies to the Council Own Build sites; Knights Place, Rowan House, Silverberry Close, Barberry Close and Reed Walk.

10. Garage Rent Increase

10.1 Rentals of non-dwellings, such as garages, are outside the scope of the Government's social rent policy. However, previous annual increases to garage rents have been in-line with rises in social rents at CPI + 1%.

10.2 Under self-financing local authorities are encouraged to review the rents of non-dwellings in order to ensure associated costs are fully recovered. In light of the proposed £100,000 investment in garages in both of the next 2 years, it is considered appropriate to recover the costs over a period from a higher rental.

10.3 A 2% increase in garage rents is proposed, which represents an uplift at the former CPI + 1% level. Rents for car-spaces will remain at their existing levels.

11. Service Charge Increase

11.1 These charges cover services and facilities provided by the authority to tenants which are not covered by their rent. Service charges reflect additional services which may not be provided to every tenant, or which may be connected with communal facilities. Different tenants receive different types of service reflecting their housing circumstances.

11.2 Service charges are limited to covering the cost of providing the services. Previous Government guidelines advised that authorities should endeavour to keep increases in-line with rent changes, at CPI + 1%, to help keep charges affordable. Increases above this may be made on rare occasions when an authority has increases in costs outside its control, such as increases in fuel costs.

11.3 With rents reducing and the rate of inflation below 1% for most of 2016 it is proposed that service charges are maintained at their existing levels for 2017-18, with the following exception:

- 3.5% increase in respect of water at Magdalen Gardens in line with rises in water and sewerage charges
- 5% reduction in respect of door entry systems in line with system maintenance costs

12. Introduction of New Older Persons' Property Service Charge

12.1 Following tenant consultation and Executive approval on 8 November 2016, a new service charge will be implemented from 1 April 2017 in respect of an enhanced management service to residents in older persons' housing.

13. 'Pay to Stay'

13.1 The Government introduced powers in the Housing and Planning Act 2016 to provide for a compulsory 'pay to stay' policy, under which higher earning tenants would be required to pay up to market rents if they earn over £31,000.

13.2 On 21 November 2016, the Government announced that it has decided not to proceed with the policy in its compulsory form. Instead, local authorities will continue to have the discretion to implement the policy for tenants with incomes over £60,000.

14. High Value Assets Levy

14.1 The Government introduced powers in the Housing and Planning Act 2016 in respect of the sale of local authority higher value vacant housing. The Act enables the government to set out a definition of 'higher value' homes and will create a duty on local authorities to consider selling homes that meet this definition when they become vacant.

14.2 The Act allows the government to estimate the amount of money they would expect each individual authority to receive, in each financial year, from sales of higher value homes. Authorities will then be required to pay this amount to the Treasury.

14.3 The payments will be used to extend the Right to Buy to housing associations and to pay off debt attached to the sold properties.

14.4 The impact on the Council is pending both the definition of higher value homes and the mechanism by which the government will calculate the amount payable, but could inevitably result in a reduction in stock numbers in the event that the Council is required to sell vacant homes to recoup sufficient capital receipts.

14.5 On 30 November 2016, the government confirmed that authorities will not be required to make payments in 2017-18, whilst the detailed regulations are developed.

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

The Housing Revenue Account contributes to two key purposes, as set out in the Corporate Plan; help me find somewhere suitable to live and maintain our property assets.

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

In addition to the 1% reduction in rental income over the next four years, the main risk to council dwelling rents relates to the impact of welfare reforms, in particular the move to Universal Credit and the reduction in the benefit cap.

Officers are already planning for their implementation including management techniques to support and encourage customer behaviour towards rent payment in order to help mitigate this risk.

The uncertainty regarding the definition of 'high value' and calculation of the High Value Asset levy is also a risk, it is therefore considered prudent to maintain the HRA Working Balance at no less than £4,000,000 over the medium term.

17. 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.

18. Are there any other options?

No other options.

**Assistant Director Finance
Assistant Director Housing**

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

Background papers used in compiling this report:

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REPORT TO: PEOPLE SCRUTINY COMMITTEE and EXECUTIVE

Date of Meeting: 5 January 2017 and 10 January 2017

Report of: Assistant Director Housing

Title: Tenant and Leaseholder Involvement and Communication Strategy 2016 - 2020

Is this a Key Decision?

Yes

Is this an Executive or Council Function?

Executive

1. What is the report about?

The report presents the new Tenant and Leaseholder Involvement and Communication Strategy which replaces the former Housing Resident Involvement Strategy which operated from 2012 – 2015.

The report also seeks endorsement for the Housing Service's 5 Key Pledges (Local Offer) – the HRA's service standard commitments to council tenants and leaseholders.

2. Recommendations:

That Scrutiny Committee note, and Executive approve:

2.1 The adoption of the new Tenant and Leaseholder Involvement and Communication Strategy 2016 – 2020.

2.2 The adoption of the Housing Service's 5 Key Pledges (Local Offers)

3. Reasons for the recommendations:

The existing strategy is now out of date and refers to structures within the Housing Service that are no longer operational. The procedures in this document do not reflect the current system of working with tenants and leaseholders. The new revised strategy has been written in conjunction with tenants and leaseholder representatives who sit on the Performance Scrutiny Partnership. It has been designed to be both a policy document as well as being user-friendly and accessible to the Council's tenants and leaseholders.

A new set of Local Offers (essentially service standards) has been agreed with the Performance Scrutiny Partnership. These new offers replace a very long list of offers that were not well-known or useful either to residents or staff.

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

There will be no extra costs incurred as a result of adopting this strategy or adopting the new local offers. The new strategy and local offers will be implemented by existing staff within Housing using existing resources.

5. Section 151 Officer comments:

5.1 There are no financial implications contained in this report.

6. What are the legal aspects?

None identified

7. Monitoring Officer's comments:

This report raises no issues of concern to the Monitoring officer.

8. Report details:

8.1 Background: Strategy

Exeter City Council owns and manages almost 5,000 homes across the City. The Housing Service has a good working relationship with its tenants and leaseholders but in order for this relationship to thrive and develop in changing circumstances there needs to be a formal strategy in place.

The existing 'Housing Resident Involvement Strategy' covered the period 2012-2015 but now does not reflect current working practices within the organisation nor is it up to date with best practice across the housing sector.

The new strategy will help to create links with residents so that a more customer-focused Housing Service, which is responsive to the needs of our tenants and leaseholders, can operate. The strategy provides the opportunity and means for residents to have a say in the way that the service functions.

The existing strategy is a long, formal document designed for internal use by officers only. The revised document has been designed to be both a policy document and a user-friendly booklet that can be distributed to, and used by, tenants and leaseholders.

The existing strategy outlined the complex nature of the formal resident involvement structures that existed within the Housing Service at the time. There were six groups of participating residents who dealt with issues from different parts of the Service from repairs and maintenance to leaseholders and older persons. These all fed into a Tenant and Leaseholder Committee. This structure was, by its sheer size, very bureaucratic and consumed a lot of staff time and resources.

The new strategy reflects current working practices including scrutiny of the Housing Service which is now provided by the Performance Scrutiny Partnership. This group enables tenants and leaseholders to question the decisions and performance of the service so that, through collaboration and effective challenge, improvements can be made.

The new strategy appears as Appendix A to this report.

8.2 Background: Local Offers

We have included the Local Offers in this report as their creation and adoption are linked to resident involvement.

Local Offers (which are essentially service standards set by social landlords and agreed with tenants and leaseholders) were promoted by the Government via the Tenant Services Authority in 2010. We originally adopted over 100 local offers in 2011.

These standards were comprehensive but were difficult to measure let alone to demonstrate compliance.

In 2015 the newly constituted Performance Scrutiny Partnership looked at the current Local Offers and worked with Housing managers and staff to produce a much shorter more focussed list together with the measures to be used to assess whether we were meeting these new standards or not.

These offers (called 'pledges') appear as Appendix C to this report.

8.3 Consultation and the review process

Detailed discussions have taken place with both the users of the housing service (tenants and leaseholders) as represented by the Performance Scrutiny Partnership, and the staff who have the operational responsibility for resident involvement (the Housing Services team).

It was decided early on in the review process not just to update the original strategy, but to start afresh, drawing on best practice from other registered social landlords, particularly local authorities who still manage their own stock.

The consensus of opinion was to produce a user-friendly document which could be used both as a formal strategy and as a guide for new and existing tenants and leaseholders.

The new strategy details the system of resident involvement as it currently operates and sets out the vision for the future.

As stated in 8.2 above, the new Local Offers have been arrived at through joint working with the Performance Scrutiny Partnership.

8.4 Content summary

The **strategy** establishes the direction for the future of tenant and leaseholder involvement. The vision is clearly stated:

It is important and beneficial that tenants and leaseholders are able to participate in the shaping of our housing service. We believe that partnership working can have a positive impact on lives and communities. We offer a range of opportunities to enable this to take place.

The aim of the strategy is to offer residents a variety of potential routes for involvement. In addition it seeks to increase the number and diversity of involved residents.

It contains a menu of involvement, allowing tenants and leaseholders to choose from being members of a formal group for collective influence, or to participate in more informal activities and events which provide opportunities for individual feedback.

The benefits of involvement for the service and for the individual are clearly set out and it proposes providing training to support participation. There are a number of established neighbourhood and tenant groups across the city and it is the intention of the strategy to encourage and support more groups such as these.

The strategy outlines the Housing Service's current arrangements and proposes improvements in communication with tenants and leaseholders. Such improvements will focus on developing digital contacts through email and social media while not forgetting more traditional methods of communication, especially face-to-face contacts between staff and residents.

There is an action plan for the strategy attached at Appendix B.

The **Local Offers** (also described as 'pledges') are summarised as follows:

1. Repairs and maintenance
We pledge to provide safe, well-maintained homes
2. Neighbourhood and community
We pledge to work in partnership with other organisations to create neighbourhoods which are safe and well maintained, and where people want to live
3. Tenancy
We pledge to work with tenants and leaseholders to ensure all terms and conditions of our tenancies are understood and complied with
4. Lettings
We pledge to let our properties promptly, fairly and consistently in order to meet housing need and help create sustainable communities
5. Equality, diversity and access
In order to meet all our pledges we will involve our residents, and provide services which are fair, equitable and accessible

Full details are provided at Appendix C.

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

The Corporate Plan states that 'Housing is a key priority for the city. We will work closely with our tenants to improve their homes and quality of life.'

This strategy complements our corporate strategic objectives:

- To examine alternatives for communicating with and engaging tenants and leaseholders
- To support Exeter's communities
- To provide services to meet customers' needs
- To work with community and voluntary groups who have an important role to play in helping shape and deliver services.

The Local Offers will also contribute to these objectives.

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

There are no significant financial or operational risks. The overall risk that the Council fails to engage with its tenants and leaseholders in a meaningful and effective way and thereby reduces customer satisfaction and operational efficiency are addressed in the strategy itself and in the Local Offers.

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?

There will be a positive impact on health and wellbeing, and on vulnerable adults, from the proposals in the strategy for improving communication and bringing communities together.

All groups will benefit from the Local Offers which commit Housing to provide high standards of service to tenants and leaseholders.

12. Are there any other options?

We are obliged to engage with and involve residents by the Regulatory Framework under which we operate as a Registered Provider. We also believe it is the right thing to do as it tends to lead to better services and higher rates of customer satisfaction.

There are many ways of engaging residents, but officers feel the methods described in the strategy represent the best options currently available.

We are likewise obliged to provide residents with information about the standards of housing services they can expect. The Local Offers will form part of that information (information about standards of service is also contained in other Housing publications such as the Tenants' Handbook).

Assistant Director Housing

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

HOW DO I FIND OUT MORE?

Please contact:

Housing Resident Involvement
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Civic Centre
EXETER
Devon
EX1 1JN
Telephone: 01392 265766/ 265815
Email: residentinvolvement@exeter.gov.uk

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Appendix A



TENANT AND LEASEHOLDER INVOLVEMENT AND COMMUNICATION STRATEGY

2016-2020





STAFFING

Our objective is to embed residents involvement in the way we operate so every member of staff has responsibility for ensuring that resident consultation and involvement underpins all their work.

MEASURING SUCCESS

THE STRATEGY WILL BE MONITORED BY

Review on an annual basis by the Performance Scrutiny Partnership (PSP) which includes tenants, leaseholders and officers.

The Action Plan will be reviewed in line with best practice and legislation. All comments received about this strategy will be taken into account during the review process.

Satisfaction with the Housing Service is reviewed biennially through the STAR survey, the results of this will dictate future amendments of this policy.



THE FUTURE

We are committed to seeking out best practice and applying it where possible to procedures. We aspire to achieving the National Tenant Engagement Standards as issued by TPAS in July 2016.

We will aim to improve our communication with our tenants and leaseholders and consult with them to enable them to influence our Housing Service. It is important that we seek to involve all sections of the community and resources will be targeted to ensure this is the case.

We recognise the benefits that resident involvement can bring to us and to the residents who actively engage with us, we want to build on this to continue to improve the Housing Service.

NEIGHBOURHOOD GROUPS

There are a number of established residents groups across the city. These are supported by funding which is available from the Council. Some have formal constitutions and meet regularly, others are more flexible where the residents come together to address a specific issue in their immediate locality, sometimes on a temporary basis.

Groups represent a neighbourhood that is made up of tenants, leaseholders, owner-occupiers and people who rent from private landlords; groups such as these are found at Beacon Heath, Wonford, St David's and Exwick. Exeter Community Forum has details of many community groups who work throughout the City.

To find out if there is an established residents' group in a particular area or to find out further information about setting one up, the first point of contact is the Housing Community Relations Officer for that area. They will make suggestions about what to do, how and where to hold an initial meeting and how to work to progress the group further, setting up a steering group or committee for example. See also 'How do I find out more?' box on page 16



EQUALITY AND DIVERSITY

We use Equality Impact Assessments (EQIA) to improve our work by thinking carefully about the likely impact on people in Exeter and taking action to minimise or eliminate any negative consequences and maximising our opportunities for promoting equality. There is an EQIA written specifically for this strategy.

This strategy has been written to be fully inclusive and we will ensure that there is no discrimination in involvement on the grounds of race, colour, gender, sexual orientation, religion, nationality, disability, parenthood, marital status, age or class.

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INTRODUCTION

Tenant and leaseholder involvement is about residents taking part in decision making processes and influencing decisions about housing policies, housing conditions and housing and related services. It is a two way process which involves the sharing of information, ideas and responsibilities. We believe that tenants and leaseholders should be able to have a real say in the way that the Housing Service operates and we are firmly committed to this.

BENEFITS

We believe that active participation makes our Housing Service more responsive to the needs of tenants and leaseholders. This will help us to improve the standard of housing conditions and services as we believe that partnership working can help improve lives and communities. Becoming involved can have benefits for the participants too, helping them to gain confidence, learn new skills and improve the lives of people in their communities.

COMMUNICATION

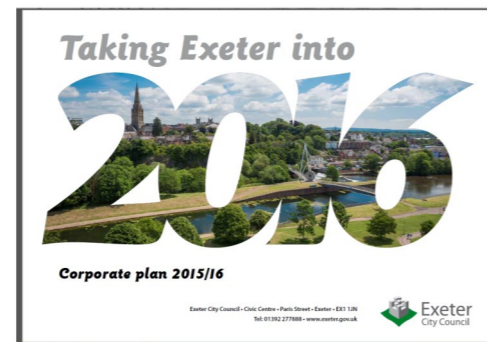
Excellent communication opportunities are vital to enable participation to take place. There are many ways in which we currently communicate with our tenants and leaseholders and we will build on these to make it easier for residents to communicate with us and us with them. We want to ensure that your communication with us is easy, meaningful and worthwhile.

We know that many of our residents would like to participate in shaping the housing service and we aim to provide different opportunities for this to take place.

CORPORATE AIMS

We have a Corporate Plan that sets out our strategic objectives across the city. This strategy complements these objectives:

- To examine alternatives for communicating with and engaging tenants and leaseholders
- To provide services to meet our customers' needs
- To support Exeter's communities
- Our communities know Exeter best. We want to continue working with community and voluntary groups who have an important role to play in helping shape and deliver services.
- To co-design and co-deliver with communities.



HOUSING IS A KEY PRIORITY FOR THE CITY

'We will work closely with our tenants and leaseholders to improve their homes and quality of life.'

RESOURCES AVAILABLE TO SUPPORT RESIDENT INVOLVEMENT

We are committed to allocating appropriate resources to support the activities outlined in this strategy.

A specific budget is set aside each year to provide for:

- Reimbursement of transport or travel expenses
- Childcare or carer's costs
- Room hire
- Invitations, flyers and posters for meetings and events
- Training for active tenants
- Support and advice



COMMUNICATION AND PUBLICITY

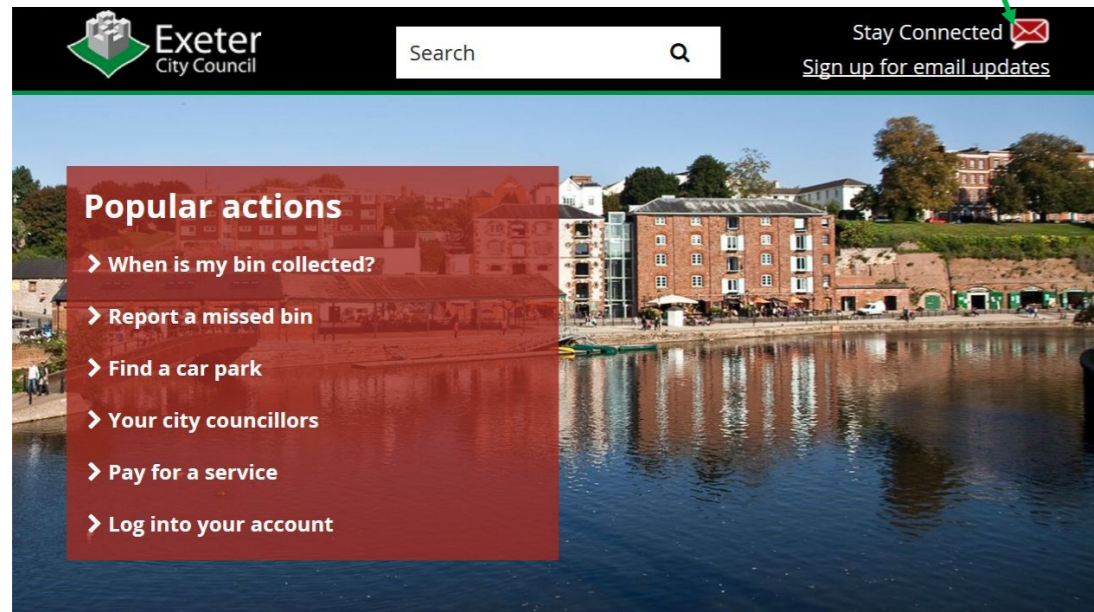
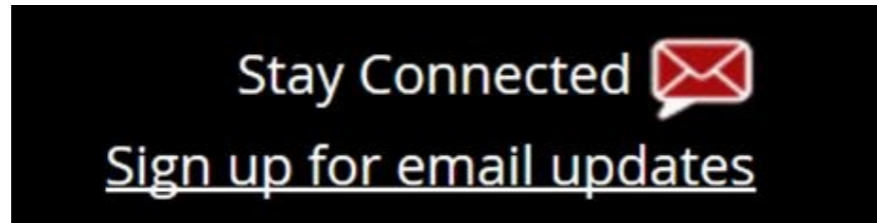
We want to provide different ways of communicating with our tenants and leaseholders, so that we can reach as many people as possible. We already use the ones listed below and are continually looking to find innovative methods of improving our communication with you.

- InSight quarterly newsletter to tenants and leaseholders
- Email
- Housing Community Relations Officers' visits to tenants as first point of contact for tenants
- Neighbourhood surgeries
- Social Media: Find us on Facebook at Exeter Housing Services (facebook.com/ECCHousing) or on Twitter @ ECC Housing



STAY CONNECTED

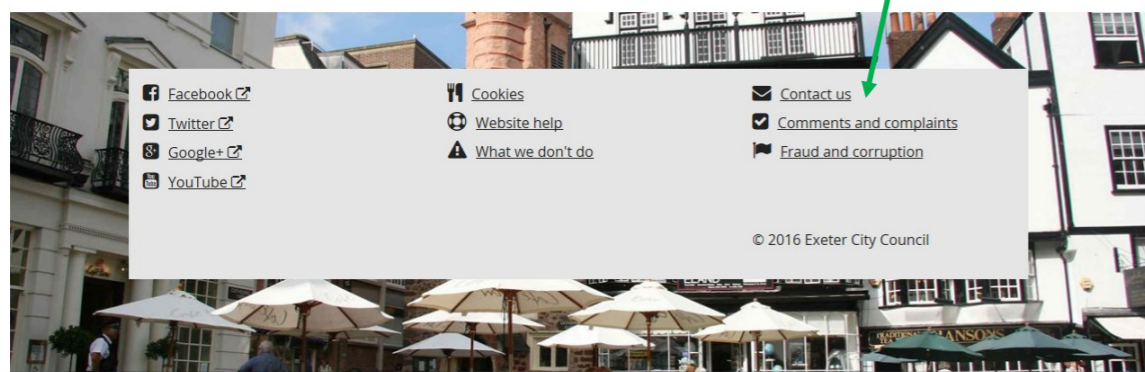
Sign up to Stay Connected on our website www.exeter.gov.uk/



You supply your email address and provide details about what areas of our work you are interested in. We then send you an email alert if we publish anything in those categories.

COMMENTS AND COMPLAINTS

You can make a comment, suggestion or complaint via our website (see below), by telephone, email, post or in person to the Civic Centre.



OUR VISION

- It is important and beneficial that tenants and leaseholders are able to participate in the shaping of our housing service.
- We believe that partnership working can have a positive impact on lives and communities.
- We offer a range of opportunities to enable this to take place.

'For you and with you'

We want to continue to work with our residents as part of our continuing commitment to improving services. We listen and respond to your views and provide the opportunities for influencing decision making.

In order for resident involvement to be a success we need to have effective lines of communication. This strategy sets out the many ways in which we communicate with you and you with us.

A RANGE OF OPPORTUNITIES

This strategy outlines methods of participation that are open to you and recognises that you can get involved as often as you like, with issues that suit your interests and ability and for a length of time that is best for you.

AIMS AND PRIORITIES

The aims of the Tenant and Leaseholder Involvement and Communication Strategy are:

- To offer a wide range of involvement opportunities
- To increase the number and diversity of involved residents.
- To provide tenants and leaseholders with the opportunity to have a voice.
- To improve communication with our tenants and leaseholders.
- To improve services and decision making by the Housing Service.
- To provide residents with appropriate and relevant training opportunities.
- To improve residents' satisfaction with the Housing Service.
- To use technology e.g through the creation of virtual forums to improve resident involvement.

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NEIGHBOURHOOD SURGERIES

These are arranged by our Housing Team and are held across the city in children's centres or doctors' surgeries. Residents can attend these to speak with their Housing Community Relations Officer about any issue and to report repairs or concerns.



COMMUNITY EVENTS

These are organised by the Housing Team or residents' groups. There is no commitment to attend regularly as these can be one-off events.



INSIGHT EDITORIAL BOARD



This group meets four times a year. The members' responsibility is to look at the draft versions of InSight magazine that is sent to Tenants and Leaseholders and suggest ways for improvements. This group also provides suggestions about content for future issues.

BENEFITS OF INVOLVEMENT

By getting involved you can improve our service by:

- Making sure we understand your needs
- Helping us to be more responsive
- Be a voice for other tenants and leaseholders
- Improve the overall satisfaction.
- Influence the decisions we make.
- Create and maintain successful and vibrant communities.
- Help us to ensure value for money and identify potential cost savings.

There are benefits for you too:

- Helping us to improve services and knowing that you have made a difference
- Meet new people
- Learn new transferable skills
- Gain confidence
- Help improve the quality of life for others
- Help make your neighbourhood and community a better place to live
- Improving the local environment, its safety & security, health & wellbeing and so the quality of life of its residents.

RESIDENTS' GROUPS

There are a number of established Residents' Groups across the City. These are supported by funding which is available from the Council. These groups meet regularly, particularly when there is a specific issue which is affecting the residents or their locality.

To find out if there is an established Residents' Group in a particular area or to find out further information about setting one up, the first point of contact is the Housing Community Relations Officer for that area. See also 'How do I find out more?' box on page 16

INFORMAL OPPORTUNITIES FOR INVOLVEMENT

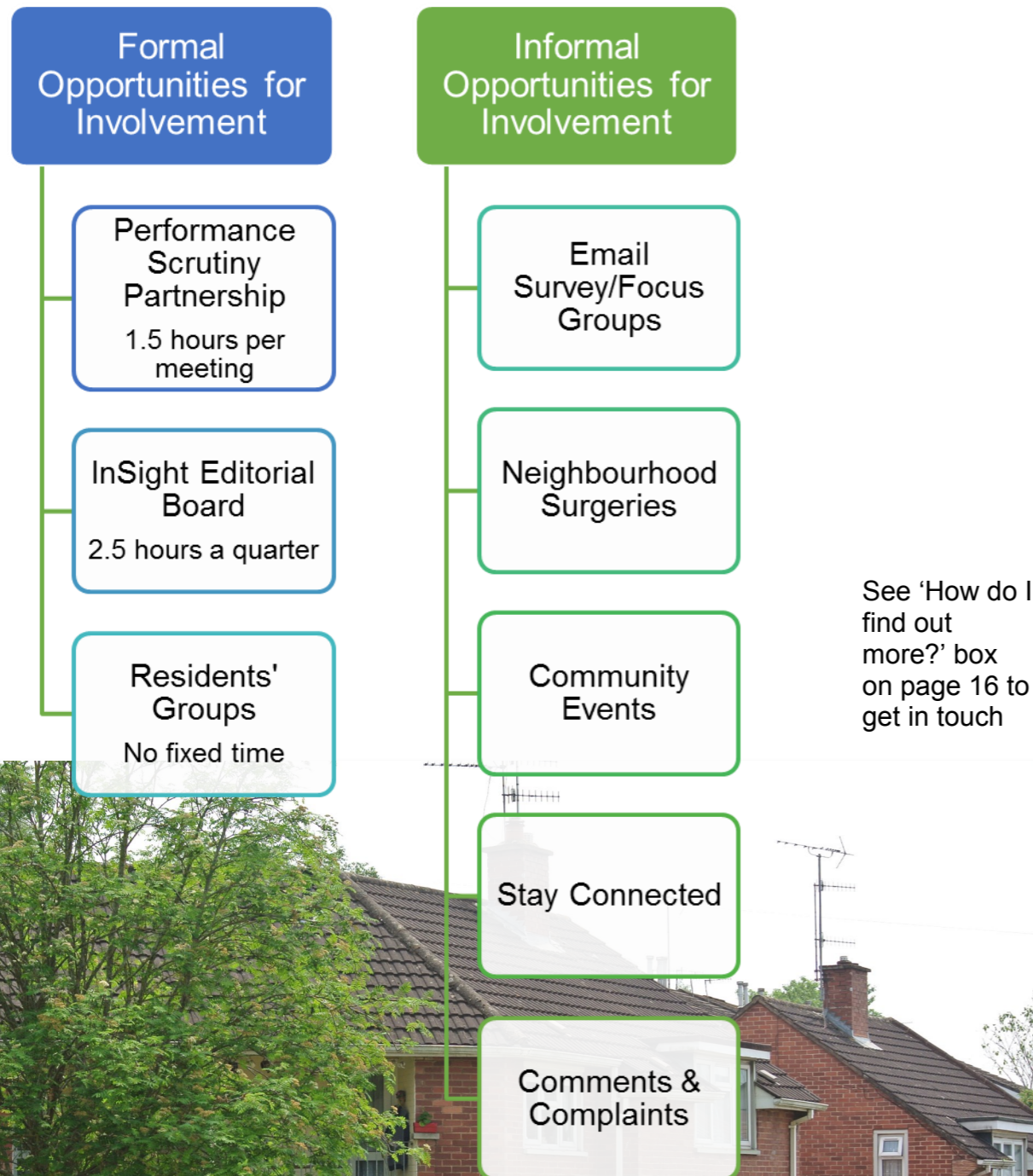
EMAIL SURVEYS/FOCUS GROUPS

This is the easiest way of getting involved. Residents are encouraged to supply their email addresses during the HCRO visits. If the Housing Team want some instant feedback about a potential project, large or small, then an email will be sent out. The resident can choose whether or not to reply and can make that reply at a time that suits them best.



MENU OF INVOLVEMENT

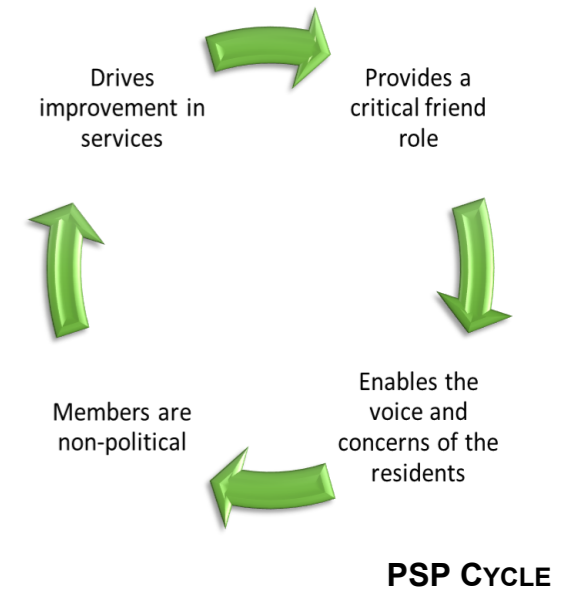
We want to provide a range of opportunities to become involved in shaping the housing service. You can choose what to do and how long you are able to commit to this.



FORMAL OPPORTUNITIES FOR INVOLVEMENT

PERFORMANCE SCRUTINY PARTNERSHIP

This group meets at least 6 times a year. Our PSP is a group of tenant and leaseholder volunteers who provide lively and valuable discussions in reviewing housing performance and services, providing us with feedback. It examines our quarterly and annual performance summaries. The members are also consulted on a wide range of issues including policies and procedures that affect tenants and leaseholders.



In developing this strategy we have looked at what works best in other organisations and have involved our residents through the Performance Scrutiny Partnership from the outset. In the past year the PSP has contributed to a number of different projects including: shaping the Anti-Social Behaviour Policy; the Garage Allocation Policy and the review of the Council's new website. The PSP may also act as a designated panel to consider complaints addressed to the Housing Service.

Project	What we are going to do?	When are we going to do it?	Who will be responsible?	What do we want to achieve?
Produce InSight on a quarterly basis	Produce four editions of InSight each year containing reports and information on landlord services, news and future plans Editorial Board to ensure a customer focus in this publication	March, June, September & December each year	Editorial Board	To inform tenants about the housing service
Produce an Annual report to tenants	Produce a comprehensive report on Landlord Service performance (and information on how we meet standards set out in the Regulatory Framework for social housing in England)	Once each year-Spring	PSP to advise on the content	To inform tenants about the performance of the housing service over the previous year
Ensure continuous recruitment of residents	Promote tenant involvement across landlord services and the benefits of tenant engagement in shaping and influencing housing services Promote opportunities for involvement across all landlord service consultation and community based events/initiatives Promote menu of involvement options both formal and informal	On-going	Housing Customer Relations Lead HCROs	To increase the number of residents who want to engage with the service
Develop and promote resident involvement	Increase communication and awareness about opportunities to get involved Promote new initiatives and activities as widely as possible Review information on the Council's website Review involvement literature Undertake online consultation	On-going throughout the year	HCROs Housing Community Partnerships Officer	To ensure that resident involvement is promoted across the City

Project	What we are going to do?	When are we going to do it?	Who will be responsible?	What do we want to achieve?
	where appropriate			
Hold regular tenant/leaseholder events	Advertise events Ensure that events reflect the needs/requests of the residents	On-going throughout the year	Service Lead-Housing Customers Housing Customer Relations Lead	To increase the number of local events to encourage wider participation
Support and develop existing groups	Provide training if required To ensure that participants have the knowledge, skills and confidence to enable them to fully participate in service reviews Provide funding and advice to support exiting residents groups	On-going	Service Lead-Housing Customers HCROs	Groups and individuals who are confident that they have the skills and knowledge to participate in and be able to influence discussions about the housing service
Produce an annual review on comments, complaints and compliments	Provide a breakdown or summary of the complaints received about the housing service	Annually	Housing Complaints Co-ordinator	To learn from the feedback provided by our customers
Undertake a biennial tenant satisfaction survey	STAR survey carried out every two years	Next one due 2017	Service Lead-Housing Customers Service Lead-Performance, Strategy and Resources	To find out which parts of our service are working well and which may need changing to help improve the service that is provided.
Improve ways of communicating with residents	Use the ECC Housing Facebook page to share information about services & activities/events. Explore possible interactive use of the Council's website Make greater use of the HCRO tenant visits in an	On-going	HCROs Housing Policy, Projects & Performance Officer	To increase the presence of the housing service to our tenants and leaseholders.

Project	What we are going to do?	When are we going to do it?	Who will be responsible?	What do we want to achieve?
	attempt to target those who traditionally have not become actively involved to encourage their participation. Promote the ECC Twitter feed			
Develop the email group	To develop then support this group. Send emails sharing information or asking residents to review documents.	On-going	Housing Community Partnerships Officer	A list of tenants and leaseholders who would be willing to participate in email surveys about the housing service on an ad-hoc basis.
Support and develop the Performance Scrutiny Partnership	PSP to Receive performance information across landlord services	On-going	Housing Policy, Projects & Performance Officer	PSP to scrutinise data
Ensure that residents receive feedback about how their views have been acted upon	Publish the outcomes of consultation and participation on decisions made about housing services in InSight magazine and on the website Publish results of consultation/participation and how it has been used in service delivery as part of a 'You said-we did' section	On-going	Editorial Board	To ensure residents find out about what has happened since they were consulted about particular issues.
Promote tenant involvement to all new tenants and leaseholders	Send out a tenant involvement introductory letter to all new tenants and leaseholders Record any new membership and communication as a result of the introductory letter	On-going	HCROs Lettings and Leaseholder Officer	To ensure that new tenants and leaseholders are aware of the different ways in which they can be involved in the shaping of the housing service.

Project	What we are going to do?	When are we going to do it?	Who will be responsible?	What do we want to achieve?
Review the demographic profile of involved tenant and leaseholders.	Develop positive action measures to engage and consult with those tenants who have not traditionally become involved		Housing Community Partnerships Officer	To ensure that the profile of involved individuals reflects the mix of the tenants overall.
Update Equality Impact Assessment	Review the EQIA	Annually	Housing Community Partnerships Officer	To ensure that the information is up to date.
Review the Action Plan	Review the contents of this Action Plan	Annually	Service Lead Housing Customers	To ensure that the content of the plan is up to date, relevant and appropriate.

Appendix D

Equality Impact Assessment: Tenant and Leaseholder Involvement and Communications Strategy 2016		
1.	<p>Describe the piece of work you are assessing and the reason it is being carried out. Are you:</p> <ul style="list-style-type: none"> ○ Making a strategic budget proposal ○ Developing a new policy, strategy or project ○ Reviewing and revising a policy, strategy or project ○ Reviewing a function or a service ○ Restructuring a service. <p>Include any options appraisal and if you have a preferred option explain why. See the section in the Introduction on “What types of activities need an EQIA?”</p>	<p>This is a review of The Housing Resident Involvement Strategy 2012-2015</p>
2.	<p>Who is leading on the piece of work being assessed? See the section in the Introduction on “Who is responsible for carrying out EQIAs?”</p>	<p>Mark Jolly: Service Lead Performance, Strategy and Resources</p>
3.	<p>What are the timescales for completing the work? Are there any committee deadlines you have to meet?</p>	<p>We are aiming for the Executive meeting in January 2017.</p>
4.	<p>What are the aims and objectives of the work? How do these link to wider council or strategic objectives.</p>	<p>The purpose of the review was to investigate the current provision of resident involvement and to suggest how it could be improved to give our tenants and leaseholders further opportunities for involvement.</p> <p>The review links to the Council's corporate priorities of: Provide services to meet customers' needs and, specifically, the aim to work closely with other organisations to provide joined up services for the customer.</p>
5.	<p>Who will be the main beneficiaries of the piece of work and in what way? All people in Exeter? Council staff? A specific stakeholder group? A combination of these?</p>	<p>The review of the strategy will benefit the Council's tenants and leaseholders.</p>

Appendix D

6.	Do you have any data on how different groups would be affected by the work?	The Council currently has just under 5,000 units of accommodation including 552 units designated as older persons' housing. There are also 900 leaseholders. All these groups will benefit from the new strategy.
7.	Have any research studies or reports been carried out in other areas of the country or nationally that provide information about the likely impact of your work on equality target groups?	Yes. Other housing providers have commissioned reports into the impact of improved resident participation.
8.	What consultation has taken place or is planned with customers (individuals and groups) from equality target groups?	We have worked closely with the Performance Scrutiny Partnership as representatives of the Council's tenants and leaseholders to produce the strategy. Extensive external consultation is unnecessary.
9.	What does the consultation indicate about any differential positive or negative impact(s) of this piece of work?	All residents (be they tenants or leaseholders) will be positively affected by the impact of this strategy which is designed to improve the relationship between the residents and the council.
10.	If there are gaps in your previous or planned consultation and research are there any experts/relevant groups that can be contacted to get further views or evidence on the issues? If so please explain who they are and how you will obtain their views.	None
11.	Could there be a positive or negative impact on community relations or equal opportunities?	We believe that the new strategy will have a positive impact on the council's relationship with its tenants and leaseholders. Benefits will also be seen on a community wide basis as the service is improved or altered to reflect the views of the residents.
12.	If you have indicated there is a negative impact on any group, is that impact Legal; Intended; of high or low impact?	No negative effects have been identified
13.	If you identified any negative impact	No negative effects

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	that is of low significance, can you minimise or remove it? If so how?	
14.	Could you improve the strategy/policy/project's positive impact and if so how?	No improvements are necessary
15.	How do you intend to continue monitoring the impact of this strategy/policy/project?	Through: <ul style="list-style-type: none"> • Performance information • Customer satisfaction • Complaints • Regular and appropriate staff management • Monitoring costs
<p>If you have identified a negative impact that is possibly discriminatory and not intended and/or of high impact you <i>must</i> continue working through the checklist. If you still haven't contacted the Policy Unit we really suggest you do so now!</p> <p>If this doesn't apply you may still consider that a thorough assessment would be helpful so continue on...</p>		
16.	If there are gaps in your evidence base, do you need to carry out any further research about the likely impact of your work on equality target groups?	No further research necessary
	<p>There might be a time delay here as you will need to get the results of your consultation before you can continue working your way through the questions.</p>	
17.	As a result of this assessment and available evidence collected, including consultation, do you need to make any changes to the strategy/policy/project?	No
18.	Will the changes planned ensure that the negative impact is: Legal; Intended; of low impact?	n/a
19.	Have you set up a monitoring/evaluation/review process to check the successful implementation of the strategy/policy/project?	Once our recommendations are adopted we will establish a set of performance measures to assess how successfully we are meeting our purposes - which in this context are: <ol style="list-style-type: none"> 1. How many people are actively engaging with the council as a

Appendix D

		landlord. 2. How many people take up the opportunities for different types of participation.
20.	How will this monitoring/evaluation further assess the impact on the equality target groups/ensure the strategy/policy/project is non-discriminatory?	We will make sure issues of equality are included in any monitoring arrangements.
21.	Please provide an action plan showing any recommendations that have arisen from the assessment and how you plan to take them forward. Are your actions SMART (specific, measurable, achievable, relevant and time-based).	Not appropriate at this stage.
22.	When will you next review this work and the impact assessment?	January 2019

Appendix C

Exeter City Council Local Offers

These are the five key Pledges identified & performance measures as agreed with the Performance Scrutiny Partnership:

1. Repairs & Maintenance:

"We pledge to provide safe, well maintained homes."

How we would measure

1. % of gas services completed
2. No. of properties at Decent Homes Standard
3. Repairs completed on time by priority
4. No. of various key programmed works areas completed against target (kitchens, bathrooms and heating systems for example).

2. Neighbourhood & Community:

"We pledge to work in partnership with other organisations to create neighbourhoods which are safe and well maintained, and where people want to live."

How we would measure

1. Number of reported ASB cases per 1000 properties
2. Number of ASB cases resolved
3. % of residents satisfied with outcome following report of ASB
4. Analysis of refusal reasons which may indicate areas which are less popular due to neighbourhood issues

3. Tenancy:

"We pledge to work with tenants and leaseholders to ensure all terms and conditions of our tenancies are understood and complied with."

How we would measure

1. Number of visits completed as part of the property inspection programme
2. Analysis of legal action taken to enforce tenancy conditions
3. Number and value of works recharged to tenant
4. Number and %age of 6 month new tenant visits completed



4. Lettings:

“We pledge to let our properties promptly, fairly and consistently in order to meet housing need and help create sustainable communities.”

How we would measure

1. Turnaround on void properties
2. Number and percentage of lettings in band B
3. Number of lets to BME applicants against number on housing register
4. Position on shortlist of applicants who have bid successfully

5. Equality, Diversity & Access:

“In order to meet all our pledges we will involve our residents, and provide services which are fair, equitable and accessible.”

How we would measure

1. Number of people referred, waiting and who have had adaptations completed
2. Number of involved residents
3. Results of STAR survey (every 2 years)

REPORT TO: Scrutiny Committee People and Executive
Date of Meeting: 5th January and 10th January 2017
Report of: Assistant Director Housing
Title: Anti-Social Behaviour Policy for Housing Services

Is this a Key Decision?

Yes

Is this an Executive or Council Function?

Executive

1. What is the report about?

1.1 To seek adoption of the new Anti-Social Behaviour (ASB) Policy for Housing Services.

2. Recommendations:

2.1 That Scrutiny Committee supports and Executive approves the adoption of the new ASB Policy for Housing, appendix A of this report with immediate effect.

3. Reasons for the recommendation:

3.1 The ASB Policy was last reviewed in September 2012. During the interim period the government has introduced the Anti-Social Behaviour Crime and Policing Act and Housing has completed a major re-structure and introduced a new way of working. The new policy and the revised procedures that underpin this reflect these changes.

3.2 Housing's benchmarking data shows that some aspects of our performance in tackling ASB need to improve. The areas of particular concern are around levels of satisfaction on the outcome of reported incidents being made and also the number of closed cases that remain unresolved. Some of this can be explained by the differing ways the data is collected by some social landlords and also the expectations of what can and cannot be done to resolve incidents where ASB is reported. This said, officers are committed to improving performance and levels of satisfaction in the way we tackle ASB in housing.

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

4.1 The policy itself does not commit the council to any additional expenditure. Its central objective is to improve the way in which we respond to reports of ASB and improve our effectiveness within the context of the resources we already have.

5. Section 151 Officer comments:

5.1 There are no financial implications contained within this report.

6. What are the legal aspects?

6.1 See monitoring officer's comments below.

7. Monitoring Officer's comments:

7.1 Section 218A of the Housing Act 1996 (as amended) requires that local housing authorities to have in place:

- (1) A policy in relation to anti-social behaviour and
- (2) Procedures for dealing with occurrences of such behaviour.

This statutory duty has been in place since 2004.

Section 218A (4) requires that the landlord must from time to time keep the policy and procedures under review and when appropriate publish a revised statement. The current proposal complies with that duty.

7.2 Once the policy and procedures have been approved they must be published and made available at all reasonable hours at the Civic Centre and or provided to anyone who requests upon payment of a reasonable fee.

8. Report details

8.1 ASB is a broad term used to describe incidents such as graffiti, domestic violence to noisy or abusive neighbours. Such a wide range of behaviours means that responsibility for dealing with ASB is shared between a number of agencies, but particularly the Council and the Police.

8.2 Tackling the root causes of ASB has to be the best solution for long-term change. However, there are some difficulties that we face when doing this: In some cases, key stakeholders do not engage at the earliest opportunity to provide the support that is needed, and perpetrators do not always engage with these services. There is also the scenario where some perpetrators are also vulnerable. However, the needs of residents suffering from ASB are a priority for our service and we use enforcement action where necessary to protect these victims from further ASB.

8.3 The Housing Solicitor (HS) works with the Housing Customer Relations Officers (HCRO's) providing legal advice and receiving instructions. If an ASB case is serious enough to warrant enforcement action, a Case Plan Conference ('CPC') takes place with the Housing Customer Team Lead and the HS. This CPC will confirm what action is to be taken and then formal instructions are given. In the period June 2015 to July 2016 there have been 67 CPC's. For the same period 18 of these CPC's have resulted legal instructions requiring court action. We have had 9 possession orders (either suspended or outright), 2 pending applications for a possession order, a variation to an existing suspended possession order to include ASB where there was a rent order in place and 5 injunction orders. There have been 15 orders and 3 are pending an outcome.

8.4 Where legal action is taken, there is a 100% success rate in obtaining a court order (save in cases seeking an injunction order where an undertaking in lieu of such an order may be acceptable as it has the same method of enforceability).

8.5 Appendix B gives a pen portrait of some of the recent cases that Housing has dealt with where court action has been taken.

8.6 It is important for Members to note that some legal action such as possession proceedings can take some time to conclude due to the need to always act reasonably

and proportionately. Recent decisions of the Supreme Court and the Court of Appeal have imposed additional checks and balances on social landlords. This means that a careful and rigorous decision making process has to be followed and demonstrated before applying to the court. This does mean that in some cases it can take over 6 months to reach a conclusion on a case where possession is being applied for and the Council is at the mercy of the court on available court dates and availability of court bailiffs to execute evictions (which have recently been as long as 6 weeks after the court has agreed the action).

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

9.1 The content of this report is consistent with the following corporate objective **"We will enhance Exeter as a regional capital working with our partners to improve the quality of life for all people living, working in and visiting the city."**

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

10.1 There is a risk that reports to the housing team of serious ASB will not be effectively handled which could lead to serious harm being incurred by a victim of ASB. With the revised policy and procedures this should assist in mitigating this risk. It is the HCRO's responsibility to receive and investigate reports of ASB for housing and take the appropriate and proportionate action. The staff have all received extensive training which will be refreshed annually. They also have access to the specialist housing solicitor employed by the council to ensure reports of serious ASB is effectively tackled and provided with immediate advice and guidance.

10.2 It is also a risk that when dealing with reports of ASB we do not take into account the vulnerabilities or protected characteristics of the victims and/or alleged perpetrators. We will be carrying out impact assessments at the start of all new cases to identify these situations in order to ensure they are taken into account when dealing with the case.

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 impact on equality and diversity in particular relating to protected characteristics will be a beneficial one. The new policy makes clear reference to the need to tackle hate crime and racist incidents effectively and to start investigations within one working day. The policy states that we will be able to help protect the victim and to prevent the alleged perpetrator from committing further offences.

11.2 There will also be a positive impact in relation to safeguarding with the policy reaffirming officer's requirements to follow the Safeguarding procedures where there are a child or vulnerable adult may be at risk of harm through abuse and/or neglects.

11.3 An equality impact assessment has been completed and is shown in appendix C.

12. Are there any other options?

12.1 The policy has not been reviewed since September 2012 and given the changes stated in 3.1 it was necessary to review and revise the policy.

12.2 Consideration was given to including the Housing policy as part of the corporate policy in relation to ASB. However, the consensus among officers working on ASB is that it is appropriate for housing to have a distinct policy.

Assistant Director Housing

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 Anti-Social Behaviour Policy



November 2016

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1 Introduction

We understand that Anti-Social Behaviour can have a significant impact on individuals and whole communities. This policy has been developed to ensure that Anti-Social Behaviour relating to Exeter City Council Housing is dealt with consistently, robustly, effectively and proportionately. It outlines the roles and obligations of parties involved in cases of Anti-Social Behaviour, including what can be expected of us, and what we expect of others. This policy also sets out Anti-Social Behaviour definitions, and that some behaviour will not be recognised or responded to as Anti-Social Behaviour.

2 Policy Objectives

1. To provide guidance to staff, stakeholders and residents about roles, responsibilities and approaches to dealing with Anti-Social Behaviour.
2. To recognise that there are differences between:
 - **Anti-Social Behaviour:** responded to through Anti-Social Behaviour Procedures
 - **Tenancy management issues:** responded to through the Tenancy Management Procedures
 - **Non-tenancy matters:** these will not warrant intervention by the Council Housing team
3. To commit to fully investigate cases of Anti-Social Behaviour with sensitivity; taking firm but proportionate action where necessary, and balancing the Council's responsibilities with what can reasonably be achieved.
4. To expect complainants and witnesses to play a full part in resolving issues, and to work in partnership with other organisations in resolving Anti-Social Behaviour.
5. To commit to pro-actively engage and work with partners and residents to prevent Anti-Social Behaviour from occurring.
6. To outline expectations of communication between Exeter City Council and related parties during an open case (a case currently under investigation) of Anti-Social Behaviour.
7. To commit to closely monitor the quality and outcomes of Anti-Social Behaviour procedures to ensure it is effective and efficient, good value for money, and the Anti-Social Behaviour Policy and Procedures are correctly applied.

3 Anti-Social Behaviour Definitions

- The **Anti-Social Behaviour Crime and Policing Act 2014** defines Anti-Social Behaviour as conduct that:
 - *Has caused, or is likely to cause, harassment, alarm or distress to any person; or*
 - *Is capable of causing nuisance or annoyance to a person in relation to that person's occupation of residential premises; or*
 - *Is capable of causing housing-related nuisance or annoyance to any person.*
- This policy refers to Exeter City Council owned properties and those who may be affected by such conduct, specifically:

- Exeter City Council Residents (tenants and leaseholders) and their visitors
- Property Owner/Occupiers in the same area as Exeter City Council's rented homes
- Any other person lawfully in the locality e.g. Exeter City Council staff/ contractors

▪ **Anti-Social Behaviour** can take many forms, and at Exeter City Council includes:

- Violence or threats of violence
- Verbal abuse
- Harassment (including racial harassment)
- Domestic violence
- Arson or attempted arson
- Drug dealing or other criminal activity
- Persistent noise nuisance (exceeding everyday living noise)
- Graffiti and criminal damage

- Not all issues reported will be treated and responded to as Anti-Social Behaviour, some will be considered and dealt with as a **Tenancy Management** matter, and others **non-tenancy** matters. Tenancy Management refers to activity that is specifically linked to an address where we have a tenancy agreement in place.

Annoyances that are likely to be considered everyday living or minor lifestyle differences, and not Anti-Social Behaviour include such things as:

- Noise generated by everyday living such as walking across floors with shoes on
- Children playing in their own homes and gardens
- Cooking smells
- Occasional or one off parties
- DIY noise, voices, television noise, and other everyday noise during the daytime
- Dogs that bark occasionally
- Neighbourly disputes about parking

- *Persistent Anti-Social Behaviour* is behaviour occurring on more than one occasion over a given period of time. We would consider persistent to be three or more times over a six month period.

4 Hate Crime and Racist Incidents

Hate Crime: This is where someone commits a criminal offence against you or your property that is motivated by a person's hate or prejudice because of:

- Race, colour, ethnicity, nationality or national origin
- Religion or faith
- Gender or gender identity (including transphobia)
- Sexual orientation (including homophobia)
- Disability

Racist Incident: *"any incident¹ which is perceived to be racist by the victim or any other person"* Macpherson Report (The Stephen Lawrence Enquiry).

¹ Personal abuse, threatening behaviour, graffiti, written/verbal threats or insults, damage to property and/or physical attacks that are motivated, or appear to be motivated by racial hatred.

Exeter City Council will not tolerate any resident found to be using racist or other discriminatory behaviour or undertaking any form of Hate Crime. Reports of such behaviour will be monitored separately to the Anti-Social Behaviour and we will make all efforts to respond within one working day.

Where there is evidence of Hate Crimes or Racial Incidents in our properties, we will do all we can to help protect the victim, and prevent the alleged perpetrator from committing further offences. This may involve liaison with the Police to take action under the Protection from Harassment Act 1997.

5 Domestic Violence and Abuse

The cross-government definition of domestic violence and abuse is: *“any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:*

- *psychological*
- *physical*
- *sexual*
- *financial*
- *emotional”*

Exeter City Council will not tolerate acts of domestic abuse in our properties. We will make all efforts to respond to reports of domestic abuse within one working day of receipt, and will do whatever is possible to help victims of domestic abuse.

The Council will ensure appropriate support is available to those affected, and provide advice and support should the victim wish to take legal action. In some circumstances, the Council may take its own legal action to prevent the perpetrator from returning to the property.

6 Safeguarding Adults with Care and Support needs and Vulnerable Children

If a complaint of Anti-Social Behaviour raises concerns that a child or adult with care and support needs may be at risk of harm through abuse and/or neglect, the Anti-Social Behaviour Policy and Procedures will follow our Safeguarding Procedures on identifying and responding to signs of abuse and/or neglect.

7 Responding to Anti-Social Behaviour

When we receive an allegation of Anti-Social Behaviour the Housing Team will:

- Take the allegation seriously
- Respect confidentiality
- Give the complainant an honest assessment of whether we consider the report to be Anti-Social Behaviour following an initial investigation
- Provide a written response to all reports received

When an allegation is recognised as Anti-Social Behaviour, the Housing Team will:

- Take prompt, proportionate and effective action

- Take an impartial, objective view, investigating each incident from both sides.
- Undertake a risk assessment (RAM)
- Provide a named point of contact
- Provide a written action plan
- Maintain regular contact with the complainant while the case is open
- Where relevant, provide support to complainants and witnesses
- Review and close cases in line with guidelines outlined in the Anti-Social Behaviour Policy and Procedures
- Send a case closure letter to the complainant once their case is closed
- Where appropriate, work with other agencies such as the police and social services.

The Housing Team will normally only close a case once the Anti-Social Behaviour has been resolved. In certain circumstances it may be necessary to close a case without the consent of the complainant. This may happen when:

- The Housing Team are satisfied that everything possible has been done to resolve the case, and that case closure is reasonable
- The complainant has failed to communicate or respond to requests for information
- The complainant refuses to cooperate with our efforts to resolve the behaviour
- It becomes apparent that the allegation(s) are false or malicious

7.1 Residents' Roles and Responsibilities

If tenants engage in Anti-Social Behaviour they will be at risk of losing their tenancy.

All tenants are made aware of their obligations and responsibilities at the time they sign for their tenancy, and this is set out in Section C1 of the Tenancy Agreement. This includes that tenants are not to engage in Anti-Social Behaviour, and are to play a role in resolving such incidents when they arise.

It is important that complainants and witnesses work with the Housing Team to resolve Anti-Social Behaviour. This includes residents complying with the following, but this list is not exhaustive:

- Respond to communication
- Keep a record of incidents of Anti-Social Behaviour
- Engage with suggested methods of resolution
- Provide statements to support legal action
- To not make malicious allegations
- To not retaliate to incidents of Anti-Social Behaviour

7.2 Responses to Anti-Social Behaviour

There are a number of approaches and mechanisms available to help resolve Anti-Social Behaviour. Each case will be reviewed and responded to uniquely, but options include:

- Home visits
- Mediation
- Warning letters
- Injunctions

- Community Protection Notices
- Possession proceedings
- Acceptable Behaviour Contracts
- Encouraging resident involvement at a neighbourhood level

The Community Trigger was introduced under the Anti-Social Behaviour, Crime and Policing Act 2014. This allows complainants to request a review of their Anti-Social Behaviour case if they believe that no action has been taken in responding to their report of Anti-Social Behaviour, subject to the case meeting the following criteria:

- Anti-Social Behaviour has been reported to the council, police and or registered housing provider three times in the last six months
- No action has been taken
- Their case has been closed

7.3 Support for Complainants and Witnesses

In all cases, the person reporting Anti-Social Behaviour will decide how the case should proceed once presented with the options. Throughout each case, we will keep in contact with witnesses and any related parties to ensure all are informed of progress.

Some of the most persuasive evidence in cases of Anti-Social Behaviour comes from witness reports and witness evidence. For example, identifying individuals involved in the case, describing and qualifying how the behaviour has, or is, impacting their lives. We understand that collecting evidence, making formal statements and appearing in Court can be daunting tasks, particularly when there is potential for reprisals, and we will support witnesses through this process.

We will work with other agencies to provide additional security where it is considered appropriate. This could include: panic alarms, additional locks, door viewers, secured letterboxes and additional patrols by Police Officers or Police Community Support Officers. We may also make a referral to the Devon & Cornwall Victim care Unit who can provide specific support.

Where violence or threats of violence are likely, the Council can seek an injunction, sometimes without Notice, to give its witnesses legal protection. A Power of Arrest may also be attached to the injunction.

Where the witness is subject to substantial risk and there is no other realistic alternative, a witness may be offered the chance of a temporary or permanent Management Transfer to another property.

7.4 Support for Vulnerable Victims and Perpetrators

We recognise that some residents, whether they are the victim, witness, complainant or perpetrator, may have complex needs and may require additional support. This could include those who have issues such as:

- Drug abuse or addiction
- Alcohol abuse or addiction
- Mental ill Health or any form of disability
- Children (potentially at risk)

- Young people leaving care

Where a perpetrator of ASB has such vulnerability, we will try and ensure that they have access to support to help address any unacceptable behaviour, and will work with others in the provision of support.

The provision of support for those conducting Anti-Social Behaviour will be conditional on the individual recognising their behaviour is problematic, and expressing a commitment to address it. The individual will then be expected to engage with support agencies, and legal action may be taken if they fail to engage, or continue to conduct Anti-Social Behaviour despite engaging with support.

8 Reducing and Preventing Anti-Social Behaviour

8.1 Partnership Working

The causes of, and responses to Anti-Social Behaviour are often complex and require the input from a variety of agencies. We work in partnership with a range of statutory and voluntary agencies to resolve, reduce and prevent incidents of Anti-Social Behaviour. This includes working with other local authorities, the police and other agencies through the Anti-Social Behaviour Action Team and Community Tasking Group (ASBAT), taking a multi-agency approach to tackle priority issues.

8.2 Housing Customer Relations Officer Visits

In aiming to reduce Anti-Social Behaviour, have more of a presence around our properties, and to improve communication and relationships with tenants, regular tenancy visits are conducted to each of our properties. During these visits, Housing Customer Relations Officers (HCROs) will ask whether there are any issues the resident wishes to raise, including having witnessed or been a victim of Anti-Social Behaviour.

8.3 Introductory and Fixed Term Tenancies

New Exeter City Council tenants (excluding transfers and mutual exchanges) receive a 12 month Introductory Tenancy. For this period, the new tenant is required to demonstrate that they are able to fulfil the requirements of the Tenancy Policy, and to not breach the terms and conditions, including those relating to Anti-Social Behaviour. At the end of the 12 months, the Introductory Tenancy could be extended, terminated, or transferred to a Fixed Term Tenancy.

Fixed Term Tenancies will be reviewed by Housing Customer Relations Officers as part of their regular visits. Tenancies will be fully assessed in the last 12 months of the tenancy, with at least 6 months of the tenancy left, to see if it will be ended, reissued or the tenant transferred. As part of this assessment, the behaviour of the tenant and any breaches of tenancy will be taken into account. It is unlikely that a new tenancy will be granted where there have been serious and proven incidents of Anti-Social Behaviour by the tenant and/or household member.

9 Data Protection and Information Sharing

When obliged to do so, we have a duty to share information with relevant agencies as set out by the Crime and Disorder Act 1998. This will be done in accordance with the Data Protection Act 1998.

10 Protecting Exeter City Council Employees

While all reasonable measures to prevent or reduce the risk of employee exposure to Anti-Social Behaviour are taken, any incident of an Exeter City Council Housing employee being subject to Anti-Social Behaviour will be responded to in line with Housing's Anti-Social Behaviour Policy and Procedures. It is expected that our employees are treated with courtesy and respect by whoever they come into contact with and exposure to any form of Anti-Social Behaviour at work is not acceptable.

11 Monitoring Performance and Evaluation

Effective recording and monitoring of Anti-Social Behaviour allows us to attain an overview of incidents across Exeter City Council housing stock, to keep track of cases, note trends or patterns of behaviour, and to help us review our policies and procedures in responding to Anti-Social Behaviour.

We will closely monitor the service that we provide in relation to Anti-Social Behaviour, including through administering a resident satisfaction survey once a case is closed, to ensure we provide an effective and high quality service to our residents, and that our policies and procedures are correctly applied.

If there are concerns about the immediate safety of an individual, or if someone is likely to harm themselves or others ring the emergency services on 999

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Appendix B

1. **ECC v Mr A:** On the 1st August, 2014 police executed a Misuse of Drugs Act warrant at the premises and three people were found to be in the premises. The police described the situation as follows: *'These people were detained in the flat. Mr A was detained by the police after attempting to evade capture by jumping from a first floor window into the rear garden. At the time of his detention Mr A was wearing blue latex gloves. The police officer also found that a container of white powdery paste had been thrown from the rear window of the premises into the garden. All three males were arrested on suspicion of conspiracy to supply controlled drugs. A search of the premises was then conducted and it was apparent that officers had disturbed a 'mixing operation' that appeared to have been in full flow. There was a work space laid out in the kitchen consisting of a thermal bag sealer, plastic bags, scales, gloves, mixing pot, cutting equipment and a mixing tool. In the bottom drawer of the freezer were three large packages containing a white substance, later identified as 2.240 kilograms of (dry) amphetamine.'* On the 27th April, 2015, the tenant was sentenced to three years for conspiracy to supply.
2. In June, 2015 this information came to the attention of HCRO.
3. After discussions with the Housing Solicitor (HS) in July, 2015 and CPC's, instructions to legal services were given in August, and proceedings were issued for possession.
4. The Defendant sought to defend the proceedings but then did not contest the application and an outright order for possession was made and warrant executed.
5. The HCRO's also dealt with the related cases of the other residents at the property at this time from another tenancy (joint life time secure tenants and with young children) who were found to be in possession of cannabis at an address near-by.
6. In respect of one of these tenants (Mr B), (due to the young children involved) proceedings for an injunction were issued against both joint tenants. An injunction order was made against Mr B prohibiting unlawful user until further order and an undertaking was given by Mrs B in the same terms.
7. In respect of Mrs B (due to the evidence not establishing she knew of the illegal user) proceedings for an injunction were issued and an undertaking offered and accepted in the same terms as to unlawful user.
8. All legal files were opened on the 4th August, 2015 and closed by end of November, 2015, with all work complete.

9. No indications that the injunction orders and or undertakings have been breached.
10. **ECC v Mr T:** In April 2015 the tenant allowed into occupation, or by way of being a regular visitor, his partner Mrs J. In the short term there were reports of noise nuisance and ASB against neighbours. The usual ASB procedure was followed with letters, meetings with the tenant, and the signing of an acceptable behaviour contract in November, 2015. By January 2016, the ASB continued and following a CPC, a decision taken to issue a Notice of Seeking Possession (NoSP). A decision was also taken to grant time to see if the tenant would respond to the service of the NoSP, given that there were vulnerability issues at large as far as the tenant was concerned. The NoSP was prepared and issued.
11. On the 7th March, 2016, instructions were given to legal services to prepare and issue proceedings for possession, as the ASB continued.
12. The HCRO liaised with the police and with the housing advice service following the issue of proceedings and the fixing of the date of the hearing for possession, for the 19th April, 2016. In discussions with the housing advice service, agreement was reached that alternative accommodation with a different provider of social housing meant that the tenant would not oppose the application for possession. An outright possession order was made on the 19th April, 2016.
13. On the 23rd May, 2016, the legal file was closed as the work was complete.
14. **ECC v Mr B:** Mrs M is the life time secure tenant of the property. Mr B is her son. He is a heroin addict and perpetrator of domestic violence and street violence. Mr B assaulted his mother in December 2015 with a serrated kitchen knife, and he was sent to prison. As a Multi-Agency Risk Assessment Conference (MARAC) case the potential threat to his mother as and when he was released was identified as a real risk and these concerns by the police shared with ECC. The difficulty with the case is that the mother nevertheless invites her son to stay with her despite the risk to her. However, due to that risk and potential risk to others in late April and early May, 2016 the HCRO after discussing the case and following a CPC gave instructions to legal services to seek a without notice anti-social behaviour injunction order excluding Mr B from the premises. On the 6th May, 2016 an ASBI was made at Exeter County Court and the order served on the 17th May, 2016 at HMP Dartmoor. The defendant said that he did not intend to abide by the terms of the order.

15. In June, 2016, following his early release from prison, he was discovered by the police at the premises and arrested. He denied being there. In July, once again he was arrested at the premises but on the 22nd July, 2016 he admitted both breaches and was sentenced to 28 days, suspended for 12 months.

Appendix C

Equality Impact Assessment: Housing Anti-Social Behaviour policy review December 2016		
1.	<p>Describe the piece of work you are assessing and the reason it is being carried out. Are you:</p> <ul style="list-style-type: none"> ○ Making a strategic budget proposal ○ Developing a new policy, strategy or project ○ Reviewing and revising a policy, strategy or project ○ Reviewing a function or a service ○ Restructuring a service. <p>Include any options appraisal and if you have a preferred option explain why. See the section in the Introduction on “What types of activities need an EQIA?”</p>	<p>This is a review and revision of Anti-Social Behaviour (ASB) Policy for Housing Services.</p>
2.	<p>Who is leading on the piece of work being assessed? See the section in the Introduction on “Who is responsible for carrying out EQIAs?”</p>	<p>Lawrence Blake: Service Lead Housing (Customers)</p>
3.	<p>What are the timescales for completing the work? Are there any committee deadlines you have to meet?</p>	<p>The report seeking adoption of this revised policy is being presented to scrutiny on the 5th January 2017 and Executive on the 10th January 2017.</p>

4.	What are the aims and objectives of the work? How do these link to wider council or strategic objectives.	<p>The purpose of the revised policy and procedures is to improve performance in how the housing teams tackle and resolve reports of ASB from its tenants. We also wish to improve services and ensure we meet legislative objectives. In addition to this we wish to improve effectiveness, ensure staff are informed and trained and promote fairness and equal opportunity</p> <p>The proposals link to the Council's corporate priorities as follows: The mission statement states "We will enhance Exeter as a regional capital working with our partners to improve the quality of life for all people living, working in and visiting the city." By more effectively tackling ASB in our housing stock we will improve the quality of life for our tenants living in our stock.</p>
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		<p>"Provide services to meet customers' needs" the strategy makes reference to focusing on customers' needs and the complex problems they face.</p>
5.	Who will be the main beneficiaries of the piece of work and in what way? All people in Exeter? Council staff? A specific stakeholder group? A combination of these?	<p>Victims of ASB and those living in areas affected by ASB. By reducing incidents of ASB the quality of people's lives will be greatly improved</p> <p>At the same time, by responding positively and effectively, individual perpetrators and families will be routinely challenged and supported to reduce ASB and address the factors leading to ASB.</p> <p>Other beneficiaries are key stakeholders / partners such as the police, CDRP and Social Care.</p>

6.	<p>Do you have any data on how different groups would be affected by the work?</p>	<p>We do not have hard data as the new policies has yet to be introduced. This policy and the procedures that underpin it are intended to improve performance, outcomes and levels of satisfaction in how we deal with reports of ASB in housing.</p> <p>Going forward we will be measuring more robustly the levels of satisfaction regarding ASB and also the number of cases closed resolved or unresolved. We will benchmark our performance against other social landlords through Housemark.</p>
7.	<p>Have any research studies or reports been carried out in other areas of the country or nationally that provide information about the likely impact of your work on equality target groups?</p>	<p>Information has been gathered from other social landlords and a key purpose of this policy is to ensure we tackle reports such as hate crime and racists incidents effectively.</p> <p>We plan to consult on the procedure in particular where tenants have experienced hate crime or domestic abuse. This will be done in the first quarter of 2017 including discussions with the BME forum.</p>
8.	<p>What consultation has taken place or is planned with customers (individuals and groups) from equality target groups?</p>	<p>Staff, residents (via the Performance Scrutiny Partnership) and the Portfolio Holder for the Housing Revenue Account have all been consulted on this revision to the policy.</p>
9.	<p>What does the consultation indicate about any differential positive or negative impact(s) of this piece of work?</p>	<p>The consultation did not show any differential impacts i.e. that these proposals will affect one group more than another. The proposals will not adversely</p>
		<p>affect any group (in fact they will potentially beneficially affect every group) and reinforce the housing team's commitment to tackling effectively issues such as hate crime, BME people, LGBT and women.</p>

10.	If there are gaps in your previous or planned consultation and research are there any experts/relevant groups that can be contacted to get further views or evidence on the issues? If so please explain who they are and how you will obtain their views.	The consultations were reasonably comprehensive and relevant to the customers this policy relates to– no further consultation or opinion gathering is planned.
11.	Could there be a positive or negative impact on community relations or equal opportunities?	We believe the proposals – if followed – will have a range of positive impacts on both the client group and the local community. For example they: <ul style="list-style-type: none"> • Set out clearly the priority that tackling hate crime and racist incidents will be prioritised • Reinforce that we will do all we can to protect the victim and prevent the alleged perpetrator from committing further offences.
12.	If you have indicated there is a negative impact on any group, is that impact Legal; Intended; of high or low impact?	Some groups of people may find the policy difficult to understand or follow (people for whom English is an additional language, people with mental health issues, learning disability, cognitive disabilities) and they may require additional support. Sometimes that support may not be available because they do not meet the threshold for statutory support or because the voluntary groups that we signpost to are experiencing difficulties and cannot take on more cases.
13.	If you identified any negative impact that is of low significance, can you minimise or remove it? If so how?	The mitigation for this might be that we consider additional training for our staff and/or continue to work with our partner agencies to understand these issues and provide support.
14.	Could you improve the strategy/policy/project's positive impact and if so how?	We believe the policy will have a positive impact in its current form. We will monitor its impact and make any improvements as necessary.

15.	How do you intend to continue monitoring the impact of this strategy/policy/project?	Through: <ul style="list-style-type: none"> • Performance information • Customer satisfaction • Number of resolved/ unresolved i resolved cases • Regular and appropriate staff management • Monitoring costs
If you have identified a negative impact that is possibly discriminatory and not intended and/or of high impact you <i>must</i> continue working through the checklist. If you still haven't contacted the Policy Unit we really suggest you do so now!		
If this doesn't apply you may still consider that a thorough assessment would be helpful so continue on...		
16.	If there are gaps in your evidence base, do you need to carry out any further research about the likely impact of your work on equality target groups?	No further research necessary
There might be a time delay here as you will need to get the results of your consultation before you can continue working your way through the questions.		
17.	As a result of this assessment and available evidence collected, including consultation, do you need to make any changes to the strategy/policy/project?	No
18.	Will the changes planned ensure that the negative impact is: Legal; Intended; of low impact?	n/a
19.	Have you set up a monitoring/evaluation/review process to check the successful implementation of the strategy/policy/project?	Yes We plan to measure the success by our performance levels as set out in 15.
20.	How will this monitoring/evaluation further assess the impact on the equality target groups/ensure the strategy/policy/project is non-discriminatory?	We will make sure issues of equality are included in any monitoring arrangements.

21.	<p>Please provide an action plan showing any recommendations that have arisen from the assessment and how you plan to take them forward. Are your actions SMART (specific, measurable, achievable, relevant and time-based).</p>	Not appropriate at this stage.
22.	When will you next review this work and the impact assessment?	January 2019

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REPORT TO EXECUTIVE

Date of Meeting: 10 January 2017

REPORT TO COUNCIL

Date of Meeting: 21 February 2017

Report of: Assistant Director Finance

Title: 2016/17 BUDGET STRATEGY AND MEDIUM TERM FINANCIAL PLAN

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 provide a strategic overview of the budgetary position for the 2017/18 financial year and beyond including an indication of the likely level of available resources and the known demand for resources and the proposals to ensure that a balanced budget is achieved.

2. Recommendations:

2.1 It is recommended that the contents of the report are noted and that the proposals to establish a balanced revenue budget and capital programme are approved.

3. Reasons for the recommendation:

3.1 The Council is required to set a balanced budget and Council Tax prior to the start of the financial year.

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

4.1 The Council has a Medium Term Financial Plan that contains proposals to ensure it is balanced over the next four years. However the impact of the 100% Business Rates retention could have a significant effect on the Council's finances. The report notes the potential resources available to the Council over the medium term and the demand for those resources.

5. Section 151 Officer comments:

5.1 Subject to the outcome of the final settlement from Government, the Council is in a position to propose a balanced and funded budget for 2017/18. The assumptions are set out below and include an assumed £5 increase in Council Tax.

6. What are the legal aspects?

6.1 The requirement to set a balanced budget and Council Tax requirement is set out in the Local Government Finance Act 1992.

7. Monitoring Officer's comments:

7.1 This report raises no issues of concern for the Monitoring officer.

8. Report details:

8.1 Local Government Provisional Finance Settlement 2017-18

8.1.1 4 year Settlement

During the settlement for 2016-17, the Government offered Local Authorities the opportunity to apply for a 4year agreed settlement subject to producing an efficiency plan. The Council took up this offer and were notified in November that the Government had agreed the Settlement.

The provisional settlement for 2017-18 therefore reflects the figures in the Medium Term Financial Plan.

8.1.2 New Homes Bonus

The Government have announced their response to the New Homes Bonus consultation. As members will remember the Government intends to remove £800 million from New Homes Bonus in order to fund Adult Social Care. The Government have therefore reduced the number of years to be paid from 6 years to five years in 2017-18 and will further reduce it to four years from 2018-19. Additionally, no payment will be made on housing growth below 0.4%. This has resulted in Exeter being awarded £3.597 million for 2017-18.

8.2 Business Rates Revaluation

8.2.1 The draft valuation list has been released by the Valuation Office. Exeter's list has risen by 0.97% against a national increase of 9.6%. This means that on average bills in Exeter will reduce. The Government have adjusted the amount that Exeter has to pay over to the Government to ensure that the changes arising from the revaluation are cost neutral.

8.3 Council Tax

8.3.1 The Government has announced in respect of the local authority tax referendum threshold, that Shire District councils will be allowed increases of less than 2% or up to and including £5, whichever is higher. Upper Tier Authorities may increase their Council Tax by up to three per cent above the threshold as long as the additional income is spent on Adult Social Care. This is on top of the 1.99% increase they may make for other services but can total no more than 6% over the next three years. Exeter's budget strategy for next year assumes that council tax will increase by £5, which, along with the estimated surplus on the collection fund of £87,500 and increase in the taxbase will raise an extra £308,000.

8.4 Other Budgetary Assumptions

8.4.1 An overall allowance of £110,000 has been set aside for inflation. The inflationary increases allowed in the budget are:

Pay Award	1.0%
Pay – Increments	0.5%
Electricity	1.5%
Gas	1.5%
Oil	1.5%
Water	0.0%
Insurance	5.0%
Rates	1.2%
Fuel	0.0%
General Inflation	0.0%
Income (excluding Car Parks)	1.5%

8.4.2 General inflation has again been held at zero; however where there are contracts in place, inflation at around RPI has been added. The pay award for 2017/18 has been agreed at 1% which has been added to the budgets.

8.4.3 In respect of interest rates, next year's budget reflects the likelihood that whilst base rate may remain low, borrowing for cashflow purposes will increase and the Council may begin to take out borrowing over a longer timeframe as a result.

8.5 Likely Revenue Resources 2016/17 To 2020/21

8.5.1 Resources remain as per the medium term financial plan as the Government has agreed the four year settlement.

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
RSG	2,022	1,320	869	365	0
Council Tax	5,030	5,338	5,472	5,697	5,925
Business Rates	4,830	5,207	5,360	5,499	5,460
Resources	11,882	11,865	11,701	11,561	11,385
Increase/(decrease)		(17)	(164)	(140)	(176)
Annual % change		(0.1%)	(1.4%)	(1.2%)	(1.5%)

8.6 Additional Spending Pressures

8.6.1 Additional Spending Pressures over the period are set out in Appendix 1 and total:

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Additional Pressures	847	1,658	(223)	(45)	75

8.7 Revenue Savings And Other Budgetary Reductions

8.7.1 The updated Medium Term Financial Plan (MTFP) is set out in Appendix 2. The MTFP has identified savings to effectively balance the budget, subject to the changes from Government support to Business Rates self financing. In addition to the savings set out below, the Council has restructured its Minimum Revenue Provision and will use £1 million of New Homes Bonus a year to deliver a balanced budget:-

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Savings identified	(975)	(1,407)	(555)	(642)	(439)

8.8 General Fund Capital Programme

8.8.1 Attached at appendix 3 is the proposed general fund capital programme for the next three years.

	2017/18 £'000	2018/19 £'000	2019/20 £'000
New Bids	987	0	0
Pre-approved	22,265	7,556	989
Total	23,252	7,556	989

8.9 Risk Assessment

8.9.1 It has already been mentioned above in this report that our financial forecasts are based on a number of assumptions including the level of inflation, interest rates, income levels, support from the government and general prevailing economic conditions. The main risk to the Council's financial position is as follows:

- The implementation of the 100% Business Rates scheme, which could have a significant impact on the Council's finances. There is every chance that this may be positive rather than negative.

Although the Council faces risks from the assumptions and uncertainties outlined above these have been mitigated by the following:

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

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

9.1 This is the strategic overview of the financial position of the Council

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

10.1 The risks relate to failing to set a balanced 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

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	2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's
<u>Unavoidable or Already Committed from Previous Years</u>				
Elections	(86)	43		
Living Wage	25	25	25	25
reduction in HB & CT Admin Grant	65	60		
Planning & Legal Staffing	42	26		
Pension backfunding	320			
Member Services staffing	52			
Customer Access restructure	74	(51)		
HB Subsidy	130			
Events	(125)		(100)	
Economy - additional staffing	59			
Additional software licences - Strata	72			
Apprenticeship Levy	60			
Business Rates - own properties	265			
	953	103	(75)	25
<u>New Revenue Bids - Recurring</u>				
Exeter Respect Festival			(20)	
Homelessness	68	(52)		
Sports	60	40		
Communications	80			
Channel Shift	5	5	0	
Procurement staffing	120			
Loss of bus station rental income	54			
	387	(7)	(20)	0
<u>New Revenue Bids - Non Recurring</u>				
Leisure Complex		(500)		
Condition Survey - priority 1	88			
Listed Buildings improvements		(139)		
Bike Shed Theatre Grant	30	(30)		
	118	(669)	0	0
<u>Revenue Costs Arising from New Capital Bids</u>				
Unsupported Borrowing Costs of Capital - Repayment of Loan		50	50	50
	0	50	50	50
TOTAL	1,458	(523)	(45)	75

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MEDIUM TERM REVENUE PLAN (2015/16 - 2020/21)

	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Resources						
Revenue Support Grant	2,899	2,022	1,320	869	365	0
Business Rates Income (assumed by Government)	3,736	3,780	3,857	3,981	4,123	4,200
Business Rates growth	616	900	1,200	1,229	1,226	1,260
Business Rates pooling benefit	215	150	150	150	150	0
Additional Business Rates - new developments				700	1,220	1,220
New Homes Bonus	3,529	4,232	3,597	2,500	2,400	2,400
Council Tax	4,761	5,030	5,338	5,472	5,697	5,925
Likely resources	15,756	16,114	15,462	14,901	15,181	15,005
Expenditure						
Service expenditure						
Committee expenditure base budget	12,059	12,527	12,549	12,852	12,074	11,687
Inflation	258	150	110	300	300	300
Potential increase in service costs	1,587	847	1,458	(523)	(45)	75
Budgeted reductions	(1,377)	(975)	142			
	12,527	12,549	14,259	12,629	12,329	12,062
Supplementary Budgets and AIM Carry Forward	991	2,055				
Net Interest	9	150	150	150	150	150
Deficit on Business Rates Collection Fund	0	0	0	0	0	0
Forecast Committee movements	(1,409)	493				
Repayment of debt	818	766	764	1,051	988	896
Additional repayment of debt	1,477	2,000	1,000	1,000	1,000	1,000
	14,413	18,013	16,173	14,830	14,467	14,108
Other funding						
Contribution to/ (from) earmarked reserves	(199)	(51)	769	80	180	180
Contribution to/ (from) balances - Other	1,542	(1,848)	(73)	546	1,176	1,156
	1,343	(1,899)	696	626	1,356	1,336
Savings identified during 2016-17			(437)	(255)	(187)	(439)
Options identified			(970)	(300)	(455)	0
Total Net Budget	15,756	16,114	15,462	14,901	15,181	15,005

Total additional savings required by 2020/21 **0**

Opening General Fund Balance	3,975	5,517	3,669	3,596	4,142	5,318
Closing General Fund Balance	5,517	3,669	3,596	4,142	5,318	6,474
Balance as a percentage of budget	35.0%	22.8%	23.3%	27.8%	35.0%	43.1%

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GENERAL FUND - CAPITAL PROGRAMME 2017/18 AND FUTURE YEARS						
SCHEMES LISTED WITHIN COUNCIL PURPOSES		2017/18	2018/19	2019/20	Future Years	What the scheme is trying to achieve
		£	£	£	£	
PEOPLE						
HELP ME FIND SOMEWHERE TO LIVE						
Disabled Facility Grants		379,000	379,000	379,000	379,000	To meet the legal duty to pay grants to enable disabled people to remain in their homes.
Temporary Accommodation Purchase	#	284,950				For purchase and refurbishment of new temporary accommodation.
Sub-Total - Help me find somewhere to live		663,950	379,000	379,000	379,000	
PEOPLE TOTAL		663,950	379,000	379,000	379,000	
PLACE						
KEEP ME/MY ENVIRONMENT SAFE & HEALTHY						
Vehicle Replacement Programme		977,000	400,000	400,000		To ensure that the Council's vehicles are replaced so that a safe and reliable fleet is maintained.
Bowling Green Marshes Coastal Defence Scheme		260,000				The coastal defences are in need of repair to retain the level of protection to the freshwater marshes. The scheme is entirely funded by the Environment Agency.
Topsham Flood Gates (Ferry Road/The Strand)		100,000				Provision and installation of 10 to 12 heavy duty floodgates across existing openings between defences. The scheme is entirely funded by Devon County Council and the Environment Agency.
Exeter Flood Alleviation Scheme		200,000				Approximately 30 to 40 properties that are not protected from the Environment Agency's main flood scheme will be offered property level protection. The scheme is entirely funded by the Environment Agency.
RAMM Air Monitoring Equipment	#	60,000				To replace the air quality monitoring station at the RAMM.
Sub Total - Keep me/my environment safe & healthy		1,597,000	400,000	400,000	0	

GENERAL FUND - CAPITAL PROGRAMME 2017/18 AND FUTURE YEARS					
SCHEMES LISTED WITHIN COUNCIL PURPOSES	2017/18	2018/19	2019/20	Future Years	What the scheme is trying to achieve
	£	£	£	£	
PROVIDE GREAT THINGS FOR ME TO SEE & DO					
Sports Facilities Refurbishment	56,430	56,430	56,430		To undertake replacement of plant and equipment within the leisure management contract.
Sub Total - Provide great things for me to see & do	56,430	56,430	56,430	0	
DELIVER GOOD DEVELOPMENT					
Newcourt Community Hall (Grant)	9,570				These community schemes are all grants awarded from the New Homes Bonus or S106 funding.
Newtown Community Centre (1st Grant)	50,000				
Newtown Community Centre (2nd Grant)	46,750				
Bus Station Construction	3,806,520	1,223,140			To redevelop Exeter's Bus and Coach Station.
Leisure Complex - Build Project	14,937,750	5,313,580			To develop a new leisure complex and swimming pool on part of the bus station site to replace Pyramids.
Sub Total - Deliver good development	18,850,590	6,536,720	0	0	
PLACE TOTAL	20,504,020	6,993,150	456,430	0	
CORPORATE SERVICES					
WELL RUN COUNCIL					
Annual Contribution to Strata	53,900	53,900	53,900	53,900	Contribution to Strata led projects
Idox System for Planning	18,700				
Convergence Projects	186,690				
Condition Surveys - Priority 1	#	20,000			To replace damaged and defective roller shutter doors at Wonford Community Centre to further decrease Health and Safety risk of accessing roof areas by climbing.

GENERAL FUND - CAPITAL PROGRAMME 2017/18 AND FUTURE YEARS					
SCHEMES LISTED WITHIN COUNCIL PURPOSES	2017/18	2018/19	2019/20	Future Years	What the scheme is trying to achieve
	£	£	£	£	
Condition Surveys - Priority 2	#	45,500			Civic Centre: kitchen replacements to mitigate Health and Safety risks caused by water ingress and bacteria growth; and customer first and committee room air-conditioning system end of life replacement. Wonford Community Centre: replacement of boiler controls and replacement of external doors. Figures provided are derived from external consultant estimates and are only an indication of likely expenditure. Accurate funding need will only become available once schemes have been through initial procurement stages.
Customer Contact Platform		45,000	30,000		To ensure that services are available online and to allow customers to transact with the Council without having to telephone or visit.
Energy Saving Projects		1,614,550			The core aim for all projects is to reduce risk to the Council from the rapidly changing energy markets. The projects will address security of supply, mitigate the impact of inevitable increased energy costs, and bring income to the council.
Capitalised Staff Costs		100,000	100,000	100,000	To provide for the cost of certain Council employees, which will be directly involved in the construction or acquisition of assets and qualify as capital expenditure, including engineers and surveyors.
Sub Total - Well run Council		2,084,340	183,900	153,900	
CORPORATE SERVICES TOTAL		2,084,340	183,900	153,900	

TOTAL CAPITAL PROGRAMME		23,252,310	7,556,050	989,330	532,900
New Bids #		410,450	0	0	0
Pre-Approved		22,841,860	7,556,050	989,330	532,900
TOTAL CAPITAL PROGRAMME		23,252,310	7,556,050	989,330	532,900

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REPORT TO EXECUTIVE

Date of Meeting: 10 January 2017

Report of: Assistant Director Finance

Title: 2017/18 COUNCIL TAX BASE AND NNDR1

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?

- 1.1 To set the 2017/18 Council Tax base in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012.
- 1.2 To seek approval that the Council's estimate of Business Rate Income (NNDR1) for the next financial year is delegated to the Assistant Director Finance.

2. Recommendations:

- 2.1 In accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by Exeter City Council as its tax base for the year 2017/18 shall be 36,197.
- 2.1 That the section 151 Officer is delegated responsibility to approve the Council's NNDR1 return by 31 January 2017.

3. Reasons for the recommendation:

- 3.1 To ensure that the Council meets its statutory deadline for notifying Precepting Authorities and the Government by 31 January 2017.

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

- 4.1 Both the Council Taxbase and the NNDR1 provide key information used to calculate the overall resources available to the Council, Government and Preceptors in the following financial year.

5. Section 151 Officer comments:

- 5.1 Approval of the report is a statutory requirement in respect of the Taxbase. There is an increase of 768 Band D equivalent properties compared to the 2016/17 Taxbase.

6. What are the legal aspects?

- 6.1 The requirement to set the Council Tax base is set out in the Local Authorities (Calculation of Tax Base) (England) Regulations 2011.

In coming to decisions in relation to the revenue budget and the Council Tax the City Council and Councillors have the following legal duties, namely:-

- (a) The Council must act in accordance with its statutory duties and responsibilities.
- (b) The Council must act reasonably.
- (c) The Council must not act in breach of its fiduciary duty to its ratepayers and Council Tax payers .

7. Monitoring Officer's comments:

- 7.1 Members should be aware of the provisions of Section 106 of the Local Government Finance Act 1992 applies to this report where members are present at a meeting of the Council, the Executive or a Committee and at the time of the meeting an amount of council tax is payable by them and has remained unpaid for at least two months.

In these circumstances, any such members shall at the meeting and as soon practicable after its commencement disclose the fact that Section 106 applies to them and shall not vote on any question concerning the matter.

It should be noted that such members are not debarred from speaking on these matters.

Failure to comply with these requirements constitutes a criminal offence, unless any such members can prove they did not know that Section 106 applied to them at the time of the meeting or that the matter in question was the subject of consideration at the meeting

8. Report details:

8.1 BACKGROUND

- 8.1.1 In accordance with the requirements of the Local Government Finance Act, 1992, Exeter City Council as a billing authority will be issuing Council Tax bills to occupiers of property in March 2017, effective from 1 April.

- 8.1.2 As a first step to calculating the Council Tax itself, the City Council is required by legislation to determine a tax base by the 31 January for the following financial year.

8.1.3 Based on a valuation list received from the Valuation Officer, the calculation, in simple terms, involves three steps, namely :

- i. the determination of the number of chargeable dwellings;
- ii. an assessment of disregards, premiums and discounts, and
- iii. the equivalent number of band D properties and a collection rate.

8.1.4 The calculation of the Taxbase now includes the impact of the new Council Tax Support Scheme, which significantly reduces the Council's income from Council Tax. The Council Tax Support Scheme was initially approved by the Executive in December 2012 and has been amended this year. In order to reflect the increased risk of non-recovery, which may result from the move to Local Council Tax Support, the Collection Rate has been reduced to 97% from 98% since introduction.

8.2 COUNCIL TAX BASE FOR 2017/18

8.2.1 The Council Tax Base for Exeter is set out in table 8.1 and in Appendix A. It is estimated that the equivalent number of Band D properties (Gross taxbase) for 2016/17 (including the reduction in dwellings owing to the Council Tax Support Scheme) will be 37,316, an increase of 791 over 2016/17.

8.2.2 To this figure the estimated collection rate of 97% for the year is applied, which results in a net Council Tax base of 36,197, an increase of 768 over the 2016/17 figure of 35,429.

Table 8.1 – Taxbase 2017/18

Taxbase	2017/18 Gross Taxbase	2017/18 Net Taxbase (97%)
Taxbase to be used in calculating the council tax for 2017/18	37,316	36,197

8.3 BUSINESS RATES RETENTION

8.3.1 Under the new Business Rates Retention funding, the Council has to provide DCLG with an estimate of its Business Rate Income for the forthcoming year. However due to the changes in the funding and the local/central share, DCLG require the estimate (completed on a NNDR1 form) to be compiled and formally submitted by January 31st. The Council must also share this information with Devon County Council and Devon and Somerset Fire and Rescue Service who are also affected.

DCLG have stated that, in their view, the decision to approve the NNDR1 can be delegated to the section 151 Officer and this report seeks approval for such delegation as the figures have not yet been calculated (The Council requires an annual software update in order to calculate the NNDR1 form).

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

9.1 The approval of the Taxbase enables the Council to calculate the budget available for the following financial year.

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

10.1 Not applicable.

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

**EXETER CITY COUNCIL
2017/18 TAX BASE**

	BAND	TOTAL	A relief	A	B	C	D	E	F	G	H
LINE 1	No. OF CHARGEABLE DWELLINGS	50,569	22	9,579	14,092	12,691	7,739	3,776	1,769	871	30
LINE 2	No. OF DISCOUNTS	-9,924	-11	-3,675	-3,187	-1,890	-743	-253	-110	-52	-3
LINE 3	No OF ADDITIONS (TECHNICAL CHANGES)	232	0	70	70	48	26	9	6	3	0
LINE 4	WHOLE No. EQUIVALENT CHARGEABLE DWELLINGS	40,877	11	5,974	10,975	10,849	7,022	3,532	1,665	822	27
LINE 5	FRACTION TO APPLY TO ARRIVE AT BAND D EQUIVALENTS		5/9 ths	6/9 ths	7/9 ths	8/9 ths	1	11/9 ths	13/9 ths	15/9 ths	18/9 ths
LINE 6	BAND D EQUIVALENTS (PER CTB1)	37,337	6	3,983	8,536	9,644	7,022	4,317	2,405	1,370	54
	LESS HARDSHIP RELIEF	-22									
	TOTAL BAND D EQUIVALENTS	37,316									
LINE 7	COLLECTION RATE	97.00%									
LINE 8	EXETER CITY COUNCIL TAX BASE	36,197									

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REPORT TO: PLANNING MEMBER WORKING GROUP

Date of Meeting: 20 December 2016

REPORT TO: EXECUTIVE

Date of Meeting: 10 January 2017

Report of: Assistant Director City Development

Title: Greater Exeter Strategic Plan – Local Development Scheme and other matters

Is this a Key Decision?

No.

Is this an Executive or Council Function?

Executive.

1. What is the report about?

To approve a new Local Development Scheme and to make recommendations on various aspects of the Greater Exeter Strategic Plan (GESP) to be prepared jointly with East Devon District Council, Teignbridge District Council, and Mid Devon District Council, in partnership with Devon County Council.

2. Recommendations:

That Planning Member Working Group support and Executive agree:

1. The subject matter of the Greater Exeter Strategic Plan, subject to review as the plan is prepared.
2. The timetable for the Greater Exeter Strategic Plan.
3. The timetable for the Exeter Development Delivery Plan, subject to further review as work on the Greater Exeter Strategic Plan progresses.
4. The Local Development Scheme attached as Appendix A, to have effect from 18 January 2017.
5. The Greater Exeter Strategic Plan is prepared under Section 28 of the Planning and Compulsory Purchase Act 2004, without the need for a statutory joint planning committee.
6. A Member Steering Group is set up with a representative from each of the five Councils, to which the Portfolio Holder for City Development, Rachel Sutton is appointed, with Rosie Denham as her deputy.
7. A joint Member Reference Forum is established to which relevant Members from each of the five authorities are invited to attend as required. The forum would meet to consider and make comments on draft plan proposals before they are formally considered by each council.
8. The "Issues" document attached as Appendix B to this report for consultation.
9. The draft Greater Exeter Statement of Community Involvement attached as Appendix C for informal consultation.
10. That resolving any inconsistencies arising from the decisions of individual councils on GESP documents is delegated to the Exeter Chief Executive in consultation with the

Portfolio Holder for City Development and the Chief Executives of East Devon, Teignbridge and Mid Devon.

11. Following agreement with the other District Councils, delegated authority to agree minor modifications (which do not go to the heart of the documents' meaning) is granted to the Assistant Director, City Development or City Development Manager in consultation with the Portfolio Holder for City Development.

12. That the staffing proposal is noted.

3. Reasons for the recommendations:

The four Local Planning Authorities of Exeter City Council, East Devon District Council, Mid Devon District Council and Teignbridge District Council have confirmed that they will prepare a joint plan to cover strategic matters for their area and have agreed to the general funding arrangements. Work will be in partnership with Devon County Council. It is proposed that further consideration is now given to:

- GESP subject matter and scope
- GESP timetable
- Exeter Development Delivery Plan timetable
- Local Development Scheme
- Governance
- Issues Report consultation
- Statement of Community Involvement consultation
- Housing and Employment Land Call for Sites
- Dealing with inconsistencies between councils
- Staffing arrangements

This report has been agreed jointly with officers of the five participating authorities and is being presented (with appropriate variations to reflect local matters) to each.

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

The financial implications were considered by Executive and Council on 12 July and 26 July respectively. There are no additional financial implications.

5. Section 151 Officer comments:

There are no further financial implications for the Council contained within the report.

6. What are the legal aspects?

These are identified in paragraph 10.6 of this report.

7. Monitoring Officer's comments:

The implications for the staff have to be carefully monitored and any changes to be implemented must comply with the Council's Organisational Change Policy.

8. Equalities Impact:

The impact of this decision on persons with protected characteristics is considered to be low because any joint plan would be prepared with due regard to equalities issues in the same way as current plan making processes are undertaken.

9. Risk:

Risks include the potential failure of all partner authorities to agree recommendations and timetable slippage.

10. Report details:

10.1. Background

10.1.1. Members may recall the report that went to Executive on 12 July 2016 and Council on 26 July 2016 where it was recommended to prepare a joint strategic plan for Greater Exeter and a budget for this work was agreed. East Devon District Council, Mid Devon District Council and Teignbridge District Council confirmed their agreement to this approach on 27 July, 31 August, and 26 September respectively.

10.2. Subject matter and scope

10.2.1. The geographical scope and broad subject matter of the plan has already been agreed, covering the areas of East Devon, Exeter, Mid Devon and Teignbridge (excluding Dartmoor National Park) and covering the following strategic planning matters.

- The vision for growth and development
- Housing and economic development needs and general distribution
- Strategic development allocations
- Strategic planning policies and infrastructure proposals
- Other policies where consistency is considered to be beneficial

10.2.2. Decisions on the plan's detailed contents will undoubtedly evolve as the plan progresses, and as evidence presents itself. In particular, the impact of financial and other devolution agreements and government policy changes will be kept under review. However, bearing in mind these uncertainties a potential structure and scope is emerging from officer discussions as below, with implications for city, town and countryside across the GESP:

- Contents
 - A list of chapters and policies.
- Executive summary
 - A short outline of what the plan is seeking to achieve and how.
- Role of the joint plan and relationship with other plans
 - Setting out the overall scope of the plan and how it can support other related strategies such as the Local Enterprise Partnership's policies and the results of the devolution discussions. How it relates to the existing and proposed new local plans prepared by each council and with Neighbourhood Plans. Duty to cooperate discussions.
- Background changes and issues
 - A consideration and analysis of what is happening and the problems and opportunities arising.
- Overarching vision and objectives
 - High level principles underpinning the plan
- Plan Strategy
 - Description of the overall strategy which best meets vision and the challenges facing the area. Covering the big ticket themes of where and how many homes and jobs are needed, how key environmental assets will be protected and enhanced and the need for new and improved infrastructure.

- Strategic Settlements and area strategy and functions
 - The implications of the vision and strategy for each of the main settlements and the plan area as a whole. Setting out the key planning functions and role of these.
- Strategic Development Proposals
 - The strategic development sites allocated in this plan to meet the strategy and other area's needs. Implications for the remaining district/city level local plans' allocations.
- Strategic Policies
 - Homes – setting the strategic targets for the objectively assessed need for housing, and considering the need for specific types of housing (including affordable, student, custom build and accessible homes).
 - Economy – considering forecast economic performance and how the plan can guide/improve. This is likely to include consideration of particular economic sectors (and in particular the evolving role of the knowledge economy and innovation), the protection of key economic assets across the whole plan area.
 - City and Town Centres – giving the overall approach to the need and best locations for retail, leisure and other “main town centre uses” taking account of the existing “hierarchy” of town and city centres in the area.
 - Environment – policies concerning issues including climate change, air quality, flooding, protection of European wildlife sites, other strategic landscape and biodiversity matters and heritage protection.
 - Community infrastructure – policies and proposals for the provision of community facilities and infrastructure, including information, smart systems and broadband.
 - Quality of development – improving the design of new development, including consideration of density and space standards.
- Implementation, delivery and monitoring – proposals to ensure that policies and proposals happen on the ground and how their success will be measured.

10.3 GESp Timetable

10.3.1. An indicative timetable was included in the previous report, subject to further investigation. Officers have considered this matter further, with a more detailed assessment of the evidence and other stages needed to prepare a strategic plan for this wide area. A revised timetable for the GESp is now proposed, as follows.

- February 2017
 - Consultation on an Issues Report
 - Consultation on a Greater Exeter Draft Statement of Community Involvement
 - Housing and Employment Land Availability Assessment “call for sites”
- January 2018 - Consultation on Draft Plan
- February 2019 - Publication (Proposed Submission) Plan
- August 2019 – Submission of Plan
- November 2019 - Hearings before Planning Inspector
- June 2020 – Adoption after Inspector's report received

10.3.2 This timetable is reflected in a proposed Local Development Scheme set out in Appendix A, and will be similarly reflected in the other councils' schemes.

10.4 The Development Delivery Plan Timetable

10.4.1 The GESp is a strategic plan and will not contain a full suite of planning policies and allocations for Exeter. The GESp timetable above will provide the area's strategic

policies and proposal by 2020. However, it is necessary to consider the remaining elements of the Local Plan.

- 10.4.2 Exeter had already made significant progress with the Development Delivery Plan; however, this document was not taken forward to submission as there was little prospect of it being found sound without a five year supply. The work on this document has not been wasted and once the GESP has made sufficient progress the Development Delivery Plan can be revised and updated and then moved towards adoption.
- 10.4.3 It is proposed to run the Development Delivery Plan timetable about a year and a half behind the GESP timetable, overlapping with it, but avoiding periods of purdah associated with council elections. This would provide an adoption date of 2020 and help to ensure that a five year housing land supply is achieved at the earliest opportunity. The following timetable is implied:
- July 2018 – Consultation on Draft Plan
 - July 2019 – Publication (Proposed Submission) Plan
 - November 2019 – Submission of Plan
 - February 2020 – Hearings before Planning Inspector
 - October 2020 – Adoption after Inspector's report received
- 10.4.4 However, a comparison with the GESP timetable indicates that there will be a number of periods where high intensity work on both plans would coincide. The Council's staff resources would be stretched considerably during these times in particular. Therefore it is proposed that that the timetable is kept under review in light of progress with the GESP and resource availability and if necessary a revised timetable be prepared.

10.5 Local Development Scheme

- 10.5.1 It is a legal requirement that the Council approve and publish a Local Development Scheme (LDS) which contains the plans to be prepared, their geographical scope, subject matter and timetable. A new LDS, reflecting the recommendations made above, is attached at **Appendix A** and you are recommended to approve it for publication, to come into force on 18 January 2017. The GESP section is common between the four local planning authorities, while the Exeter Development Delivery Plan section is specific to this Council.

10.6 Governance of Greater Exeter Strategic Plan

- 10.6.1 Plans require Member decisions at certain stages. A joint plan can be prepared under either of Sections 28 or 29 of the Planning and Compulsory Purchase Act 2004.
- 10.6.2 Under Section 28 a joint plan is subject to separate decisions by each of the Local Planning Authorities. In other words, all four councils will need to approve the plan at each relevant stage in accordance with their own constitutions/schemes of delegation.
- 10.6.3 Under Section 29, by comparison, a Statutory Joint Committee is set up with the delegated authority to prepare the joint plan as a planning authority. Setting up a joint committee requires that an order is laid before Parliament defining its scope, remit and membership. Once the plan is adopted by the joint committee it is as if it has been adopted by each of the participating planning authorities.
- 10.6.4 The councils are being recommended to prepare the plan under the first of these approaches in view of the need to progress the plan quickly, without waiting for

Secretary of State/Parliamentary approval. This would require no alterations to the individual constitutions of each council.

- 10.6.5 As part of the plan preparation process, it is further recommended that a member steering group is set up between the five councils, consisting of the appropriate portfolio holder from each. This would have no formal decision making powers, which would remain with each council as set out above, but would provide high level leadership guidance into the work of the existing officer board.
- 10.6.6 It is recognised that it might be difficult for the wider council membership to input into a joint plan through the normal committee/council channels. It is therefore proposed that Member input is provided for in two additional ways. Firstly, it is proposed that a joint Member Reference Forum is set up, consisting of 5 councillors from each of the five authorities (total 25 members). There would be an expectation that the councillors from each authority would be politically balanced. This joint forum would consider plan drafts and comment upon them before they are finalised and presented to the meetings of the individual councils. Secondly, officers will run member briefings (such as Planning Member Working Group) before each formal committee cycle to allow all councillors to review and comment upon draft plan contents and proposals. This would help to ensure that councillors' views can be considered before proposals are finalised.
- 10.6.7 Members should note that there is a separate proposal to set up a Greater Exeter Growth and Development Board as a formal joint committee to consider economic and other related matters across the area. The joint committee will be agreeing an economic development and other key related strategies for the area which will inform the strategic context for the GESP. This has been agreed in principle by Exeter and Teignbridge and will be considered by East Devon and Mid Devon (note that Devon County have confirmed their wish not to be involved in such a joint committee at this stage, although this does not undermine their commitment to the GESP). It is envisaged that the member steering group referred to above would have a role reporting on plan progress and strategy to the joint committee. This does not affect the recommendation referred to above to prepare the GESP under Section 28.

10.7 Issues Consultation

- 10.7.1 To give an opportunity to explain the scope of the Greater Exeter Strategic Plan and to encourage initial expression of views, it is recommended that the councils publish a short "launch" document for the plan, attached as Appendix B to this report. This will:
- Introduce and explain the reasons for preparing an agreed strategy across the Greater Exeter area;
 - Summarise the proposed general scope and subject matter of the Greater Exeter Strategic Plan;
 - Introduce a number of relevant planning issues;
 - Invite anyone with an interest to send us their initial views on what a plan of this type should contain and any other matters.
- 10.7.2 There are no specific proposals within this short document, it therefore provides an open opportunity for initial comment. It is proposed that this is published in February 2017, as set out in the timetable above. This allows for the already-timetabled Mid Devon consultation on their own local plan changes to finish before new GESP consultations start, avoiding potential for confusion.
- 10.7.3 You are recommended to endorse the issues report for publication and consultation.

10.8 Greater Exeter Statement of Community Involvement (SCI)

- 10.8.1 Each of the councils have their own Statement of Community Involvement (SCI) which contain policies on how the councils will consult on planning decisions. However, these differ between the councils. Therefore if the existing SCI policies were used to guide GESP preparation, the consultation processes would vary within the GESP area. It would be time consuming to review each of the councils' existing SCIs individually to incorporate four identical GESP-specific sections, causing delay and diverting staff resources from actual plan production. Instead, it is proposed that a joint SCI is prepared, covering GESP-specific consultation only, to sit alongside each council's existing SCI.
- 10.8.2 While there is no specific legal requirement to consult on an SCI it is nevertheless proposed to do so and a draft is attached as Appendix B, to be approved for consultation alongside the Issues report. The final SCI will be brought back to each council for adoption during 2017.

10.9 Housing and Employment Land Availability Assessment (HELAA)

- 10.9.1 It is a requirement of government policy that plans are deliverable; for development allocations a HELAA (formerly SHLAA) is prepared. An early stage of this is a "call for sites" where landowners, developers and site promoters are invited to advise the councils of land which is available for economic, housing and other development. This "call for sites" is not a consultation event as such, however it is of course a fairly public process. It needs to be undertaken early in the plan making process to allow time to research and assess the submitted sites before the contents of the Draft Local Plan are recommended to each council. It is therefore proposed that the call for sites starts alongside the publication of the Issues Report and Draft SCI.

10.10 Ensuring Consistency

- 10.10.1 Because decisions are taken by the four separate councils individually, it is possible that inconsistencies could arise. For example, a change of wording to the Issues Report could be agreed by one of the councils, but not considered by any of the others. It is hoped that this will not occur since the documentation has been prepared with the collaboration of the officers from each of the councils and the report is relatively uncontroversial. However, if that did happen there needs to be a process for achieving agreement before the document is formally published. It would be extremely time consuming for a revised version to go through each council's committee cycle again, delaying plan production against the timetable above. It is therefore recommended that such inconsistencies are resolved through agreement between the four Chief Executives in consultation with the relevant Portfolio Holders. This is reflected in the recommendations above.

10.11 Staffing Resources

- 10.11.1 The councils agreed to provide a central budget, held by Devon County Council, to fund necessary evidence for the GESP work. This has now been set up and is working well. The earlier reports stated that staffing would be considered and reported back in more detail. Thus far the plan has been prepared using staff from each of the partner councils, in varying proportions reflecting their available team members. Following discussions between officers based on the experience so far it is now proposed to instead set up a joint team to carry out the core work on the plan, calling in additional staff, for example specialist advice, where necessary. It is

considered that this will increase the efficiency of the work and in particular help to achieve the timetable set out above.

10.11.2 While for Exeter the anticipated level of resources is already engaged in the plan preparation process, existing workloads within East Devon and Mid Devon do not currently permit this approach in the short/medium term. Accordingly, each of these latter authorities will be considering the appointment of additional staff to enable them to provide resources to the joint team as from 1 April 2017. When workloads allow, it is anticipated that additional East and Mid Devon staff will become available to work on the GESP.

11. Planning Member Working Group

11.1 This report was considered by Planning Member Working Group on 20 December, it supported the proposals.

11.2 PMWG expressed a view that leadership of the Councils should be actively involved in the plan. Council Leaders will be involved through the Greater Exeter Vision Board and any successor Greater Exeter Growth and Development Board. Portfolio Holders for Planning will be on the Members Steering Group and are also likely to be involved through any GEG&DB sub boards. Chief Executives would be on a Project Board.

11.3 PMWG identified the importance of Member engagement requesting the plan be a standing item on its agenda with a proposed reporting programme, cross party invitation to other Members and a session on consultation arrangements. A general Member Briefing will be organised on 'the development plan'.

11.4 It was noted that the Planning Advisory Service was providing peer review of aspects of the plan.

Assistant Director City Development

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

Background papers used in compiling this report:-

- NPPF - <http://planningguidance.communities.gov.uk/blog/policy/>
- Local Plans Expert Group Report - <https://www.gov.uk/government/publications/local-plans-expert-group-report-to-the-secretary-of-state>
- Devolution bid statement of intent - <http://www.heartofswlep.co.uk/sites/default/files/user-1889/Heart%20of%20the%20South%20West%20Devolution%20Prospectus.pdf>

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

Appendix A

Local Development Scheme (to have effect from 18 January 2017)

Greater Exeter Strategic Plan

The Greater Exeter Strategic Plan will cover the local planning authority areas of East Devon, Exeter, Mid Devon and Teignbridge (i.e. those Councils' administrative areas excluding Dartmoor National Park). It will be prepared jointly by those four local planning authorities with the support of Devon County Council under Section 28 of the Planning and Compulsory Purchase Act. It will:

- set an overall vision and strategy for the development of the area in the context of national and other high level policy;
- include overarching, cross-boundary and strategic targets, policies and proposals for development and conservation
- guide the overall level and distribution of development
- make strategic development and infrastructure proposals
- contain other strategic policies necessary to implement the vision and strategy;
- and
- cover the period to 2040.

Once adopted it will supersede specified strategic parts of the East Devon Local Plan, Exeter Core Strategy, Exeter Local Plan First Review, Mid Devon Local Plan (once adopted), Teignbridge Local Plan and any other Development Plan Documents as necessary.

The preparation timetable is as follows:

- February 2017 – Issues consultation
- January 2018 – Consultation on draft plan
- February 2019 – Publication (Proposed Submission)
- August 2019 – Submission
- November 2019 – Inspector's Hearings
- June 2020 – Adoption

Exeter Development Delivery Plan

Exeter has already made significant progress with the Development Delivery Plan; once sufficient progress has been made with the GESP the Development Delivery Plan can be revised and updated and then moved forward to adoption. The Development Delivery Plan will be in general conformity with the Greater Exeter Strategic Plan and will supplement its contents by;

- Allocating land for new development
- Designating land for protection or safeguarding and identifying land where specific policies apply

- Containing ‘development management’ policies that will be used to determine whether planning applications submitted to the Council should be granted planning permission
- Including other policies and proposals as necessary

Once adopted the Development Delivery Plan will supersede specified policies and proposals of the Exeter Local Plan First Review. The Exeter Core Strategy (adopted 2012) and the Exeter Local Plan First Review (adopted 2005) are likely to be fully superseded by a combination of the Greater Exeter Strategic Plan and Exeter Development Delivery Plan.

It is proposed to run the Development Delivery Plan timetable about a year and a half behind the GESP timetable, overlapping with it, but avoiding periods of purdah associated with council elections. Accordingly the proposed timetable is as follows:

- July 2018 – Consultation on Draft Plan
- July 2019 – Publication (Proposed Submission) Plan
- November 2019 – Submission of Plan
- February 2020 – Hearings before Planning Inspector
- October 2020 – Adoption after Inspector’s report received

It is proposed that this timetable is kept under review in light of progress with the GESP and resource availability and if necessary a revised timetable be prepared.

Greater Exeter Strategic Plan



Consultation: Issues
Regulation 18
February 2017



Introduction

The local authorities of East Devon, Exeter, Mid Devon, Teignbridge and Devon County Council are working together, engaging with stakeholders and communities, to prepare a new joint plan. By working together we are seeking to deliver the best possible outcomes for the provision of new homes, jobs and infrastructure for existing and future generations, while also protecting and enhancing the environment. The plan area is being called Greater Exeter and covers all of the four local authority areas, excluding Dartmoor National Park.

This document is the first stage in producing the joint plan and is designed to stimulate debate early in the process. Your input will help inform the contents of the new plan and decisions on future growth and development. We need to be proactive in setting out where development will be located to ensure we meet the government’s aim of boosting the supply of housing.

A new plan

The new document, looking forward to 2040, will be called the **Greater Exeter Strategic Plan**.

The purpose of preparing the Greater Exeter Strategic Plan is to:

- Have a joined-up vision and aspirations for the area
- Meet the area’s housing needs in the right locations
- Secure economic growth and increased prosperity
- Provide transport and infrastructure improvements needed to support sustainable growth
- Conserve and enhance the area’s environment



What is this document?

This is the first step in preparing the Greater Exeter Strategic Plan and, after setting out some background, we are asking your views on:

- The scope and content of the new joint plan**
- The key issues facing the area**

Your feedback will help shape the first draft of the Greater Exeter Strategic Plan which will be consulted on in 2018.

How to get involved

You can make comments on this document between 17th February 2017 and 31st March 2017. Please fill in the online consultation form at:

www.gesp.org.uk/<insert here>

If you need an alternative format to submit a response please email <insert here> or call **<insert here>**

We will be holding public exhibitions where you can learn more about the Greater Exeter Strategic Plan.

Date/time	Place
<insert here>	Exeter
<insert here>	Newton Abbot
<insert here>	Tiverton
<insert here>	Honiton

If you would like to be informed of progress without responding to this consultation, please register your details by providing us with your name and address, and if possible, email address.

Preparing the plan

Writing the Greater Exeter Strategic Plan will involve extensive evidence gathering, public consultations and joint working with neighbouring authorities and partners. You can follow the progress of the Greater Exeter Strategic Plan at: www.gesp.org.uk

We will prepare the plan using these steps:

Stage one (Current)	Issues Consultation and Call for Sites	You can comment on the content of the plan and provide local knowledge.
Stage two	Draft Greater Exeter Strategic Plan	You are invited to comment on draft policies, potential development locations and supporting information, based on the previous stage and evidence gathering.
Stage three	Publication version of Greater Exeter Strategic Plan	You can comment on the revised plan, changed in light of the previous stage and further evidence gathering. Plan and comments go to the Planning Inspector.
Stage four	Planning Inspector's hearings	An independent Planning Inspector examines the plan, evidence and comments made. He/she holds hearings to discuss the 'soundness' of the plan.
Stage five	Adopted Greater Exeter Strategic Plan	The plan is adopted and is used to inform local planning policy and decisions on planning applications.

Proposed contents of the Greater Exeter Strategic Plan

Councils are required to produce planning policy documents to cover key issues such as housing, employment and the environment. We are proposing that the Greater Exeter Strategic Plan will include:

- Vision and objectives
- Strategy (covering the overarching direction of the area, the function of places, housing, economy, connectivity, environment, healthy and resilient communities)
- Strategic policies
- Development policies
- Strategic proposals and allocations (development and infrastructure)
- Delivery policies
- Monitoring indicators

The Greater Exeter Strategic Plan and other plans

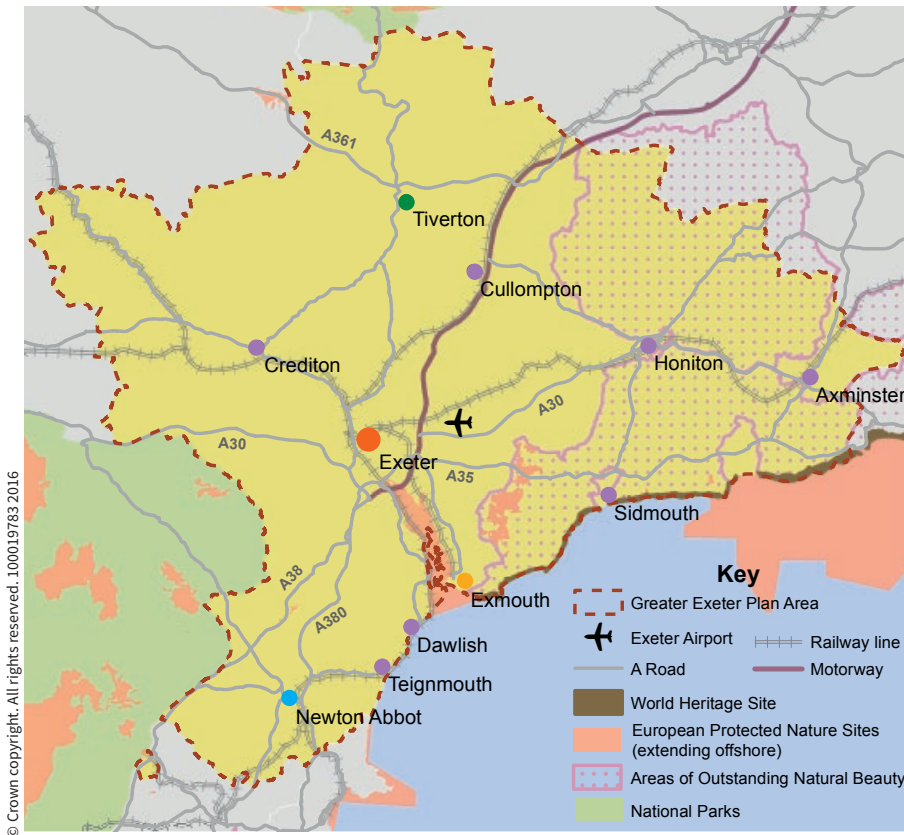
The relationship of planning documents in the Greater Exeter area is shown below:



Question 1

Do you have any comments on the content of the Greater Exeter Strategic Plan and its relationship with other plans?

The place



● Exeter

The attractive city of Exeter is located strategically in south east Devon. At the heart of the Greater Exeter area it acts as a hub for local road and rail connections. Exeter benefits from a university, retail, commercial and cultural strengths and this, together with its setting, has encouraged strong economic growth. Exeter has been successful in attracting investment in knowledge based industries, building on the strength of the university and key employers like the hospital and Met Office.

Due to Exeter's location and economic success the city's population and its surrounds have grown significantly in recent years.

● Newton Abbot

Newton Abbot, part of the heart of Teignbridge, is the largest market town in the south west of the area.

It is located on the Teign Estuary between the coast and Dartmoor. It is strategically located close to the A38 and the A380 and also has a mainline rail station. The town offers a retail centre and employment which complements the business offer of Exeter, with specialist manufacturing. The town has developed large, residential areas in the recent past.

● Tiverton

Tiverton provides the greatest range of social and commercial services in the northern part of the area. It has good access to the M5, a rail service at Tiverton Parkway and is connected to the North Devon Link Road. Tiverton has seen significant housing development in the recent past. The largest employment sector is retail and wholesale trade with some larger employers.

● Exmouth

Exmouth is the largest coastal town in the Greater Exeter area and is an important residential and commercial centre. Beside the sea and estuary, it is a desirable visitor and tourist destination with access to the Jurassic Coast (a World Heritage site) and a reputation for water sports. The Exe Estuary is an important wildlife habitat with European protection. The town benefits from a local rail link to Exeter but has a constrained road connection to the M5 and Exeter.

● Other market and coastal towns

The market and coastal towns in Greater Exeter play an important role in providing local services, facilities and some job opportunities. They offer highly valued access to rural and coastal environments.

Recently, the catchment area of people travelling to Exeter has increased, indicating a need to travel to achieve higher wages and better work prospects. Increased movement for work has created challenges for our transport system. A reliance on car journeys and difficulties in improving roads due to environmental and financial limits makes travel an issue in some locations.

■ Rural areas and villages

Most of the Greater Exeter area is rural or coastal. These beautiful areas provide a vital environmental asset for the area in terms of quality of life.

Larger villages act as local centres, complementing the role of nearby towns and Exeter. Although farming is not as significant a part of the economy as it once was, it supports many residents and associated industries. It also performs a vital role in managing the countryside.

The issues

Here are our initial ideas on the issues affecting those who live and work in the Greater Exeter area which could be addressed in the plan:



Housing

We know many residents in Greater Exeter find **houses unaffordable** and/or **struggle to find the right properties** to meet their needs (for example young families, older people). However, the picture is not the same everywhere; disparity is created by mixed levels of wealth and different house prices in the area.

The quality of our homes is also a key issue for many; we have homes which could be in **better condition**.



Economy and employment

Greater Exeter has a good level of employment. However, **wages are low** compared to national averages. To improve the choice of jobs and the wages people receive, we need to maximise the assets we have for **high value economic growth** and ensure our workforce is appropriately **skilled and productive**.



Transport

Many people living in Greater Exeter experience barriers to reaching employment and services. The rural nature of much of the area is a cause of this in a lot of cases. **High car dependency** is an **expensive** burden on many households and it is causing **traffic issues** on parts of our road network. It is also difficult to serve the rural areas efficiently with regular **bus services**. The reliance on cars has an **environmental cost** too. Transport can also be an opportunity – walking and cycling have significant health benefits.



Environment

We live in an exceptional environment in terms of our city, towns and villages, coastline, rural areas and our heritage. It is important socially, economically, and inherently, that our **natural and built environment** is **conserved and enhanced**.



Healthy communities

Our health is linked to many factors - the quality of our homes, our affluence, our lifestyles, the environment we live in. Whilst ensuring we **maximise opportunities to improve health** we also need to respond to new challenges. We have an **ageing population**; parts of Greater Exeter have significantly higher than average numbers of older people who may have specific requirements which need to be planned for. **Fuel poverty** also has a negative effect on people's health.



Adapting to future challenges

The impact of **climate change** on Greater Exeter is a difficult issue to quantify but the extreme storms in 2014, which damaged the railway at Dawlish, and **flood risk** are examples of challenges to which we may need to respond more often due to changes in our climate. Alongside environmental challenges we also need to be prepared for **economic pressures**, with uncertainty due to our withdrawal from the European Union and fluctuations in costs of goods (for example fuel).



Infrastructure

For communities to function and prosper they need infrastructure to support them, for example schools, health services, buses, trains, roads, broadband and flood defences. As the Greater Exeter population grows, further infrastructure will be required to ensure residents can thrive. Infrastructure **capacity** and **location/accessibility** are issues to be addressed.



Question 2

Do these reflect the issues you see facing Greater Exeter?
If not, what should we add or change?

What will Greater Exeter be like in the future?

We need to bring together a strong, clear and aspirational vision for the area. We want to make sure that the Plan deals with the current issues and helps to achieve an improved future.

Greater Exeter up to 2040

Exeter has an important role to play as a critical focus for investment and innovation to increase the prosperity of residents across the wider area. It has the potential to expand significantly the contribution it makes to the economic well-being of the southwest and the national economy, focusing on new, high tech industries such as applied environmental sciences and applied data analytics. The towns surrounding Exeter also have a key role in realising their full economic potential to support local residents too.

One of the key assets of the area, and one of the things most valued by residents, is the quality of the natural environment - the coast, the wider landscape and the historic and cultural heritage it contains.

There is also a strong relationship between the city of Exeter and the towns and communities in the wider area. This is a relationship that brings benefits to the whole area in terms of economic prosperity, access to facilities and overall quality of life.

Draft vision

The unique benefits of having a thriving, historic, University City situated within a vibrant network of rural towns and villages are maximised. The needs of Greater Exeter's communities are embraced, with economic successes built upon and new growth opportunities realised. Our exceptional coastal and rural environments are maintained and enhanced, supporting the healthy lifestyles of our communities. The area is a global leader at addressing the economic and environmental challenges associated with low carbon, energy, climate change and transport and Greater Exeter is established as a leading location for innovative, data-driven and knowledge-led businesses. Growth is sustainable, resilient and proactively managed to benefit both urban and rural communities.



Question 3

Is the draft vision appropriate for guiding the future of the Greater Exeter area up to 2040?
If not, what changes would you like to see?

Themes for the Greater Exeter Strategic Plan

To deliver the vision and address the planning issues identified, we think the Greater Exeter Strategic Plan should consider the following to inform our objectives:



Housing

- Quantity and cost
- Type
- Quality
- Location



Economy and employment

- More and better paid jobs
- New investment
- Building on specialist expertise
- Growing existing industries



Transport and communications

- Accessibility
- Rail, road and air links
- Sustainable and active travel
- Communication and technological systems, for example broadband



Environment

- Conserving and enhancing our environment
- Landscape and seascape
- Heritage
- Biodiversity
- Public spaces



Healthy communities

- Active lifestyles
- Balanced communities
- Social, sports and cultural facilities
- A healthy living environment



Adapting to future challenges

- Flooding
- Environmental adaptation
- Economic diversification
- Low carbon and energy



Infrastructure

- The effective use of existing assets
- Innovation



Delivery

- Infrastructure provision and funding
- Design standards
- Affordable housing



Question 4

Have we missed anything?
If yes, what additions or changes should we make?

Growth in the Greater Exeter area

If we want to secure the supply of high quality, reasonably priced housing for current and future generations, and continue to grow and develop our economy and prosperity, we need to plan for new development in addition to what is in our existing planning documents. If we do this proactively we can make sure that new development conserves, enhances and harnesses our special environment and provides for our quality of life.

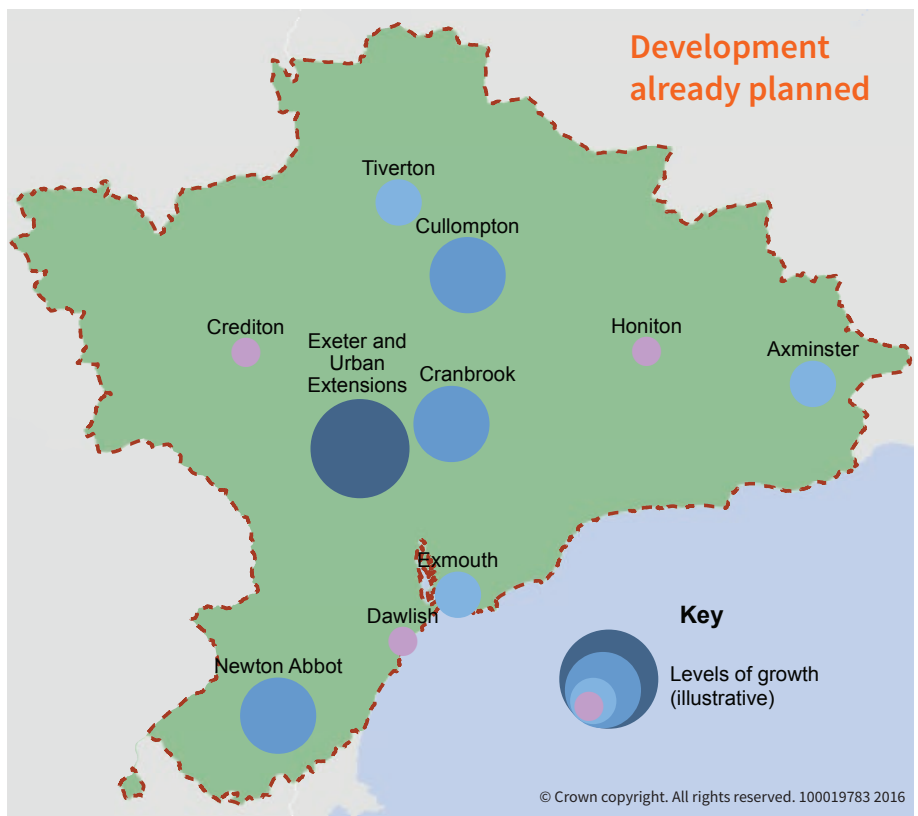
Now

Current plans (which only go up to between 2026 and 2033 depending on the area) set out the need for approximately 2500 new homes to be provided each year in the area. The broad pattern of development set out in these plans currently focuses growth in Exeter and its immediate surrounding area through the delivery of a new community at Cranbrook and a series of large urban extensions on the edge of the city at Newcourt, Monkerton and South West Exeter. This is complemented by smaller developments on the edge of Exeter, including Pinhoe.

Development close to Exeter and at Cranbrook accounts for almost half of the total housing provision planned in the area. Major employment sites are already planned for the east of Exeter at Science Park, Skypark and at a freight terminal.

Growth in and around Exeter is complemented by a series of urban extensions at Newton Abbot, Tiverton, Cullompton, Dawlish and Axminster, with some smaller scale growth in the remaining market and coastal towns such as Exmouth.

The current development pattern has been successful in delivering housing and economic growth although care has been needed to minimise pressure on sites of environmental importance, particularly the European protected Exe Estuary and East Devon Pebblebed Heaths. The transport network continues to be affected, with significant traffic and slower average speeds on some parts of the road network.



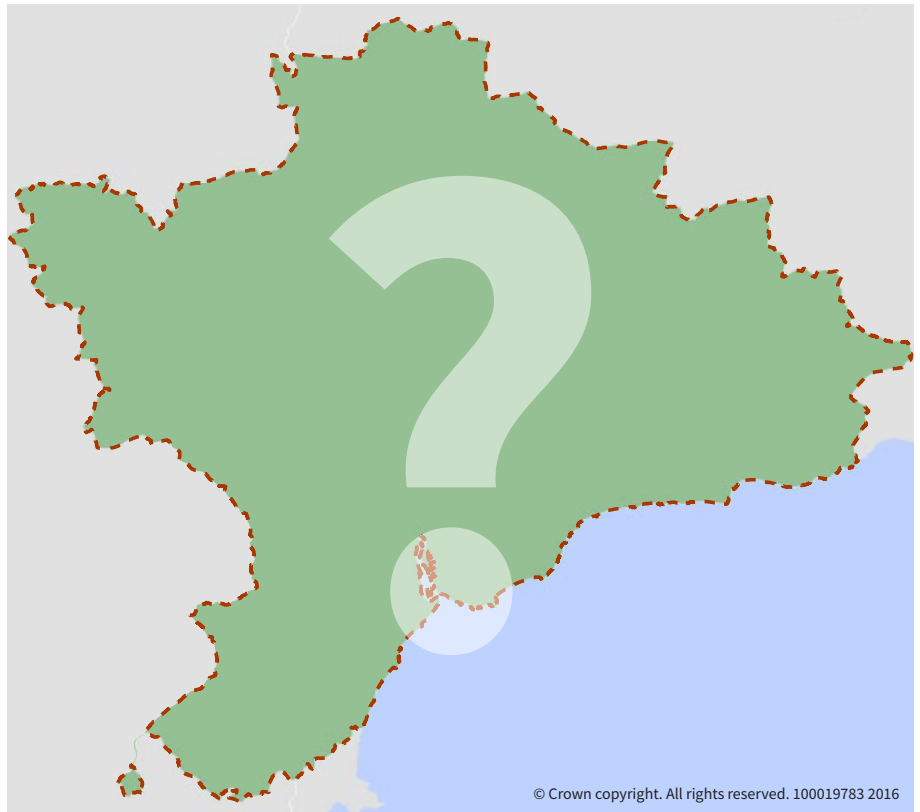
The future

Looking to the future we will need to think about how development can be best accommodated if we are to deliver the housing and economic provision the area needs. We also need to respond to central Government's focus on increasing housing supply.

Technical work is underway to consider the number of houses and jobs we need in future. Evidence is also being prepared to cover environmental issues, transport, infrastructure and other themes.

While the detail is being worked up it is useful to consider how we could provide for future growth in the Greater Exeter area while conserving the high quality environment. We will need to think about how forms of development we are currently seeing may work in the future.

Future stages of the Greater Exeter Strategic Plan will set out more detail, suggesting where future development could be located.



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Question 5

If we are to meet the area's needs for housing and employment, what forms of development do you feel best deliver our draft vision?

For example:

- More efficient use of land in Exeter
- Major urban extensions in Exeter and main towns
- Dispersed small scale development
- Stand alone new communities
- Other



Question 6

Are there any further comments you would like to make on the Greater Exeter Strategic Plan?

Thank you very much for taking the time to look at this document. Your views are valued and responses to the questions will help shape the future of the Greater Exeter Strategic Plan.

To request this information in an alternative format or language please call <insert here> or email <insert here>

We consider requests on an individual basis.

Greater Exeter Strategic Plan (GESP) Joint Statement of Community Involvement Draft for Consultation

We are carrying out consultation on this document between 17 February 2017 and 31 March 2017. You are invited to give us your views either electronically at www.gesp.gov.uk/xxx or in writing (addressing correspondence to xxx). If you need help understanding what is proposed, or making your views known, please contact us by emailing xxx or calling xxx.

This is a Joint Statement of Community Involvement (SCI) that sets out our approach for consultation and involvement in the Greater Exeter Strategic Plan (GESP) only. The Joint SCI will be adopted by the four authorities working in partnership on the GESP: East Devon District Council, Exeter City Council, Mid Devon District Council and Teignbridge District Council.



This SCI has been kept clear and concise to ensure that as many people as possible will read it and understand our approach.

Important Note:

This joint SCI only sets out the consultation approach on the Greater Exeter Strategic Plan and not on other planning documents or on planning applications. All authorities have existing Statements of Community Involvement containing policies for consultation and involvement in other policy documents and planning applications, and these are not affected by this document. Please contact the individual authorities for details.

Background

The GESP will be a formal statutory Development Plan Document, providing the strategic planning framework for the four Local Planning Authority areas (therefore excluding any part of Dartmoor National Park). Devon County Council will assist with producing the GESP. The GESP will contain strategic allocations and policies, including those that set the overall spatial strategy and amount of housing and employment land to be provided. It will cover the period to 2040.

Consultation is required at various stages during the GESP's preparation, including "Publication" stage, after which it will be submitted to Government.

An independent Planning Inspector will then carry out an Examination into the document, considering the views of interested people. The final decision on the soundness of the Plan will be made by that Inspector, after which the plan will be adopted by the four councils. You can find government guidance on preparing local plans here:

<https://www.gov.uk/guidance/local-plans>

General principles of planning consultation

We will apply some general principles to our GESP consultation:

- Involvement will be open to all regardless of gender, faith, race, disability, sexuality, age, rural isolation and social deprivation
- We will undertake consultation when the plan is still at a formative stage

- We will choose consultation processes by balancing cost and time constraints, and our level of discretion on the outcome
- Consultation publications will be clear and concise and avoid unnecessary jargon, without understating the complexities of any decision. They will give sufficient reasons and information to allow an informed response. Enough time (usually 6 weeks) will be given for responses
- Responses will be considered conscientiously
- We will inform people who respond to consultations of later stages
- We will make consultation documents available at council offices and public libraries
- Consultation documents will be made available for download on the Council's websites and on the GESP website (www.gesp.gov.uk/xxx) and will be available for purchase at a price reflecting publication costs
- We will provide consultation documents in electronic form (and hard copy when asked) to community groups, councils and other statutory organisations
- We will consider organising or supporting consultation events such as public exhibitions

Who we will consult

- Statutory organisations including councils, infrastructure providers and government bodies as legally required or otherwise appropriate
- The general public
- Groups representing place or interest communities
- Local businesses
- Voluntary and other organisations
- Planning and development industry and consultants
- Others who have expressed an interest in the subject matter

How we will consult

- We will contact appropriate organisations and individuals directly
- We will publicise consultations by a combination of the following methods: website, press release, leaflets, posters, displays, social media, community groups, community events

When we will consult

- An initial short consultation document is published alongside this joint SCI (www.gesp.gov.uk/xxx) to ask for views and ideas about the scope and content of the Plan
- After considering the initial consultation responses we will consult on the Draft Greater Exeter Strategic Plan
- We will formally publish the 'Publication Version' document for representations in accordance with the relevant regulations before submission to Government

REPORT TO: EXECUTIVE
Date of Meeting: Executive – 10th January 2017
Report of: Corporate Manager, Democratic and Civic Support
Title: Council Representation on Outside Bodies

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

To provide an update and details as to the current Council representation on outside bodies.

2. Recommendations:

Having consideration for the attached spreadsheet of information (Appendix 1) and the Spotlight Reviews' findings (as set out in section 8 of this report), the Executive is asked to:-

- i. Recognise the feedback contained within this report.
- ii. Agree to the suggested actions contained within this report at Section 8.

3. Reasons for the recommendation:

To ensure that Members:-

- remain fully informed as to the current Council representation on outside bodies as identified in Appendix 1.
- are able to consider whether representation remains both appropriate and/or necessary in each case.
- are given the opportunity to consider whether representation should continue or be withdrawn and whether the membership of that representation should be revised or changed in so far as Exeter City Council is concerned.

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

None.

5. Section 151 Officer comments:

There are no financial implications contained within this report.

6. What are the legal aspects?

None.

7. Monitoring officer Comments

Whilst content with the mainframe of this report and its recommendations, there ought to be consideration as to the insurance position for Members who sit on outside bodies, particularly as Directors and/or Trustees. I would suggest that enquiries are made with each organisation listed at Appendix 1, where Members are Directors/Trustees as to whether Directors' indemnity insurance is already in place.

8. Report Details:

Council representation on outside bodies is no doubt an essential component to ensuring that the voice and views of the residents of Exeter are expressed and heard outside the realms of the Council's normal day to day business. Joint working and cooperation between the Council and outside organisations is imperative, as is good, direct communication, if the needs of the citizens of Exeter and its communities are to be met and supported effectively.

The Spotlight Review Group recognised the important role that Council representation has to play whilst balancing that consideration with need, necessity and overall value. It was also highlighted that some of the organisations listed are charities and, as such, withdrawal of representation could have a negative impact as these charities may then have to approach the Charities Commission and possibly be required to change their Articles of Association. The Group were keen not to put these charities at risk by suggesting the withdrawal of Council representation.

The Group's membership consisted of:-

Cllr Edwards
Cllr Brimble
Cllr Yolanda Henson
Cllr Leadbetter
Cllr Newby
Cllr Sheldon
Cllr Wardle
Corporate Manager, Democratic and Civic Support
Democratic Services Manager (Committees)

The Group met on the 21st November and worked through the list (shown at Appendix 1). Findings provided the basis for suggested actions as follows:-

- a) Age Concern should be asked to include the Champion for Older People as a representative.
- b) Central Exeter Relief in Need Charity – the current representatives are not Councillors but on the basis of the Group's discussions this was not identified as an issue and the Executive Committee is invited to agree with this view.
- c) Community Safety Partnership - reference to the representative should appear as "Portfolio Holder for Place, Exeter City Council".
- d) Dartmoor National Park Community Forum – there are currently two Councillors involved and one should clearly be defined as a substitute.

- e) Devon and Cornwall Police and Crime Panel – the representative should appear as “Deputy Leader, Exeter City Council”.
- f) Exeter Citizens’ Advice Bureau – the representative should appear as “Portfolio Holder for Communities and Neighbourhoods, Exeter City Council”
- g) Exeter Dispensary and in Sickness Fund – a replacement representative should be sought since Cllr Mrs Henson wishes to be replaced.
- h) Exeter River and Canal User Group – Councillor representation should be withdrawn and this organisation notified since the Council’s Waterways Team Manager regularly attends the User Group meetings and provides information on the operation of the waterways and responds to questions.
- i) Safer Devon Partnership – the Group suggested that the Chief Executive, Exeter City Council should be approached for his views, the suggestions being that the Deputy Leader should be the main representative with the Leader being the substitute instead.
- j) St Edmunds and St Mary Major Charities, Exeter – enquiries should be made as to whether Exeter City Council could have just two representatives rather than the current four which seems excessive.
- k) Topsham River Commissioners – enquiries should be made as to what contact details this organisation holds for the Councillor representatives, since invitations and documentation are not being received.

As a side issue, the Group decided that further information was required in respect of Exeter Homes Trust Limited and exactly what they do, so that the Executive Committee can reach an informed decision with regards to whether representation should continue. Enquiries were made with Cllr Branston, who is a current a representative and he was able to provide a brief outline as follows:-

The Trust owns a substantial amount of properties in Exeter (around 260), including Grendon Road Cottages, Magdalen Cottages and North Park Cottages. The main purpose of the Trust is to provide accommodation for local residents over the age of 55 who are in particular need. A recent example would be that of an elderly individual who was adversely affected by regular incidents of anti social behaviour in the block of flats where he lived. The Trust was able to offer him an alternative property. The Trust also has sub Committees who carry out interviews in respect of prospective residents and also consider grant applications which fall under two categories:-

- those needing relief, for example, help with furnishing a property (a recent application involved a single parent who was made unintentionally homeless due to fire damage to her property, was subsequently re-homed by the Council but needed assistance in purchasing essential replacement items for the home).
- “Advancement in life” – those individuals who might need assistance in buying books for educational courses or individuals looking to go abroad to do volunteering work.

There is a limit of £300 per application.

- l) Cllr Branston is keen that representation on the Exeter Homes Trust Ltd continues since he views their work as essential. It is unclear as to whether all Councillors are aware of the good work of the Trust and the opportunities it offers, hence it is suggested that a Members Briefing is held with a guest speaker from the Trust in attendance to outline these details and the purpose of the Trust for the benefit of all Councillors.

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?

This report has no impact on these areas, save to say that, by association with this report and in general terms, it is not unreasonable to assume that Council representation on any external body would have an indirect and potentially positive impact on all aspects.

John Street : Corporate Manager, Democratic and Civic Support

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

None

Contact for enquiries: John Street, Corporate Manager, Democratic and Civic Support
Room 2.2, (01392) 265106

Unsure of details
Fully Completed
Nearly Completed
Doesn't Exist



Body	Contacts	Current Representatives	Charity Reply
Age Concern	Martyn Rogers Director, Age UK Exeter 138 Cowick Street Exeter EX4 1HS Phone: 01392 202092 Email: m.rogers@ageukexeter.org.uk	Mrs M.A. Clark	AGE UK 1. We feel that given our position in the city, our close links with the city council and our shared ambition for a vibrant, inclusive, healthy city it is extremely useful to have an ECC representative on our board. A local councillor with an interest in the wants and needs of local older people can bring a lot of grassroots intelligence to our discussions that helps us make better decisions. 2. We would be poorer for the break with the city council as we value a close working relationship. 3. Age UK Exeter holds monthly board meetings, alternating between business and 'issues' based meetings. 4. Cllr Robson's attendance so far has been 100% and she has also spent considerable time getting to know and understand the charity as part of her induction.
Barnfield Theatre Board	Steve Sitch 6 Southernhay West Exeter EX1 1JG Phone: 01392 421162 Email: steve.sitch@exetermunicipalcharity.org.uk	Cllr Branston	Barnfield Theatre 1. At this juncture, Barnfield Theatre Ltd has one Exeter City Council nominee on the board, Councillor Richard Branston. Councillor Branston plays a worthy role as liaison with the Council and bringing his substantive experience to the board. 2. By the same token, the other five directors / trustees would, of necessity, cope without Richard's presence. 3. In the preceding 12 month period Barnfield Theatre Ltd held 11 meetings (there was no meeting in August 2015). 4. Richard attended 7 of those meetings.
Central Exeter Relief in Need Charity	Professor Robert Snowden 32 Oakley Close Exeter EX1 3SB Phone: 01392 278425 Email: r.snowden@blueyonder.co.uk	P Brock Prof. R. Snowden	Central Exeter Relief 1 This is small charity which gives grants to individuals and families via caring agency applications. It has 5 Trustees, two of whom are City Council representatives. The total sum available from investment dividends each year is currently about £2,800. The two City Council representatives are not Councillors. 2 If the City Council representatives were no longer to act as Trustees the scheme on which the charity is based, and which is registered with the Charity Commission, will be incomplete. The current chair, Dr Snowden, is a City Council representative and has attended all meetings since taking up this role in 2014. He is willing to continue. 3 Two meetings take place each year with each meeting lasting a planned 45 minutes. 4 Attendance of the two City Council representatives in 2016 (two meetings): two (both the Chair). Since January 2014 seven attendances took place out of a possible 10 attendances in 5 meetings.
Councillor Development Steering Group	Democratic Services Manager Exeter City Council Civic Centre Paris Street Exeter Devon EX1 1JN Phone: 01392 265275 Email: sarah.selway@exeter.gov.uk	Cllr Packham (Chair) Portfolio Holder for Support Services (Cllr Pearson) Cllr Baldwin Cllr Brimble Cllr Leadbetter Cllr Wood Cllr Mitchell	Councillor Development Exeter City Councillor Group to review Councillor Development, Training and Induction.
Community Safety Partnership	Assistant Democratic Services Officer Exeter City Council Civic Centre Paris Street Exeter Devon EX1 1JN Phone: 01392 265197 Email: jo.quinnell@exeter.gov.uk	Leader (Cllr Edwards) Cllr Hannaford (Substitute)	Community Safety Partnership To discharge the statutory responsibilities under the Crime & Disorder Act 1988 and Police Reform Act 2012 effectively.
Dartmoor National Park Community Forum	Alison Harris Dartmoor National Park Authority Parke Bovey Tracey Newton Abbot Devon TQ13 9JQ Phone: 01626 832093 Email: aharris@dartmoor-mpa.gov.uk	Cllr Newby Cllr Robson	Dartmoor National Park Dartmoor National Park Authority values the views and contributions made through the National Park Forum and we see it as a key opportunity for stakeholders to hear about the work of the Authority and give us feedback about issues and concerns. The active participation of constituent local authorities (Teignbridge, mid Devon, West Devon & South Hams) and key neighbouring local authorities (Exeter & Plymouth) is very important to maintaining a broader view and understanding of the context in which the National Park finds itself. The National Park Forum meets twice a year, with the next meeting on 25 November @ 2pm. We hope that a representative of Exeter City Council will be able to join the meeting. It would be fair to say that the attendance on behalf of the City Council has been patchy over the past few years; probably less than 50%. Given that the Forum only meets twice a year, we would welcome the appointment of a representative & substitute to provide cover for non-availability.

Devon and Cornwall Food Association	Rory Matthews 35 Venny Bridge Pinhoe Exeter EX4 8JX Phone: 07880814064 Email: dcfaexehub@gmail.com	Cllr Wood	Devon and Cornwall Food Association - NO REPLY
Devon and Cornwall Police and Crime Panel	Chief Executive's Department Floor 3 (West) Ballard House West Hoe Road Plymouth PL1 3BJ Phone: 01752 304163 Email: lynn.young@plymouth.gov.uk	Deputy Leader (Cllr Sutton)	Devon and Cornwall Police and Crime Panel - NO REPLY but must be kept
Devon Authorities Strategic Waste Committee	Gerry Rufolo Devon County Council County Hall Exeter Devon EX2 4QD Phone:: 01392 382299 Email: gerry.rufolo@devon.gov.uk	Cllr Wood	<p>Devon Authorities Strategic Waste</p> <p>1. The role of each Committee Member will be to attend meetings of the Committee, to vote on items of business, to commit to and make a positive contribution to the Joint Committee, and to act as a champion and ambassador for the Committee, seeking any necessary approvals from their Authority. Therefore it is totally appropriate for the Member to continue to help deliver jointly agreed programmes;</p> <p>2. The Terms of Reference and purpose is as follows and if Membership from ECC was to cease it would have a significant negative impact in delivering these objectives:</p> <p>A) To promote sustainable, cost effective and efficient service delivery through a shared approach to resource and waste management in Devon.</p> <p>B) To take ownership of and be responsible for the development, implementation and review of the Resource and Waste Management Strategy for Devon Action Plan.</p> <p>C) To exercise those responsibilities delegated to the Committee and to make recommendations to the respective Authorities including through the Chief Executives and Leaders group on matters of strategic importance including future strategy, collection, treatment and disposal of wastes; and to implement and further develop initiatives as requested by this group and joint consultative committees.</p> <p>D) To share resources wherever practicable, having due regard to the opportunities for economies of scale to ensure effective use of resources including joint procurement opportunities to deliver savings to the public purse.</p> <p>E) To continue to develop and implement behavioural change & education initiatives to ensure that communities are well informed and are actively encouraged to maximise their opportunities for waste minimisation, reuse and recycling & composting.</p> <p>F) To consider and adopt funding policies for the Committee's Budget.</p> <p>G) To administer payments from the Committee's Budget in accordance with the County Council's Financial Regulations to finance waste management activities; to receive accounts relating to Joint Schemes; and to consider the annual budget for the Committee.</p> <p>3. The Committee will normally meet 3 times per year;</p> <p>4. It's a new committee (replacing the former Devon Authorities Waste Reduction and Recycling Committee) and the first meeting held on 29 June was attended by Cllr Wood (as a substitute for Cllr Hannaford). Subsequently Cllr Wood was appointed as the formal representative from ECC.</p>
Devon County Agricultural Association	Devon County Show Westpoint Clyst St Mary Exeter EX5 1DJ Phone: 01392 353708 Email: membership@dcshow.org info@dcshow.org	Cllr Leadbetter	<p>Devon County Agricultural Association</p> <p>1. The nominated Councillor is an honorary member of the DCAA & a non-voting member of the Council of the DCAA. We believe that it is a very good way to keep the City Council informed of our plans and to also be able to seek their advise on long term plans.</p> <p>2. We would lose our good working relationship with the Exeter City Council and the valuable source of advise on Council Matters.</p> <p>3. 3 council Meetings & 1 AGM per year</p> <p>4. I can find Cllr Leadbetter attending one Council Meeting & 1 AGM in the last two years. He may of attended more as people are no always very good at signing the attendance register</p>
Devon Historic Buildings Trust	Debbie Parnall DHBT Company Secretary 22 Clyst Heath Clyst Heath Exeter EX2 7TA Phone: 01392 446615 Email: haldonbelvedere@gmail.com	Portfolio Holder for City Development (Cllr Sutton)	<p>Devon Historic Buildings Trust</p> <p>We have a representative who attends only our AGM in October if they wish. They do not attend our quarterly board meetings but it is very useful to have a representative nominated by ECC as the representative can feed back to DHBT (via me) any issues that occur in ECC meetings (with ECC properties or with residents who are struggling with historic buildings) that DHBT may be able to step in and help ECC deal with. It is more of an eyes and ears role rather than attending our meetings.</p>

Devon Homeless Partnership	Alison Mawson Phone: 07500075353 Email: alison.mawson@teignbridge.gov.uk	Portfolio Holder for Customer Access (Cllr Morse)	Devon Homeless Partnership - NO LONGER EXISTS
Devon Investment and Pension Fund Committee	Stephanie Lewis Devon County Council County Hall Topsham Road Exeter EX2 4QD Email: stephanie.lewis@devon.gov.uk	Cllr Edwards	Devon investment and Pension Fund 1. The role of each Committee Member will be to attend meetings of the Committee, to vote on items of business, to commit to and make a positive contribution to the Joint Committee, and to act as a champion and ambassador for the Committee. Therefore it is totally appropriate for the Member to continue to help deliver jointly agreed programmes; 2. The Terms of Reference and purpose is as follows and if Membership from ECC was to cease it would have a significant negative impact in delivering these objectives: Investment & Pension Fund Committee To discharge the duties of the Council as Administering Authority of the Pension Fund and to review and approve the annual statement of accounts of the Devon Pension Fund, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from any audit that need to be brought to the attention of the Council. To review and approve the annual statement of the Pension Fund accounts. 3) There are usually 4 meetings per year 4) Of the last 4 meetings held in 2016, both Cllr Edwards and Cllr Hicks have attended 3 meetings
Exe Estuary Management Partnership	Stephanie Clark Devon County Council Lucombe House County Hall Topsham Road Exeter EX2 4QD Phone: 01392 382236 Email: exeestua@devon.gov.uk (Lynn Trout to be informed about any issues: lynn.mike@blueyonder.co.uk)	Cllr Baldwin	Exe Estuary Management Partnership I cannot stress how important it is that Exeter is represented at all levels, Officer & Council Member on the Exe Estuary Management Partnership. Exeter is the Exe Harbour Authority, the legal body responsible for the Exe and so should be key to its management. The EEMP have all the statutory organisations & councils around the Exe represented at its meetings. I quote from the EEMP website introduction: - The Exe Estuary Management Partnership is made up of representatives from the various organisations that are responsible for managing different aspects of the Exe Estuary. By working together as a Partnership, the group can provide a cohesive approach, communicating easily and making the most efficient use of limited resources. This ultimately benefits both the Estuary environment and the local communities and businesses that rely on the area as a resource or for enjoyment. For many years ECC attendance has been poor, regrettably. With the consultation and possible introduction of Harbour Directions, it is critical that ECC is present at these meetings.
Exeter and Heart of Devon Growth Board	Sharon Sissons Exeter City Council Civic Centre Paris Street Exeter Devon EX1 1JN Phone: 01392 265115 Email: sharon.sissons@exeter.gov.uk	Leader (Cllr Edwards)	Exeter and Heart of Devon Growth Board Joint partnership with East Devon District Council and Teignbridge District Council to review the economic development of the Greater Exeter Area.
Exeter Allotment Forum	Customer Services Team Manager Exeter City Council Civic Centre Paris Street Exeter Devon EX1 1JN Phone: 01392 265370 Email: daniel.smith@exeter.gov.uk	Portfolio Holder for Place (Cllr Hannaford) Exeter City Councillors representing Wards with allotments sites	Exeter Allotment Forum My role on the allotment association forum is simply to represent the council and update the plot holders as to the plans and actions the council has for the allotments. The forum is there to help the dialog between plot holders and ourselves. If the council wasn't represented the reason for the forum would no longer exist. We have 4 meetings a year. Last year there was Cllrs Bull and Owen who both chaired the forum but as of May the chairmanship has changed. Cllrs Hannaford (the portfolio holder for allotments) and Bull (communities and neighbourhoods) are still invited to the meetings along with any Cllr with an allotment in their ward, however none have turned up to the last couple of meetings.
Exeter Area Rail Project Working Party	Wendy Simpson Committee Secretariat & Member Services Unit Chief Executives Directorate Devon County Council County Hall Topsham Road Exeter EX2 4QD Phone: 01392 384383 Email: wendy.simpson@devon.gov.uk	Portfolio Holder for City Development (Cllr Sutton) Cllr Leadbetter Cllr Wardle	Exeter Area Rail Project Working Party 1. The role of each representative is to commit to and make a positive contribution to the Working Party; DCC value the representation from ECC. 2. The Terms of Reference and purpose is to investigate and make appropriate recommendations on rail services in the Exeter and hinterland area, including proposals for service levels, promotion and publicity and infrastructure improvements and if representation from ECC was to cease it would have a negative impact in delivering these objectives. 3. The Working Party meet twice a year. 4. Two ECC Councillors attended each of the two meetings in 2015 and 2016.

Exeter Business Centre Board	Assistant Democratic Services Officer Exeter City Council Civic Centre Paris Street Exeter Devon EX1 1JN Phone: 01392 265197 Email: jo.quinnell@exeter.gov.uk	Cllr Pearson Cllr Baldwin Cllr Mitchell	Exeter Business Centre Board To oversee the affairs of the Exeter Business Centre.
Exeter Business Improvement District Board	Wayne Pearce Exeter BID Office St Stephens House 9 Catherine Street Exeter EX1 1EU Phone: 01392 424975 Email: wayne.pearce@princesshay.co.uk craig@exeterbid.co.uk info@exeterbid.co.uk	Portfolio Holder for Economy and Culture (Cllr Denham)	Exeter Business Improvement District Board - NO REPLY
Exeter Canal and Quay Trust Ltd.	Democratic Services Officer Exeter City Council Civic Centre Paris Street Exeter Devon EX1 1JN Phone: 01392 265107 Email: howard.bassett@exeter.gov.uk	Portfolio Holder for Economy and Culture (Cllr Denham) Cllr Branston Cllr Brimble Cllr Edwards Cllr Leadbetter Cllr Pearson Cllr Wardle Cllr Newby	Exeter Canal and Quay Trust Trust to which promotes the Quay and which Councillors are required to sit upon.
Exeter Citizen's Advice Bureau	Steve Barriball Citizens Advice Exeter EX1 1QA Phone: 03444 111 444 Email: steve.barriball@exetercab.org.uk	Cllr Bull	Exeter Citizens Advice Bureau 1. They act as a full trustee and Company Director of the Charity. They are also able to share with us emerging thinking of the Council and how we may be able to assist with this, as well as taking back any emerging issues that we are seeing. It is widely accepted that we start to see emerging issues 2-3 months before local or national government. Therefore, there is also an element of the representative being able to share this early intelligence with the authority. 2. Yes, we are able to influence strategy within the authority and also to identify issues where we can work more closely with the authority. This would be much more difficult if the current arrangements were to cease. 3. Eight 4. Four meetings were attended in the last year. It should be noted that the representative has been suffering ill health and that this has been a significant factor in attendance.
Exeter Dispensary and in Sickness Fund	Carol Cathcart Email: carol.edfund@btconnect.com	Vacancy x2	Exeter Dispensary and in Sickness Fund 1. They are Representative Trustees assisting in deciding to which Exeter based charities or individuals in need of support, grants should be made. 2. The Charity scheme states that there should be 2 Representative Trustees appointed by Exeter City Council. 3. Two meetings per year. 4. March 2015: Cllr Yolonda Henson attended. Cllr Stella Brock did not November 2015: Neither attended March 2016: Both attended November 2016: Neither attended.
Exeter Fairtrade Steering Group	Melinda Pogue-Jackson Exeter City Council Civic Centre Paris Street Exeter Devon EX1 1JN Phone: 01392 265293 Email: melinda.pogue-jackson@exeter.gov.uk	Portfolio Holder for Communities and Neighbourhoods (Cllr Bull) Cllr Robson Cllr Prowse	Exeter Fairtrade Steering Group 1. One of the requirements to be a Fairtrade city is to have a steering groups to maintain the campaign and this must have a named council representative (member or officer). 2. The city could lose its Fairtrade City status 3. Five 4. Of the five, 4 were held during 2015/16 with Cllr Ollie Pearson as Chair and Cllr Jake Donovan also a named rep. Cllr Donovan did not attend any meetings and Cllr Pearson attended 2 out of the 4. Since May 2016 one meeting has been held with Cllr Paul Bull as chair (he attended) and Cllr Percy Prowse (did not attend).

Exeter Health and Wellbeing Board	Democratic Services Officer Exeter City Council Civic Centre Paris Street Exeter Devon EX1 1JN Phone: 01392 265107 Email: howard.bassett@exeter.gov.uk	Leader (Cllr Edwards) Portfolio Holder for Customer Access (Cllr Morse) Portfolio Holder for Sport and Health and Wellbeing (Cllr Bialyk) Cllr Newby	Exeter Health and Wellbeing Joint Board promoting Health and Wellbeing in the City.
Exeter International Airport Consultative Committee	Diana Vernon East Devon District Council The Knowle Sidmouth EX10 8HL Phone: 01395 516551 Email: dvernon@eastdevon.gov.uk	Cllr Edwards	Exeter International Airport Consultative Committee Your outside representative is Pete Edwards who has not attended a meeting yet, but did give his apologies for the September meeting. The last record I can find of an ECC member attending is Christine Raybould-Gooding on 23 July 2014. There is normally 5 meetings per year. As the ECC rep very rarely attends any meetings I do not feel there would be any impact on the Airport Committee if they did not attend. However, there are sometimes complaints noise complaints from residents of Exeter and it would be good with an ECC Councillors was there to represent their interests and also give ECC's views on the Airport.
Exeter Homes Trust Ltd.	Steve Sitch 6 Southernhay West Exeter EX1 1JG Phone: 01392 421162 Email: steve.sitch@exetermunicipalcharity.org.uk	The Lord Mayor Cllr Branston Cllr D Henson Cllr Robson Alderman Williamson.	Exeter Homes Trust 1. At the Trustee Board convened on 01/09/2016, in Minute (10) the resolution was that the Trustee board deliberated and delegated the GM to furnish answers to Exeter City Council's enquiries, moreover that they wish to maintain the status quo, pursuant to Scheme Clause (7)(1). "There should be: 1 ex officio trustee 4 nominated trustees 12 co-opted trustees Appointed in accordance with clauses 8, 9 and 10." 2. The Exeter City Council nominees play a worthy role affording liaison / insight into the Council and bringing their substantive experience to the board. By the same token, the other trustees (soon to be directors, post-incorporation) would, of necessity, cope without nominees' presence. 3. The Charity convenes trustee boards on the first Thursday of the month at 10:30 hours, in other words 12 planned meetings. 4. Attendance sheet was sent; Councillor D Henson – 6/11 Councillor Y Henson – 1/3 Councillor Robson – 6/11 Councillor Branston – 3/11 Councillor Newby – 4/11
Exeter Municipal Charities – Church List (More writing is in the end reply box)	Andrew Crossley 2 Southernhay West Exeter EX1 1JG Email: andrew@cherryandcherry.co.uk	The Lord Mayor Portfolio Holder for the Housing Revenue Account (Cllr Owen) Alderman Landers Mrs D Baldwin Alderman Danks	Exeter Municipal Charities 1. The four Exeter City Council nominated Trustees are all active members in the management of the Charity, so this means they will consider and approve the budget; monitor and approve the monthly expenses; instigate new projects; manage the Charity's financial assets; interview and appoint new residents; help and advise on management issues, problems and policy; and keep in touch with the Residents by each making at least one Trustees' visit a year. I believe they also bring with them a personal desire to make a difference in the lives of our Residents and to help those in need. The Trustees and I believe that the input from the Council nominate Trustees is very significant and the Charity very much appreciates and benefits from the wealth of experience and insight that these members bring. Therefore, in response to your question, we think it would be very appropriate for this representation to continue. 2. My personal feeling is that the Council representatives are, without exception, all very capable local politicians who bring a political will or passion to the Charity which is, in my experience, quite unique. I think that keeping a well-balanced membership of Trustees is also important, so we try to encourage new trustees to join who come from different walks of life. For example, we have trustees from the world of business and finance; the medical profession; property; the clergy; and of course our local politicians. In total I do believe that the synergy created is far greater than the sum of the individual parts. Having 4 political members selected from outside the other Trustees' control is also a good thing because it brings in fresh blood. It also avoids the situation where a Charity can become monopolised or controlled by a few people, which can change the whole direction and dynamics of the organisation – and not always for the better. Having the Exeter City Council Trustees is therefore a very good way of keeping a healthy balance of individuals on the Board of Trustees. Finding new trustees for any charitable organisation isn't an easy thing in this day and age, where people are often very busy at work; have numerous other family and secular commitments; or frankly just don't have any desire to be involved in any sort of community based work. Therefore having a 1/3rd of our number made up by the City Council nominees is actually very helpful indeed – and, as I have already been at pains to say, their background and experience actually makes them very helpful members. Indeed most of our past Chairmen in recent years have been Council nominees. This is partly I think because of their experience as Councillors. However the influence of the Council nominees doesn't stop here because, after their term has come to an end, some of them are able to stay on as co-opted members. 3. We have 4 quarterly meetings every year. We also have a Finance Committee meeting once a year, which some Trustees may be a member of. Each Trustee also makes at least one Trustees' visit a year to meet the Residents. The Chairman of the Charity (often a Council nominee) has more involvement in day-to-day issues but this isn't usually too onerous as the day-to-day running of the Charity is organised by the office of the Clerk and Surveyor to the Trustees. Occasionally we will have a social event with the Residents, such as a tea party that was organised to celebrate the opening of our refurbished almshouses at Lethbridges. 4. As you would anticipate, the attendance record of the Council representatives is high. The only exception is the Lord Mayor, who understandably has a very full timetable.

Exeter Phoenix Arts Centre Board	Patrick Cunningham Exeter Phoenix Bradninch Place Gandy Street Exeter EX4 3LS Phone: 01392 667080 Email: patrick.cunningham@exeterphoenix.org.uk k.director@exeterphoenix.org.uk	Cllr Pearson	<p>Exeter Phoenix</p> <ol style="list-style-type: none"> 1. Cllr Ollie Pearson sits on our Board of Trustees. ECC requested that it supply a representative for the board so it would be up to the council to decide if this is still appropriate. 2. We do value Ollie's input in terms of governance and wisdom. He is also a useful source of information on ECC activities and developments that informs our work. 3. Six per year – every two months. 4. Ollie has attended four out of the last six meetings.
Exeter River and Canal User Group	Colin Acton Email: colin.acton@exeter.gov.uk	No longer needed	<p>Exeter River and Canal User Group</p> <p>Rodger Crane, Service Manager, Business and Commercial Operations and Councillor Bialyk, the Portfolio Holder feel that a Councillor representation on the group is not necessary. Liason with the Council is through Colin Acton, the Waterways Team Manager. The views of the User Group secretary/acting chair are below.</p> <ol style="list-style-type: none"> 1. <i>The User Group is attended by Colin Acton, the Waterways Team Manager, who provides information on the operation of the Waterways and responds to questions etc. We would very much like this representation to continue.</i> 2. <i>In the past the portfolio holder, Cllr Rosie Denham, used to chair the User Group. With the transfer of the Waterways to the Sport and Health and Wellbeing portfolio we had hoped the Cllr Philip Bialyk would attend the User Group. However he did not attend the recent meeting so we do not know his plans with regard to the User Group. The Exeter Waterways Partnership Board has been disbanded. The way in which Council has said that it wishes to obtain advice/ have engagement for setting its strategy for the Waterways is via the Exeter Port User Group for the river Exe estuary and via the Exeter River and Canal User Group for matters relating to the upper river Exe and the canal. It is therefore important that the people setting the strategy engage with the User Group in order to gain the information from the users and customers.</i> 3. <i>There would be significant implications if the council was not represented. The members of the User Group use the User Group meetings as the main way in which they gain information on how the canal operates, and for interaction with the Council with regard to the future strategy of the Council for owning / running the Waterways.</i> 4. <i>The User Group has about 3 meetings per year and are well attended, e.g. the last meeting had 26 attendees from approximately 20 different groups.</i> <p><i>The attendance record of the waterways Team Manager is extremely good with full attendance.</i></p> <p><i>The attendance of Cllr Rosie Denham was extremely good, only being unable to attend once when she was unwell. Cllr Philip Bialyk has only had one opportunity to attend and he had told us that the meeting was in his diary. We do not know why he did not attend.</i></p>
Exeter SAFE (Stop Abuse for Everyone)	Jacinta Wainwright 1 Queens Road Exeter EX2 9ER Email: ceo@safe-services.org.uk	Cllr Morse	<p>Exeter SAFE</p> <ol style="list-style-type: none"> 1. At Stop Abuse for Everyone (SAFE) we highly value the role played by our Council Representative. The impact and prevalence of domestic violence is pervasive and widespread on individual's families and communities. The mutual benefit of having a Council representative ensures provides a key opportunity for information sharing and collaboration. 2. Yes, the benefits and opportunities provided above would be lost. As a small organisation at the coal face of domestic violence we provide a critical role for community safety that intersects with Council responsibilities e.g. housing and homelessness and hence this representation is a must. 3. 6 4. I am not aware of that information at present
Exeter School	Richard Hawkins The Bursar Exeter School Victoria Park Road Exeter EX2 4NS Phone: 01392 258712 Email: bursar@exeterschool.org.uk	Cllr Prowse	<p>Exeter School</p> <ol style="list-style-type: none"> 1. The role the Council representative(s) plays in your body and whether it would be appropriate for this representation to continue? The City Council representative is one of 17 Governors of Exeter School. The County also appoints a Governor. Governors act as Directors and Trustees of Exeter School as a Company and as a Charity respectively. The Lord Mayor, the Lord Bishop and the Lord Lieutenant of Devon are also (non-Executive) Patrons of the School. Given its foundation by the merchants of the City in 1633, it is considered essential that the city continues to appoint a Governor. 2. Would there be any implications for your organisation if the council were not represented? If so, what might these be? In practical terms, the School would continue to function without a City representative. However, the symbolic link between City and School goes back more than 450 years and the very name of the School recognizes its integral place as a key part of the history and current high reputation of Exeter as a place to live and work. 3. The number of meetings held by the Charities during the course of the year. Three formal committee meetings, held in March, June and November. 4. The attendance record of the City Council representative(s). Cllr Prowse has attended all of the formal meetings since his appointment and also gives freely of his time voluntarily to attend functions, performances and other events at the School. He is highly appreciated as an active and helpful representative of the City at the School and he is also personally well liked.
Joint Habitats Mitigation Executive Committee	Democratic Services Manager Exeter City Council Civic Centre Paris Street Exeter Devon EX1 1JN Phone: 01392 265275 Email: sarah.selway@exeter.gov.uk	Portfolio Holder for City Development (Cllr Sutton)	<p>Joint Habitats Mitigation Executive</p> <p>Joint Statutory Committee with East Devon District Council and Teignbridge District Council.</p>

Local Government Association General Assembly	LGA Local Government House Smith Square London SW1P 3HZ Phone: 020 7664 3215 Email: marion.stribling@local.gov.uk	Leader (Cllr Edwards)	Local Government Association General Assembly 1. The Council is entitled to representation at the LGA Annual General Assembly. 2. None for our organisation, but as a member of the LGA, it would be better for you to send representation as you will be entitled to vote at the meeting on any issue that may arise and require a vote. 3. The AGM is held annually to coincide with the LGA's Annual Conference 4. No representative attended last year.
Maynard School	Peter Hammond The Maynard School Denmark Road Exeter EX1 1SJ Phone: 01392 355999 Email: peterhammond@maynard.co.uk	Cllr Thompson	Maynard School 1 The Maynard School find it extremely useful and helpful to have a representative of the City Council on our Governing Body and would wish this to continue. 2 As a City School, we find it extremely helpful to have information, news and advice on Exeter City plans and strategies on areas which affect us or indeed where we might be able to contribute, from a City Council member. Without this overview, we would find it more difficult to interact with the City Council. We would also not have anyone to represent our views on issues which arise from time to time. 3 The School holds around 30 meetings a year including the committees. Only three are Full Governor meetings. The representative governor would normally be in one committee which meets three times per year. This makes a total of six meetings plus attendance is expected at one or more of around ten events. 4 Attendance was 100%.
Relate	Ms Liz Meadows Centre Manager Verney House 115 Sidwell Street Exeter EX4 6RY Phone: 01392 275681 Email: reception@exrelate.org.uk	Cllr Robson	Relate - NO REPLY
Parking and Traffic Regulation Outside London Adjudication Joint Committee	L Hutchinson PATROL Joint Committee Service Barlow House Minshull Street Manchester M1 3DZ Email: lhutchinson@patrol-uk.info	Portfolio Holder for City Development (Cllr Sutton) Cllr Leadbetter	Parking and Traffic Regulation Outside London Adjudication Joint Committee 1. <i>Please see attached Councillor Briefing Note for more information on the role.</i> Local authorities are required by statute to make provision for independent adjudication. As per the agreement/Memorandum of Participation signed by your authority a Councillor nomination (a named substitute is desirable) to the PATROL ADJUDICATION Joint Committee is required. 2. N/A – If a nomination isn't made it may block Exeter CC's access to the Traffic Penalty Tribunal. Without access to an independent legal body it can affect Exeter CC's ability to operate Civil Parking Enforcement. 3. The number of meetings held by the Charities during the course of the year – PATROL isn't a charity, it is a Joint Committee. There are 3 meeting held per year in January, June and October. Unless a member of the Exec Sub Committee your nomination will only be invited to the June meeting. 4. The attendance record of the City Council representative(s) – Cllr Leadbetter (current nomination on our records) has not attended any meetings.
Royal Albert Memorial Museum Trust	Camilla Hampshire Museums Manager Royal Albert Memorial Museum & Art Gallery Queen Street Queen Street Exeter EX4 3RX Contact: 01392 265858 Email: ramm@exeter.gov.uk newramm@exeter.gov.uk	Cllr Leadbetter Cllr Robson	RAMM 1) The Trust Deed requires two Trustees to be appointed by the Council. 2) 3) In the last 12 months it has held 4 meetings. 4) Lesley Robson has attended all 4; Andrew Leadbetter has attended one.
Safer Devon Partnership	Assistant Democratic Services Officer Exeter City Council Civic Centre Paris Street Exeter Devon EX1 1JN Phone: 01392 265197 Email: jo.quinnell@exeter.gov.uk	Leader (Cllr Edwards) Deputy Leader (Cllr Sutton) (Substitute)	Safer Devon Partnership To provide the strategic leadership for addressing community safety matters across Devon and to provide a focus for addressing issues that will enable the people of Devon to feel and be safe in their homes and communities.

SecAnim (J L Thomas) Liaison Group	Assistant Democratic Services Officer Exeter City Council Civic Centre Paris Street Exeter Devon EX1 1JN Phone: 01392 265197 Email: jo.quinnell@exeter.gov.uk	Portfolio Holder for Place (Councillor Hannaford) Cllr Hannan (Priory) Cllr Foale (Alphington) Cllr Sills (St Davids) Cllr Vizard (Newtown and St Leonards) One Councillor each only from the above four wards	SecAnim (J L Thomas) To improve the exchange of information, report upon and monitor instances of nuisance arising from the factory or carriage of waste material and make suggestions for the improvement of the environmental conditions relevant to the operations of the factory.
South West Councils	Karen Stone Phone: 01823 425209 Email: karen.stone@swcouncils.gov.uk	Leader (Cllr Edwards)	South West Councils - Must be kept
South West Employers Panel	Karen Stone Phone: 01823 425209 Email: karen.stone@swcouncils.gov.uk	Leader (Cllr Edwards)	South West Employers Panel - Must be kept
South West Water Liaison Group	Assistant Democratic Services Officer Exeter City Council Civic Centre Paris Street Exeter Devon EX1 1JN Phone: 01392 265197 Email: jo.quinnell@exeter.gov.uk	Portfolio Holder for Place (Cllr Hannaford) Cllr Newby (Topsham) (Cllr Robson (Priory) One Councillor each only from the Priory and Topsham wards	South West Water To improve the exchange of information of the Countess Wear Sewage Treatment Works operated by South West Water and the carrying out of works to improve odour control. Reports upon instances of complaints arising from odours from works and makes suggestions for the improvement of the environmental conditions relevant to the operations of the works.
St Edmunds and St Mary Major Charities, Exeter	Professor Robert Snowden 32 Oakley Close Exeter EX1 3SB Phone: 01392 278425 Email: r.snowden@blueyonder.co.uk	Mr P Brock Cllr Baldwin Cllr Branston Cllr Edwards	St Edmunds and St Mary Major Charities 1 This is a small charity which gives grants to caring agencies situated in Exeter. It has 8 trustees, four of whom are City Council representatives. The total sum available from investment dividends each year is currently about £5,000. Half of this is ring-fenced for the Parishes of Central Exeter and St Mary Steps leaving £2,500 available to distribute annually. There are clearly too many trustees involved for such a small charity. 2 The only implication should City Council representatives no longer be Trustees is that the scheme registered with the Charity Commission (and set up in the 1990's) would be incomplete. 3 Two meetings are held each year with each meeting lasting a planned 45 minutes. 4 Attendance record of the four City Council representatives in 2016 (two meetings): none of the four Trustees attended either meeting. Since January 2014 three attendances have taken place out of a possible 20 attendances in 5 meetings. In 2015 one City Council representative was deemed to have ceased to be a Trustee owing to non-attendance of long standing.
St. Leonard's with Holy Trinity Charities	Martin King 2 Mansell Copse Walk Wyvern Park Exeter EX2 5GU Phone: 01392 494439 Email: martin.king@stleonards.church or martin@kingsdm.co.uk	Ms A Sharp Mrs C Dunn Cllr Branston	St Leonards with Holy Trinity Charities For the Council to withdraw its nominees would require a new scheme of the St. Leonard with Holy Trinity Relief in Need Charity. From my perspective, however, the current representative trustees make a valuable contribution to the work of this small charity in helping those in need in the local area of benefit and the status quo needs therefore to be maintained, if possible. Trustees meet annually, the last meeting having taken place on 10th December 2015, at which all trustees were present. The next meeting is scheduled for 8th December, although Notice has not yet been given.
St Loyes Foundation	Karen Terrey St Loyes Foundation Beaufort House 51 New North Road Exeter EX4 4EP Phone: 01392 255428 Email: Karen.terrey@stloyes.ac.uk	Cllr Leadbetter Cllr Ashwood	St Loyes Foundation - No longer needs to be represented by ECC

St Sidwell's Parish Lands and Other Charities	Terence Tancock 27 Blackboy Road Exeter EX4 6ST Phone: 01392 980784 Email: terence.tancock@sky.com	Cllr Vizard Cllr Spackman	St Sidwell's Parish Lands and Other Charities 1. The role of the Councillors is seen as being consultative and informative. 2. Councillors have been a link to the council and have provided guidance on a number of issues in the past. The feoffees would look upon their withdrawal as having a negative impact generally. 3. The feoffees hold four meetings per annum. 4. The attendance record is as follows; Cllr Date Poss Act Apol RHH Palmer 1976-1985 31 15 5 W Goom 1976-1985 40 21 9 J Lloyd 1986-1990 14 1 3 J Holman 1986-2004 54 9 10 R Slack 1997-1998 17 Nil 2 PJ Shepherd 2001-2011 43 15 13 K Mitchell 2004-2010 29 4 6 R Spackman 2012-2016 15 7 4
St Thomas Church Charities (Seldon and Others)	Mary Long Email: mary.long@hotmail.co.uk	Mrs M Long Mrs C Smith	St Thomas Church Charities 1. The Council Representatives bring an added dimension so representation should continue. The representative should be those who are able to attend regularly. 2. – 3. 2 meetings a year – November and March 4. Attendance record is generally 95% - the 2 reps attended both meetings last year.
Topsham Community Association	Liz Bresnihan 3 Stanley Square White Street Topsham EX3 0AB Phone: 01392 875866 Email: lizbresnihan@yahoo.co.uk	Cllr Newby	Topsham Community Association 1. Council representatives play a very useful role in the TCA, providing an effective link with the bodies that influence the lives of the community in Topsham, and enabling the views of that community to be passed on to the people in those bodies most able to respond. It also provides a link and facilitates a good working relationship with the head landlord (Exeter City Council) of Matthews Hall, which the TCA manages. The three Exeter City Councillors are directors of the Topsham Community Association registered company. One of these three is also a County Council representative. Prior to May 2015 two of the Exeter City councillors were on the board and the third was the County Council representative. 2. We would lose the link set out in 1 above. 3. In our financial year of 1 September 2015 to 31 August 2016 the TCA Board met 9 times. Dates are set out below. 4. Table in 'Outside Bodies' folder - Cllr Baldwin attended 6, Cllr Newby attended 2 and Cllr Leadbetter attended 4
Topsham Mooring Owners Association	Sally Penn PO Box 9 Topsham Devon EX3 0RP Email: topsham.moorings@gmail.com	Cllr Baldwin	Topsham Mooring Owners The TMOA holds a lease with the Crown Estates to manage the moorings in the upper reaches of the River Exe (currently from Turf to Retreat Boatyard – but not Retreat Boatyard's own registered moorings and lease with the Crown Estates). It is in the interest of the City Council as Harbour Authority to have representation on our Management Committee, especially with their responsibilities in this area. The input of the Councillor, currently Margaret Baldwin, is very beneficial to the Committee. The constitution of the TMOA lists a representative of the Harbour Authority. Meetings are generally held every two months (less in the summer months) with an AGM being held in March each year. The current Councillor attends regularly, though not at every meeting. If this were to change, we would need to go back to the Crown Estates to see who else would sit on the Committee to represent the Harbour Authority with possible changes having to be made to our Constitution.
Topsham River Commissioners	Eliot Wright 37 White Street Topsham EX3 0AA Phone: 01392 876674 Email: eliot.wright@btinternet.com	Cllr Baldwin Cllr Newby Cllr Sheldon	Topsham River Commissioners In the dim and distant past, when Topsham was a significant commercial port, the Commissioners had an important role in collecting the levies charged for landing goods and materials on the quay. These days, their responsibility is mainly for navigation matters in a small section of the river Exe where it flows through Topsham. As the City has long been responsible for the administration of many functions concerning the river and its quays, the presence of serving councillors on TRC committee has been very useful in providing a two way communication facility whereby the Commissioners were informed of the City's thinking and the Commissioners had direct access to the administration. On occasions this has worked well in the past, particularly in the lighting of navigation buoys, but is less effective now, for two reasons. The first is that the attendance of councillors at the quarterly meetings is very poor and the second is that the recent ongoing reorganisation of the consultation process for all the groups that have an interest in the river, has opened other forums which are beyond the brief of the Commissioners. This can be regarded as a favourable development and hence councillor representation would serve a greater purpose if it was involved in the wider aspects of the river.
Turntable Furniture Re-cycling Project	Pam Rice The Warehouse Swan Yard Okehampton Street Exeter EX4 1DS Phone: 01392 202079 Email: su6573@eclipse.co.uk	Cllr Robson	Turntable Furniture 1. Our Council Representative attends our meetings and is a great source of information across many areas. When we have issues about something, she can often tell us who or which organisation we should contact. 2. By attending our meetings, the representative hears about the invaluable work we do first-hand and can pass this on to colleagues who might be making decisions that would affect Turntable in terms of financial assistance and premises. 3. Meetings are held every 2 months. 4. Attendance is excellent – this applies to our current representative, Lesley Robson, and our 2 previous ones – Margaret Clark and Vanessa Newcombe.

Wessex Reserve Forces and Cadets Association - Devon Committee

The Wessex Reserve Forces and Cadets Association
Mount House
Mount Street
Taunton
TA1 3QE
Phone: 01823 250103
Email: so@wessex-rfca.mod.uk

Cllr Newby

Wessex Reserve Forces and Cadets Association

1. Under our Scheme of association we are mandated to have members from local authorities and councils to develop relationships and understanding between those organisations and those Reserve and Cadet units in their area. As Exeter has a high proportion of Reserve and Cadets it is entirely proper that Exeter council are represented. It is not an onerous or time consuming task – see below – and we would wish to continue to see Exeter Council represented for the benefit of Exeter residents.
2. As above. We would continue to function but the people of Exeter would not have access to such ready representation.
3. Your representative is invited to attend the following:

- Wessex RFCA AGM in Taunton annually.
- Devon County briefings – an evening briefing to all of the Devon membership to update them on the work of the RFCA which is held in the county once/twice a year.
- HM Lord Lieutenant of Devon's Awards ceremony – held in Devon annually.
- Devon Community engagement events – a briefing to selected Devon members and community/business representatives to update them on the work of the RFCA which is held in the county once a year. This year was Cadets in the Community and 2017's events' theme will be on 'What Reserves offer Devon Employers'

Whilst these events would continue to run without Council representation they are useful opportunities for the Council to be represented and to develop relationships and knowledge of the Cadets and Reserves in their community.

4. I am afraid I don't have ready access to that information. If it is vital then I will need to trawl through the records and even then I cannot guarantee it will be correct.

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