

EXECUTIVE

Date: Tuesday 11 April 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, 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 Local Government (Access to Information) Act 1985 - Exclusion of Press and Public

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

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

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 **Leisure Complex and Bus Station Programme Board Minutes - 22 March 17**

To receive the minutes of the Leisure Complex and Bus Station Programme Board on 22 March 2017. (Pages 5 - 8)

5 **Major Grants Panel Minutes - 23 March 2017**

To receive the minutes of the Major Grants Panel on 23 March 2017. (Pages 9 - 12)

6 **Car Park Tariffs**

To consider the report of the Service Manager Community Safety & Enforcement. (Pages 13 - 26)
Place Scrutiny Committee considered the report at its meeting on 9 March 2017 and its comments will be reported.

7 **Public Engagement in the Democratic Process and Webcasting**

To consider the report of the Corporate Manager Democratic & Civic Support. (Pages 27 - 32)
Corporate Services Scrutiny Committee considered the report at its meeting on 23 March 2017 and its comments will be reported.

8 **Overview of Revenue Budget 2016/17**

To consider the report of the Assistant Director Finance. (Pages 33 - 48)
Corporate Services Scrutiny Committee considered the report at its meeting on 23 March 2017 and its comments will be reported.

9 **Capital Monitoring Statement to 31 December 2016**

To consider the report of the Assistant Director Finance.

(Pages 49
- 68)

Corporate Services Scrutiny Committee considered the report at its meeting on 23 March 2017 and its comments will be reported.

10 **Updates to the Scheme of Delegation**

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

(Pages 69
- 100)

11 **Exeter Science Park Company - Exeter City Council's Nominated Director**

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

(Pages
101 - 102)

12 **Industrial Strategy Green Paper Response**

To receive a verbal update from the Chief Executive & Growth Director.

Date of Next Meeting

The next scheduled meeting of the Executive will be held on **Tuesday 13 June 2017** at 5.30 pm in the Civic Centre.

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

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

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LEISURE COMPLEX AND BUS STATION PROGRAMME BOARD

Wednesday 22 March 2017

Present:-

Councillor Bialyk (Chair)
Councillors Denham, Edwards, Gottschalk, Mrs Henson and Wardle

Apologies:-

Councillor Prowse and Deputy Chief Executive

Also Present:-

Chief Executive & Growth Director, (Client Lead Build), Corporate Manager Property, Principal Project Manager (Development), Rob Sims, Project Manager - Leisure Operations and Democratic Services Officer (Committees) (SLS)

Also Present:-

Justin Pickford – Baker Ruff Hannon

1

MINUTES

The minutes of the meeting held on 7 November 2016 were taken as read and signed by the Chair as correct.

2

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interest were made.

3

LEISURE COMPLEX AND BUS STATION UPDATE

The Client Lead (Build), Emma Osmundsen, provided a brief update on the tender process and subsequent cessation of the interim arrangements for the Bus Station that had taken place since the last meeting of the Programme Board on 7 November 2016. She reported that tenders for the project contract had not met the approved budget, and due to the complexity of the tender documentation supplied they were currently being evaluated. The team continued to work through the detail and were carrying out a full tender analysis to be in a position to identify the appointment of a contractor, and report back to Members. The Chair noted that a planning application for the redevelopment of the Exeter Bus and Coach Station redevelopment area on Paris Street would be presented to the Planning Committee on 27 March 2017.

Justin Pickford provided a brief update on the interim bus arrangements work and confirmed that the public realm in Sidwell Street was in the process of being reinstated. He responded to a comment by the Chair who said that he had visited Sidwell Street and found elements of the interim works had been left in an unsatisfactory state, and confirmed that the City Council's contract cleaners had subsequently tidied and cleaned the area. The Chair also referred to the state of the pavement in Sidwell Street, and was concerned that the footpath was now made up of a mix of tarmac and paving slabs, resulting in a patchwork surface, which was not aesthetically pleasing. He felt that this was less than the city deserved. He

sought some assurance that the works associated with the interim arrangements would be completed satisfactorily and he suggested that Devon County Council also had some responsibility over the footpath. Justin Pickford reassured Members that the interim works had not resulted in the overall removal of paving slabs rather that, the installation of the temporary bus shelters had created an increase in the footpath and the removal of brick planters had created areas of the footpath which were not previously paved. The tarmac would be retained, but no further slabs would be removed. He responded to a Member's comment on the return of Sidwell Street to its former traffic order condition and confirmed that the public access, provision of parking and the original Traffic Orders would all be reinstated. He also confirmed that the interim arrangement proposed for Paris Street, which had also included an amendment to the Traffic Orders, provision of temporary bus shelters outside of the Civic Centre and up Paris Street, white lining and signage had been put on hold until nearer the time of the closure of the existing Bus Station.

Communications

The Communications Officer, Rob Sims presented a communications update and circulated a note outlining the main work carried out by the communications team, which would be attached to the minutes. He also directed Members to the quantity of information on St Sidwell's Point and the Bus Station included on the Exeter City Council web site. He outlined the activity which continued to focus on:-

- communicating all key decisions
- communication with shops and businesses
- communications with stakeholders
- communicating directly with Exeter residents and the wider public
- communicating with the media
- future communications

A Member stated that she was concerned about how Members of the Programme Board were kept informed of developments. The Communications Officer referred to the parameters of the Communications Strategy and the urgency to disseminate the information, whilst all of the time being conscious of the importance of ensuring that Members were updated. They had worked closely with their commercial partners, Crown Estates, to ensure an agreed statement was signed off, communicated the information by email to Members, followed by stakeholders, Stagecoach, bus user groups, the BID, Princesshay and Sidwell Street businesses, and at that point, they informed the media.

The Communications Officer advised that they had also carried out work behind the scenes at a number of locations to ensure there was information for those effected by the works, and particularly those businesses and residents on Sidwell Street were fully aware of all the changes to the interim arrangements for the Bus Station. He referred to the more traditional media methods using the local paper and TV stations, and he welcomed the Chair's social media contribution which had provided the opportunity to measure the demographic and age profile. The Chair added that he was available to speak with any of the stakeholders or voluntary groups at their meetings to update them on any aspect of the project. A Member asked if a notice with details of the Bus Station arrangements could be placed at the Bus Station, as not all passengers used social media. The Communications Officer, appreciated that all forms of communication were important including face to face contact and he would go back to Stagecoach and make the suggestion. He provided a reminder of the Project's Helpline number of 01392 265880.

The Chair responded to a Member's comment about ensuring the public were particularly aware of the latest information in relation to the Bus Station, and

referred to the Communications Team who had been working hard trying to pass on the message to the shops and businesses. He had also spoken to the owners of a number of shops and had a first-hand account of their concerns. He added that when the project came on stream it was important to make sure the new timetable was properly communicated. Councillor Mrs Henson enquired if a business could claim for some compensation. The Corporate Manager Property said that businesses that felt they had suffered losses consequent on the works could submit claims but would have to clearly demonstrate loss of trade.

Long Distance Coach Passenger Waiting Room

The Chair referred to an application for the redevelopment of the existing British Heart Foundation building on Cheeke Street to provide student accommodation, with the inclusion of a new coach passengers' waiting room on the ground floor. As a member of the Planning Committee, he was aware that the application had been properly advertised and responses received, and he asked to be kept apprised of the feedback to date from any interested parties. Although the Programme Board had no authority in respect of the planning application, waiting room facilities for coach passengers was an important part of the facilities to be offered as part of the Bus Station development. Mr Brownbridge of the Exeter & District Bus Users Group had attended the City Council's Planning Committee meeting and had requested the opportunity to submit comments in writing in relation to the waiting room, and their aspiration to ensure the space was 'fit for purpose'. The Group had suggested that the space did not match the current provision, and he proposed an increased provision to 35 passengers, plus luggage. He also included the approach for an alternative toilet provision proposing a 'pay to use' free standing toilet in the nearby Stover Court car park area.

The Chair referred to discussion with National Express over their responsibility to accommodate their passengers, and was aware there was a wide variation of waiting facilities around the country. He welcomed the inclusion of a passenger's waiting room in the BHF redevelopment proposals, but it was important to keep this in perspective, as there had already been a reduced support offered to waiting passengers at the Bus Station over the years. He had requested that further discussion take place to discuss the provision of toilet facilities, particularly important when the facilities at the Bus Station were likely to be closed overnight. He acknowledged the potential use of Stover Court car park, which was owned by Devon County Council, as a likely late night or very early morning departure pick up point for passengers. The Corporate Manager Property referred to the offer by the developer to provide coach passenger waiting room accommodation, and the space identified of 32sqm plus wheelchair space which was deemed adequate.

A Member wanted to ensure that there was adequate toilet provision as she felt this was a very important consideration. A Member was also aware that the stance of National Express was that there was a toilet on board the coaches. He did not wish the City Council to bear a sole responsibility for the provision of toilets as they had to be mindful of ongoing maintenance costs or dealing with any anti-social behaviour. The Chair reminded Members that acknowledgment of an ongoing cost attributed to maintenance for these facilities would have to be identified. He welcomed the provision but pointed out that the whole passenger experience for the majority of the Bus Station's operating hours would be completely different. It was necessary to keep our ambition in check and wait until after the consultation and negotiations of this matter were finalised. The Principal Project Manager (Development) added that the inclusion of the proposed coach passengers' waiting room was not a planning requirement, and that any subsequent variation in size or other similar internal alteration was not a material change in planning terms and therefore not need delay issue of the consent. The Planning Committee of 20

March 2017 had resolved that the Assistant Director City Development or his successor, subject to prior consultation with the Leader of the Council, the Chair of the Leisure Complex and Bus Station Steering Group and the Chair of the Planning Committee, be authorised to approve the planning permission following appraisal of this Board and subject to conditions and completion of a Section 106 agreement.

The Leisure Complex and Bus Station Programme Board noted the updated position.

4

DATE OF NEXT MEETING

The Chair anticipated that allowing for the ongoing work by the Design Team to address the complexities of the tender returns and the ongoing commercial sensitivity, a further meeting of this Board would be arranged as soon as possible and certainly to coincide with the revised programme gateway.

In addition, he suggested a Members' Briefing session should also be arranged, specifically on the various aspects and benefits of passivhaus energy to ensure that Members had the necessary background information.

(The meeting commenced at 5.30 pm and closed at 6.35 pm)

Chair

MAJOR GRANTS PANEL

Thursday 23 March 2017

Present:-

Councillor Edwards (Chair)
Councillors Leadbetter, Sutton and Wood

Also Present:

Principal Project Manager (Infrastructure Management & Delivery), Senior Estate Surveyor, Principal Accountant (PM), City Arts and Events Manager and Assistant Democratic Services Officer (Committees)

1 **MINUTES OF THE LAST MEETING - 30 NOVEMBER 2016**

The minutes of the meeting held on 30 November 2016 were taken as read and signed by the Chair as correct.

2 **ANNUAL FUNDING AND SERVICE AGREEMENTS FOR STRATEGIC ARTS ORGANISATIONS**

The report on the service profiles, targets and measures which will be the basis of the service agreements with Strategic Arts Organisations was submitted.

RESOLVED to recommend to Executive:

- (1) to note the outcome of the application process for the annual Arts Core Funding for 2017/18, in accordance with the delegated authority granted to the Portfolio Holder for Economy and the Economy and Enterprise Manager in consultation with City Arts and Events Manager:

Organisation	2017/18 recommendation
Double Elephant	£8,500
DAISI (Devon Artists in Schools Initiative)	£7,250
Spacex	£7,250
Le Navet Bete	£5,000
Sound Gallery	£0
Encounters Theatre & Therapy	£0
Total	£28,000

- (2) that the service profiles, targets and measures that inform the basis of the service agreement and schedules of payments for the existing core arts organisations (Exeter Phoenix, Exeter Northcott Theatre, Kaleider, Bikeshed Theatre and Theatre Alibi) be approved. The funding for these organisations was previously agreed at the Major Grants Panel meeting on 27 February 2016:

Organisation	2016/17
Exeter Phoenix	£92,000
Exeter Northcott	£62,500
Theatre Alibi	£15,350
Bikeshed Theatre	£10,000
Kaleider	£8,000
Total	£187,850

3

SMALL ARTS GRANTS SCHEME

The report updating Members on the Small Arts Grants Scheme recipients for 2016/17 was submitted. The report also sought approval for £10,000 for the Small Arts Grants Scheme 2017/18 and proposed changes to the scheme in 2017/18 namely that the amount of the maximum award is to rise from £750 to £1,000 and the number of annual award meetings be reduced from four to three.

RESOLVED to recommend to Executive that:

- (1) the Small Arts Grants scheme recipients for 2016/17 be noted;
- (2) the changes to the Small Arts Grants Scheme in 2017/18 be approved; and
- (3) funding of £10,000 for the 2017/18 scheme pending confirmation of Council budgets be approved.

4

MAJOR GRANTS APPLICATIONS

4a Rent Grants

RECOMMENDED to Executive that:

- (1) The decisions, as set out below, be implemented in respect of those bodies indicated; and
- (2) The Corporate Manager Policy/Communications/Community Engagement, subject to prior consultation with the Chair of Major Grants Panel, be authorised to agree a grant increase to those organisations as shown in the circulated report to match any increase in rental following forthcoming rent reviews and to reduce the rental on a pro-rata basis in respect of any organisations whose accommodation has been reduced.

Community/Social Need	Recommended
Citizens Advice	£39,329
Devon Rape Crisis and Sexual Abuse Services	£5,900
Age UK Exeter	£17,400
Exeter CVS	£43,995
Relate	£13,600
Turntable	£9,000
Topsham Museum	£5,559
Phoenix	£58,500
Barnfield Theatre Ltd	£12,105
Exeter BMX Club	£18,000
Exeter Cycle Speedway Club	£11,500
Exe Water Sports Association	£8,160
Alphington Play and Community Facilities Association	£6,000

Exeter Community Initiatives	£6,500
Newtown Community Association	£2,000
Stoke Hill Community Association	£8,300
Sylvania Play and Community Facilities Association	£1,250
Topsham Community Association	£8,750
Wonford Community and Learning Centre	£6,225
Stoke Hill Pre-School Group	£833
Newcourt Community Association	£6,000
Exeter Scrapstore	£8,200

4b Core Grants

It was noted that Citizens Advice currently receive £11,500 from Exeter City Council to provide a Court Desk service on its behalf and recommended that this funding would be transferred and added to their Core Grant.

RECOMMENDED to Executive that the decisions, as set out below, be implemented in respect of the bodies indicated:

Community/Social Need	Recommended
Citizens Advice	£84,800 (£73,300 + £11,500)
Exeter Age UK	£5,000
Exeter CVS/CoLab	£13,900
Turntable	£6,250
Plymouth & Devon Racial Equality Council	£1,500
Living Options Devon	£5,000
Exeter Community Transport Association	£17,240
Arts	
Sport and Leisure	
Merry Go Round Toy and Leisure Library – Scrapstore	£1,000
Grant Aiding Bodies	
Exeter Sports Fund	£6,000
Small Arts Grants	£10,000
Magic Carpet	£1,500
Arts Service Level Agreements	
Exeter Northcott	£62,500 (3 year funding)
Theatre Alibi	£15,350 (3 year funding)
Phoenix	£92,000 (3 year funding)
Bikeshed Theatre	£10,000 (3 year funding)
Kaleider	£8,000 (3 year funding)
Double Elephant	£8,500 (1 year funding)
Spacex	£7,250 (1 year funding)
Le Navete Bete	£5,000 (1 year funding)
DAISI (Devon Artists in Schools Initiative)	£7,250 (1 year funding)

(The meeting commenced at 4.00 pm and closed at 4.12 pm)

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REPORT TO: Place Scrutiny Committee and Executive
Date of Meeting: 9 March and 11 April 2017
Report of: Service Manager Community Safety & Enforcement
Title: Parking Tariffs

Is this a Key Decision? *

Yes

**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?

Increasing both car park tariffs and the number of pay & display parking sites from June 2017.

2. Recommendations:

2.1 To amend the Car Parking Places Order 2014 as follows:

1. To increase tariffs at Premium, Zone 1 and Zone 2 car parks by 10% within the existing linear pricing structure as set out in the table below but retain the existing all day tariff to encourage visitor dwell time:-

Premium Car Parks (Guildhall, Mary Arches, John Lewis)		
Stay	Current Tariff	Proposed Tariff
1 hour	£2.00	£2.20
2 hours	£3.00	£3.30
3 hours	£4.00	£4.40
4 hours	£5.00	£5.50
5 hours	£6.00	£6.60
6 hours	£7.00	£7.70
7 hours	£8.00	£8.80
All day	£12.00	£12.00
Zone 1 Car Parks (Bampfylde Street, Bartholomew Terrace, Harlequins, King William Street, Magdalen Road, Magdalen Street, Matthews Hall, Princesshay 2, Princesshay 3, Smythen Street)		
Stay	Current Tariff	Proposed Tariff
1 hour	£1.00	£1.10
2 hours	£2.00	£2.20
3 hours	£3.00	£3.30
4 hours	£4.00	£4.40
5 hours	£5.00	£5.50

6 hours	£6.00	£6.60
7 hours	£7.00	£7.70
All day	£10.00	£10.00
Zone 2 Car Parks (Belmont Road, Bystock Terrace, Cathedral & Quay, Haven Road 1, Howell Road, Richmond Road, Parr Street, Topsham Quay, Triangle)		
Stay	Current Tariff	Proposed Tariff
1 hour	£1.00	£1.10
2 hours	£2.00	£2.20
3 hours	£3.00	£3.30
4 hours	£4.00	£4.40
5 hours	£5.00	£5.50
All day	£6.00	£6.00
Zone 3 Car Parks (Flowerpot, Haven Road 2 & 3, Holman Way, Okehampton Street, Tappers Close)		
Stay	Current Tariff	Proposed Tariff
1 hour	£0.50	£0.50
2 hours	£1.00	£1.00
3 hours	£1.50	£1.50
4 hours	£2.00	£2.00
All day	£2.50	£2.50
Zone 3 Car Parks with Maximum Stay (Clifton Hill, Gordons Place, Station Road (Exwick))		
1 hour	£0.50	£0.50
2 hours	£1.00	£1.00
3 hours maximum stay	£1.50	£1.50
Coach Parking at Haven Road 3 (per day)	£5.00	£5.00
Quarterly Commuter Season Ticket	£300.00	£300.00
Residents Annual Season Ticket	£125.00	£125.00
Bartholomew Terrace Business Permit	£205.00	£205.00
Cathedral & Quay Business Bays	£565.00	£565.00

- 2.2 To include the following additional car parks in the Parking Places Order 2014:
- Flowerpot (Appendix 1)
 - Station Road (Exwick) (Appendix 2) and
 - Clifton Hill (Appendix 3)
- by way of pay and display

- 2.3 To designate the following car parks as Zone 3 Car Parks as set out in paragraph 2.1 above table in the Parking Places Order 2014:
- (a) Flowerpot,
 - (b) Station Road (Exwick) and
 - (c) Clifton Hill

- 2.4 To restrict parking to a maximum 3 hour stay at the new Clifton Hill and Station Road (Exwick) car parks.

3. Reasons for the recommendations:

- 3.1 Parking charges within the city have fallen behind other cities and the Council has ambitious plans to reduce congestion in the city. A reasonable pricing policy will support these objectives.
- 3.2 Costs have risen with the rise of payment by credit and debit cards, along with mobile phone payment charges. Increased tariff charges will negate the need to introduce a separate surcharge and cover these additional costs.
- 3.3 To reduce anomalies in parking provision by operating all pay and display sites in-house under a Parking Places Order.

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

Based on historical ticket data, and assumptions on changes to parking patterns resulting from the new charging structure, the projected impact of the recommended tariff increase is an additional £680,000 income per annum (Appendix 4).

5. Section 151 Officer comments:

The report raises no concerns for the section 151 officer. As the figures can only be estimates, Finance will work with Parking Services to produce a budget that is realistic and achievable rather than simply adding this estimate to the existing budget.

6. What are the legal aspects?

Any changes to the Council's Parking Places Order must be advertised and any comments received as a result must be carefully considered.

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring officer.

8. Report Details:

Tariff Increase

- 8.1 There have been no 'across the board' percentage increases in parking tariffs since 2012. As a result, parking charges within the City have fallen behind the charges of other Cities. With a stated aim of reducing congestion in the City, the Council cannot help support this objective without a reasonable increase in tariff.

- 8.3 A new tariff structure was introduced in January 2017. The proposed changes in this report do not seek to alter that structure but instead simply raise tariffs within it, maintaining a linear approach.
- 8.4 Even with this 10% increase on most tariffs parking prices in Exeter will still compare favourably with other regional centres (Plymouth £1.20 - £1.30 per hour and Taunton £1.00 - £1.20 per hour)
- 8.5 It is projected that during 2016/17, there will be 311,000 card transactions at our pay and display machines at an average transaction fee of 26 pence. Rather than introduce a surcharge at this time, it would be more appropriate for the additional costs to be absorbed within the tariff increase. It is anticipated that the number of card transactions will continue to rise.

Additional Sites

- 8.6 Lease agreements for Flowerpot and Station Road (Exwick) cease in March and May 2017 respectively. Both sites are currently run by private parking operator Premier Park and sit outside of the Council's Parking Places Order.
- 8.7 The Flowerpot site will need to operate as an unregulated free car park for the period March – May prior to inclusion in the Parking Places Order which allows the Council to charge and enforce in accordance with its amended Parking Place Order.
- 8.8 The current 6 dedicated resident permit bays will become public bays and instead the permit holders will be entitled to park anywhere within Flowerpot car park.
- 8.9 The Station Road (Exwick) site will pass from Premier Park to the Council in May and will be included in the amended Parking Places Order.
- 8.10 A maximum stay of 3 hours will be imposed at Station Road (Exwick) to deter rail commuters parking all day to the detriment of those wishing to park for a short period of time to use the adjacent park or enjoy the nearby river walks.
- 8.11 A small parcel of Council land adjacent to Clifton Hill Sports Centre is currently operated by Premier Park and offers 10 bays on a permit holder parking only basis. There is no take up of the permits and the bays remain empty. The land is not included in the Council's Parking Places Order and the existing agreement with Premier Park can be terminated with 60 days written notice.
- 8.12 This small area would be better incorporated into the Parking Places Order and utilised as a Zone 3 pay and display car park with a 3 hour maximum stay. This would provide an overspill parking option for the sports centre as well as increasing bay availability for users of nearby Belmont Park.
- 8.13 In addition these bays could be utilised by visitors to properties in this area of Newtown who are prevented from parking on the street by the County Council's Residents Parking scheme.
- 9. 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?**

9.1 Maintaining free parking for Blue Badge Holders supports equality of access to the city.

10 Are there any other options?

10.1 Maintain existing tariffs and make additional income or savings in other areas.

Steve Carnell
Service Manager Community Safety & Enforcement

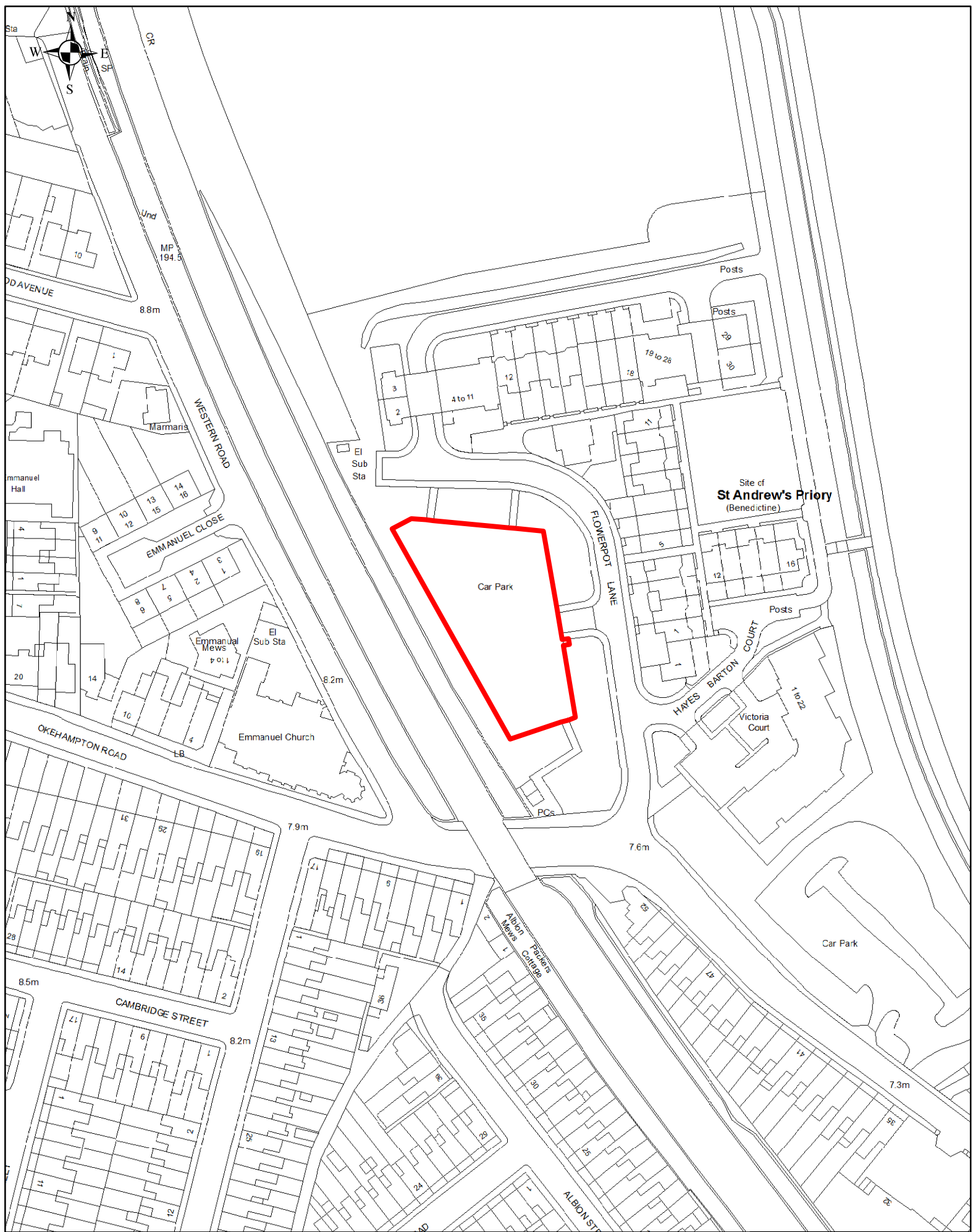
Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

Contact for enquires:

Democratic Services (Committees)
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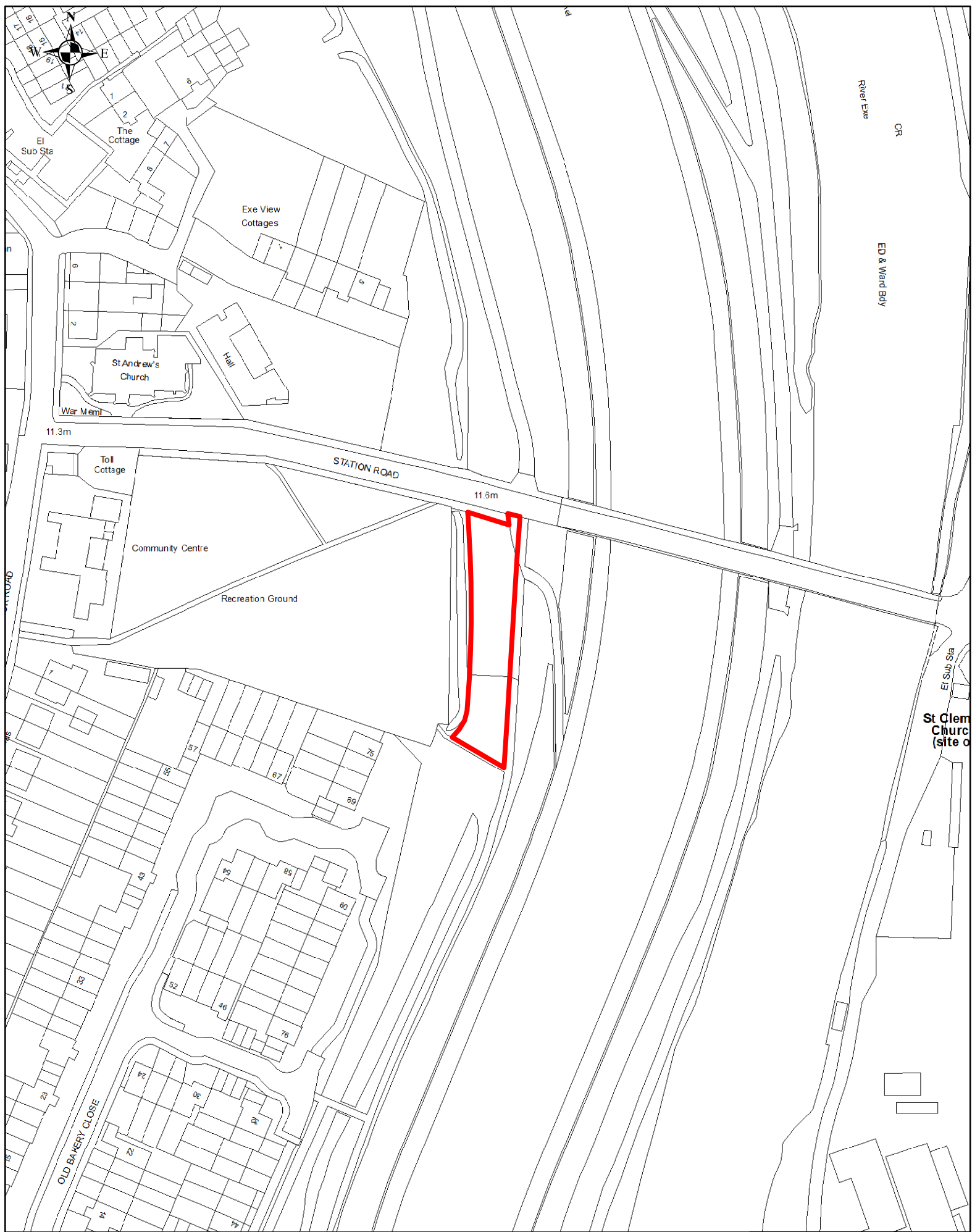


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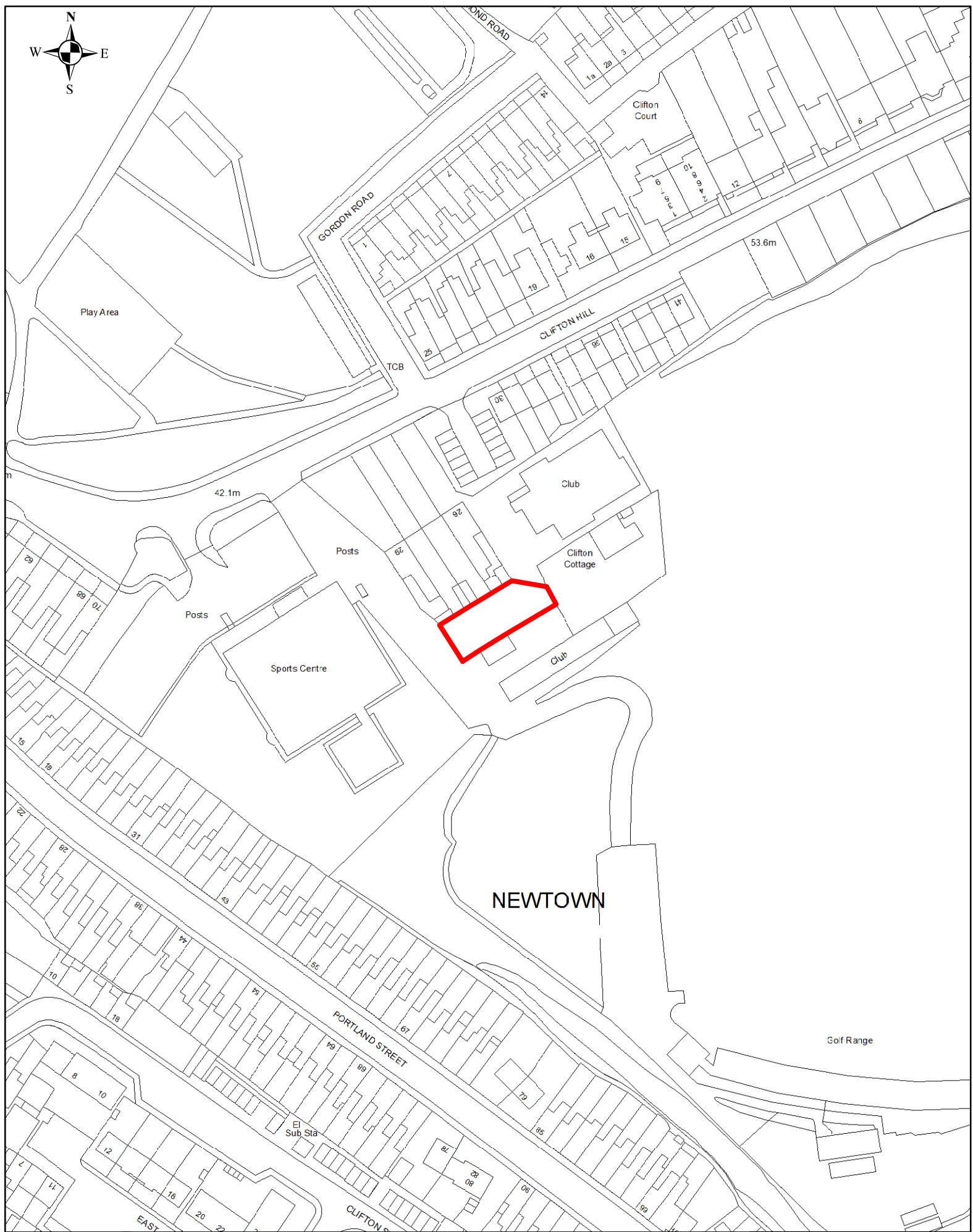


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2015/16 Actual Data				Projected Figures Using Proposed Tariffs						Projected Figures Using Proposed Tariffs		
Premier	Current Tariff	Tickets Sold	Income	Proposed Tariff	Tickets Sold	Income	Assumption	Impact	Proposed Tariff	Tickets Sold	Income	
1 hr	£ 1.80	196,970	£ 354,546	£ 2.00	213,047	£ 426,094		16077	£ 2.20	213,047	£ 468,703	
2 hr	£ 2.60	321,546	£ 836,020	£ 3.00	305,469	£ 916,407	5% to 1 hr	-16077	£ 3.30	305,469	£ 1,008,048	
3 hr	£ 3.50	224,677	£ 786,370	£ 4.00	202,210	£ 808,840	10% to 4 hr	-22467	£ 4.40	202,210	£ 889,724	
4 hr	£ 6.50	105,802	£ 687,713	£ 5.00	117,689	£ 588,445	10% to 5 hr	11887	£ 5.50	117,689	£ 647,290	
5 hr	£ 8.80	44,658	£ 392,990	£ 6.00	53,006	£ 318,036	5% to 6 hr	8348	£ 6.60	53,006	£ 349,840	
6 hr	£ 11.80	26,727	£ 315,379	£ 7.00	11,473	£ 80,311	5% to 7 hr	1746	£ 7.70	11,473	£ 88,342	
7 hr	£ 11.80			£ 8.00	11,086	£ 88,688		2086	£ 8.80	11,086	£ 97,557	
All day	£ 11.80			£ 12.00	6,400	£ 76,800	10% to 7 hr	-1600	£ 12.00	6,400	£ 76,800	
Short												
1 hr	£ 1.20	253,118	£ 303,742	£ 1.00	253,118	£ 253,118			£ 1.10	253,118	£ 278,430	
2 hr	£ 2.20	297,882	£ 655,340	£ 2.00	297,882	£ 595,764			£ 2.20	297,882	£ 655,340	
3 hr	£ 3.30	188,476	£ 621,971	£ 3.00	169,628	£ 508,885	10% to 4 hr	-18847	£ 3.30	169,628	£ 559,772	
4 hr	£ 5.70	46,140	£ 262,998	£ 4.00	62,681	£ 250,722	5% to 5 hr	16540	£ 4.40	62,681	£ 275,796	
5 hr	£ 7.70	20,258	£ 155,987	£ 5.00	21,552	£ 107,761	5% to 6 hr	1294	£ 5.50	21,552	£ 118,536	
6 hr	£ 10.80	19,697	£ 212,728	£ 6.00	7,697	£ 46,182		1013	£ 6.60	7,697	£ 50,800	
7 hr	£ 10.80			£ 7.00	7,000	£ 49,000			£ 7.70	7,000	£ 53,900	
All day	£ 10.80			£ 10.00	6,000	£ 60,000			£ 10.00	6,000	£ 60,000	
Page 25												
1 hr	£ 0.80	76,773	£ 61,418	£ 1.00	76,773	£ 76,773			£ 1.10	76,773	£ 84,450	
2 hr	£ 1.20	139,396	£ 167,275	£ 2.00	139,396	£ 278,792			£ 2.20	139,396	£ 306,671	
3 hr	£ 1.80	173,054	£ 311,497	£ 3.00	173,054	£ 519,162			£ 3.30	173,054	£ 571,078	
4 hr	£ 3.20	74,128	£ 237,210	£ 4.00	74,128	£ 296,512			£ 4.40	74,128	£ 326,163	
5 hr	£ 5.00	37,630	£ 188,150	£ 5.00	37,630	£ 188,150			£ 5.50	37,630	£ 206,965	
All day	£ 6.20	44,451	£ 275,596	£ 6.00	44,451	£ 266,706			£ 6.60	44,451	£ 293,377	
Local												
1 hr	£ 0.60	13,868	£ 8,321	£ 0.50	13,868	£ 6,934			£ 0.50	13,868	£ 6,934	
2 hr	£ 0.80	13,497	£ 10,798	£ 1.00	13,497	£ 13,497			£ 1.00	13,497	£ 13,497	
3 hr	£ 1.00	31,792	£ 31,792	£ 1.50	31,792	£ 47,688			£ 1.50	31,792	£ 47,688	
4 hr	£ 1.20	11,407	£ 13,688	£ 2.00	11,407	£ 22,814			£ 2.00	11,407	£ 22,814	
All day	£ 1.80	29,535	£ 53,163	£ 2.50	29,535	£ 73,838			£ 2.50	29,535	£ 73,838	
Evening	£ 2.00	52,000	£ 104,000	£ 4.00	39,000	£ 156,000	25% less	-13000	£ 4.40	39,000	£ 171,600	
									New Sites	Estimated	Income	
									Flowerpot		£ 25,000	
									Station Rd		£ 2,000	
									Clifton Hill		£ 1,000	
			£ 7,048,691		2,391,469	£ 7,121,919	£ 73,228	-13000		2,391,469	£ 7,803,953	

APPENDIX 4

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REPORT TO Corporate Services Scrutiny Committee

Date of Meeting: 23 March 2017

Report of: Corporate Manager, Democratic & Civic Support

Title: Public Engagement in the Democratic Process and Webcasting of Council meetings

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1 This report sets out a response to the Notice of Motion which was passed by Council in February 2016 regarding encouraging greater public engagement in the democratic process and webcasting of Council meetings.

2. Recommendations:

2.1. That the current arrangements for the holding of all public meetings of the City Council be maintained.

2.2 That a simple trial for broadcasting some of the Council meetings be undertaken with a view to the levels of take up and feedback being reported to a future meeting of this Committee

2.3 That no opportunity be given for the public to question the Council leader at the commencement of full Council meetings

2.4 That the Corporate Manager, Democratic & Civic Support, work closely with the Director of Communications & Marketing to maximise publicity of the decision making process, including items on committee agenda as and when they arise.

3. Reasons for the recommendation:

3.1 As detailed in the report

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

4.1 A small budget would be required to undertake the initial broadcasting suggestion – this could be accommodated within existing budgets. Similarly, there would be a staffing requirement to undertake the filming. This again could be met initially from within existing budgets.

5. Section 151 Officer comments:

5.1 There are no additional financial implications contained in this report.

6. What are the legal aspects?

6.1 None identified

7. Monitoring Officer's comments:

- 7.1 The Monitoring Officer considers that webcasting could promote openness and transparency in Local Government and therefore should be supported.

8. Report details:

- 8.1 At the Council meeting held on 23 February 2016, the Council considered and approved the following motion

"This Council recognises the need to encourage the widest possible public involvement with its meetings and therefore resolves to:-

- a) Support Council Committee meetings and Full Council meetings being held out of the Civic Centre and Guildhall on a rolling basis, giving a greater opportunity for Exeter residents to engage with the Council's decision-making processes;*
- b) Support web broadcasts of Full Council and all Council Committee meetings (where such meetings are held in The Guildhall and Civic Centre);*
- c) Support a Question Time to the Council Leader at the commencement of Full Council Meetings. This may or may not include questions written in advance.*

The Corporate Manager Democratic and Civic Support is asked to draw together a report on the above proposals, with a report on the practicalities of implementation to be brought to the appropriate Scrutiny Committee at the earliest opportunity."

- 8.6 Consideration of this matter has been split down into the three separate elements of the motion.

Meetings being held elsewhere

- 8.7 At present, all of the Council's official meetings take place in the meeting rooms at the Civic Centre, with meetings of the Council being held at the Guildhall.
- 8.8 The meeting rooms at the Civic Centre have been designed so that they can hold all of the formal meetings of the Council, with capacity for 100 members of the public to attend and witness proceedings.
- 8.9 This is, in normal circumstances, sufficient. However, there have been a few occasions, where, due to the subject matter being considered, it has not been possible to accommodate all who wished to attend the meeting. This is primarily at Planning Committee.
- 8.10 This was also the case with a Council meeting, when the planning application for the proposed leisure centre complex was considered. As stated above, Council meetings are held at the Guildhall, where the capacity is much smaller at only 100 in total. On this occasion, the capacity issue, together with the contentious nature of the subject matter, meant that not all of the interested parties could be accommodated at the meeting, with a number (estimated to be between 20-30) being kept outside the building. This level of interest in matters is rare, and mainly surrounds planning matters.
- 8.11 The rooms at the Civic Centre, are fitted out with microphones and display screens which assist the running of the meeting, and ensure that those members of the public who physically attend the meetings, can hear and see the proceedings.

- 8.12 The Civic Centre (and Guildhall) are pretty much in the heart of the City, with plenty of availability of public parking and public transport links.
- 8.13 Whilst the concept of holding meetings elsewhere in the City is not unrealistic, the following matters would have to be taken into account:-
- Finding suitable accommodation elsewhere (including the availability of all necessary equipment), including accessibility requirements;
 - Transportation of necessary equipment which may not be available at the venue (e.g. microphones);
 - Ensuring the appropriate public notice is given of the different location;
 - The costs associated with the hiring of the venues;
 - Staff time and costs in administering the booking of suitable venues, and ensuring their set up in time for the meetings themselves;
 - The availability of accommodation elsewhere up to 18 months ahead of the meeting itself – there is no guarantee that the accommodation booked, would be suitable for the meeting required by the time the meeting came to take place.
- 8.14 There has been no call to move away from meetings held at the Civic Centre (or Guildhall) apart from on occasions when capacity issues for public attendance have been considered. These are rare in number.
- 8.15 As stated above, due to the necessity to ensure accommodation is available well in advance of the meeting date, rooms at the Civic Centre are booked about 18 months in advance. Whilst this can, of course, also be done for alternative accommodation, there is no guarantee that by the time the meeting comes around, that venue remains suitable. For example, we may hire a room in one part of the City which, by the time the meeting comes round, is the complete opposite side of the City to the matter being considered, as well as being too small to accommodate the potential number of public attending.
- 8.16 For these various reasons, it is suggested that the current practice of holding meetings in the Civic Centre (and Guildhall) continue.

Broadcasting of meetings

- 8.17 The Council does not currently broadcast its meetings.
- 8.18 It is accepted that this is becoming more and more popular amongst councils, and is a way in ensuring that those who are interested in the meetings, yet are unable to attend the meeting, can keep up to date with the decisions being made, either in a live or archived capacity.
- 8.19 Recent events in the City, such as the Cathedral Yard fire, show the appetite amongst the public to keep up to date with such events, and the Council met that interest by live broadcasts, albeit of a very simple nature.
- 8.20 It is not felt that there is a similar level of interest in Council meetings, although it is accepted that some form of broadcasting would open up accessibility to the democratic process, and it is therefore considered appropriate to consider a way in which this can be achieved.

- 8.21 Many other authorities who broadcast their meetings have purpose built committee rooms which are only used for committee style meetings. This enables them to set up the rooms in a permanent basis, with all the necessary equipment being similarly permanently installed.
- 8.22 That is not the case with the rooms used for committee meetings by the City Council. The committee rooms at the Civic Centre are not permanently set up in the committee style and format, as they are used for many other types of meetings, which often require a different seating arrangement.
- 8.23 This is even more the case with the Guildhall, which is used for a multitude of purposes, and is only set up in the Council meeting format for Council meetings which are held every 8-10 weeks. It is also a Grade 1 listed building.
- 8.24 This means that the Council would not be able to install equipment such as fixed position microphones or cameras without either making changes to the rooms and the equipment within them, or substantially changing the use of the rooms themselves.
- 8.25 It is therefore suggested that a simple and portable system (such as Facebook Live or similar) be trialled for all public committee meetings over a 6 month period. Such a trial would allow consideration of:-
- The ease in which the set-up of the equipment can be undertaken;
 - The take up of, and feedback from, those watching the broadcasts either on a live or archived basis;
 - The costs involved in purchasing the necessary equipment, as well as staff costs associated with operating the camera(s) throughout the meeting.

Question time to the Leader of the Council at Council meetings

- 8.26 There is currently no opportunity for questions by members of the public to be asked of the Leader of the Council at full Council meetings or indeed any meeting.
- 8.27 Members are reminded that at the Council meeting on 24 February 2015, a similar motion to that of February 2016, was considered as follows:-

Councillor Holland, seconded by Councillor Baldwin, moved a Notice of Motion in the following terms:-

Exeter City Council resolved to:-

Explore the viability of allowing members of the public to ask questions of this Council at its commencement of Full Council Meetings. This may or may not include questions written in advance. In addition, to consider that the same facility to be afforded at Executive Meetings which may only be restricted to "agenda items".

In presenting the Notice of Motion, Councillor Holland stated that this motion sought to engage with the public and encourage them to come along to Council meetings.

The public should be able to table questions to Full Council, having submitted them in advance by mid-day on the Friday prior to Full Council, the question and answer part of the agenda should last no longer than 30 minutes. He had bench marked public speaking against other local authorities such as Devon County Council, East Devon District Council, Rotherham, West Yorkshire and Newcastle under Lyme. He asked that the Council support this motion to enable the public to ask questions at Council.

During discussion the following points were raised:-

- *public speaking was already in place at Exeter Board and the Council's Planning and Scrutiny Committees*
- *the Council does engage with its residents an example being the budget consultation in the Express and Echo – which had received over 5,000 responses*
- *some Members felt that it would be the same few people raising questions and would be used for promoting political views*
- *Councillors were elected to represent their residents and the majority of the public were too busy to attend Council meetings.*

Councillor Baldwin, in seconding the motion, stated that the public engagement at Exeter Board, Planning Committee and Scrutiny Committees worked well and that, as long as questions at Council did not dominate meetings, there should be a mechanism in place to allow questions from the public.

Whilst the majority of Members opposed the motion, other Members felt that there was a need to enable the public to ask questions at Council.

The Motion was put to the vote and lost.

- 8.28 It is felt that little has changed since the Council's consideration of this matter in 2015.
- 8.29 However, members may be interested to know that since that date, the Council has recorded the following numbers of public speakers at its meetings:-
- Planning – a total of 105 (averaging 4 per meeting) – all of whom were speaking either in favour or opposition of a particular planning application
 - Corporate Services Scrutiny (formerly Resources) – a total of 2
 - People Scrutiny (formerly Community) – a total of 3
 - Place Scrutiny (formerly Economy) – a total of 6
 - Licensing Committee – a total of 10 (all of whom were the applicants for the licences under consideration)
 - Council – 9. Public speaking is not normally permitted but was on the occasion of the consideration of the planning application concerning the proposed leisure complex.
- 8.30 These numbers show that, with the exception of planning applications, there is little appetite from members of the public to address formal council meetings despite there being appropriate mechanisms for so doing.
- 8.31 It is therefore suggested that no additional provision be made for public questions at Council meetings.

Greater publicity

- 8.32 With the exception of the more contentious matters (particularly planning applications), attendance by members of the public and press at council meetings, and that of its committees, is minimal, and in some respects non-existent.
- 8.33 Whilst all agenda and supporting papers (with the exception of those relating to Part 2 items) are published on the Council's internet in accordance with statutory requirements, little interest is shown in much of the decision making process undertaken by the various committees.

8.34 It is therefore suggested that the Corporate Manager, Democratic & Civic Support works closely with the recently appointed Director of Communications & Marketing to maximise publicity, where applicable, of the matters to be considered and the decisions to be taken.

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

9.1 The ability for members of the public to be engaged in the democratic process, is a key element of everything within the Council's corporate plan. The suggested trial of broadcasting the Council's meetings will extend the ability of members of the public to be engaged, even if they are unable to physically attend the meetings.

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

10.1 There are no risks associated with the proposals.

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 None

12. Are there any other options?

12.1 Yes – as detailed above in the report.

John Street
Corporate Manager, Democratic & Civic Support

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

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

REPORT TO RESOURCES SCRUTINY COMMITTEE

Date of Meeting: 23 March 2017

REPORT TO EXECUTIVE

Date of Meeting: 11 April 2017

REPORT TO COUNCIL

Date of Meeting: 25 April 2017

Report of: Assistant Director Finance

Title: OVERVIEW OF REVENUE BUDGET 2016/17

Is this a Key Decision?

No

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

Is this an Executive or Council Function?

Council

1. What is the report about?

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

2. Recommendations:

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

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

3. Reasons for the recommendation:

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

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

- 4.1 The impact on the General Fund working balance, HRA working Balance and Council Own Build working balance are set out in sections 8.3.6, 8.2.1 and 8.2.3 respectively.
- 4.2 A request for a supplementary budget totalling £59,000 has been included in the report. It has been approved by Council previously.

5. Section 151 Officer comments:

5.1 The report represents the projected financial position to 31 March 2017. In respect of the year end projections, there is a reduction in the estimated take from the General Fund working balance. The variance is down to increased income and reported underspends in a number of management units. The HRA is projecting a transfer back to the working balance at year end.

6. What are the legal aspects?

6.1 There are no legal issues identified .

7. Monitoring Officer's comments:

7.1 **The Monitoring Officer has no comment to make.**

8. Report details:

8.1 Financial Summary

FUND	Planned Transfer (to) / from Working Balance	Budget Variance Over / (under)	Outturn Transfer 2016/17
	£	£	£
General Fund	2,348,775	(846,865)	1,501,910
HRA	142,125	(958,178)	(816,053)
Council own Build Houses	(38,020)	(6,000)	(44,020)

8.2 Housing Revenue Account (Appendix A)

8.2.1 The latest projection shows a transfer to the working balance. The projected increase is £816,053 to leave the working balance at £7,884,723.

Movement	2016/17
Opening HRA Balance, as at 01/04/16	£7,068,670
Deficit	£816,053
Projected balance, as at 31/03/17	£7,884,723

8.2.2 The key variances are as follows:

Management Unit	Over / (Underspend)	Detail
Housing Customers	(£25,500)	<ul style="list-style-type: none"> A backdated refund has been received in respect of communal lighting electricity, due to over-estimated accounts.
Sundry Land Maintenance	(£40,000)	<ul style="list-style-type: none"> Significant progression of tree maintenance works is pending the appointment of a Housing Tree Officer in 2017-18, following Executive approval on 10 January 2017. In the interim, essential trees work are being undertaken as identified during routine surveys. A supplementary budget will be requested to carry forward these monies into 2017-18.
Repairs & Maintenance Programme	(£320,000)	<ul style="list-style-type: none"> This represents a combination of forecast savings, most notably due to: <ul style="list-style-type: none"> - A projected £220k saving in respect of general reactive repairs which reflects the current pattern of reported faults; either reported by tenants or identified by Housing Customer Relation Officers when undertaking property inspections. - It is anticipated that £60k of the low maintenance and painting programme budget will need to slip into next financial year. Due to its listed status, the windows for Weirfield House need to be purpose made and the manufacturers are advising a 10 week delay. For this reason Executive approval will be sought to carry forward the under-spend into 2017-18.
Housing Assets	(£154,000)	<ul style="list-style-type: none"> Predominantly reflects an £80k saving in respect of the stock condition survey following the outcomes of a tender process and slippage of £65k into 2017-18, as completion of the survey is expected to overlap financial years.
Management Unit	Over /	Detail

	(Underspend)	
Rents	(£20,000)	• Reflects backdated rent increases in respect of lease agreements at Rennes House
Interest	(£100,000)	• A slight rise in interest rates coupled with higher than anticipated HRA balances (working balance, Major Repairs Reserve and capital receipts) is likely to result in additional investment income.

8.2.3 The Council's new properties at Rowan House and Knights Place form part of the overall Housing Revenue Account, but separate income and expenditure budgets are maintained in order to ensure that they are self-financing. There is a small projected variance to the projected surplus at the end of the third quarter.

Movement	2016/17
Opening Council Own Build, as at 01/04/16	£169,043
Surplus	44,020
Projected balance, as at 31/3/17	£213,063

8.3 General Fund (Appendix B)

8.3.1 The Service Committees show projected underspends of £153,519 against a revised budget of £15,028,649. The main variances are:

8.3.2 **People Scrutiny Committee – (An underspend in total of £14,950)**

Management Unit	Over / (Underspend)	Detail
Affordable Housing Development	(75,070)	• Work is progressing on the detailed business case for the formation of a new Development Company, but this work will continue into 2017/18. A supplementary budget will be requested in order to carry forward any underspend.
Management Unit	Over /	Detail

	(Underspend)	
Private Sector Housing	32,000	<ul style="list-style-type: none"> Redundancy costs arising from the senior management restructure to be funded from the Redundancy Reserve Additional employee costs due to a successful JE appeal Lower than anticipated level of Houses of Multiple Occupation licence fees
General Fund Housing - Property	(90,000)	<ul style="list-style-type: none"> Low turnover of Private Sector Leased and Extralet properties is expected to result in both higher than budgeted rental income and savings in void repair costs. Reactive repairs are also lower as a result of referrals back to the landlord in accordance with the lease agreements.
Revenue Collection /Benefits	99,120	<ul style="list-style-type: none"> Reduced level of invoices resulting from Real Time Information updates and the Fraud and Error Reduction Initiative Scheme Redundancy costs to be funded from the Redundancy Reserve Staff savings due to vacancies during restructure

8.3.3 Place Scrutiny Committee – (An overspend in total of £127,821)

Management Unit	Over / (Underspend)	Detail
Parks & Green Spaces	(108,770)	<ul style="list-style-type: none"> Underspend on pay due to vacant posts. Additional income from disposal assets (vehicle & plant sales less than £10k), S106 income and rental income from park properties.
Assistant Directors	287,000	<ul style="list-style-type: none"> Due to redundancy costs associated with the implementation of the Senior Management Re-structure
Management Unit	Over /	Detail

	(Underspend)	
Street Cleaning	157,510	<ul style="list-style-type: none"> • Projected overspend on pay budgets, this is partially offset by the pay underspend in Parks & Green Spaces • The cost of Graffiti Cleaning is anticipated to exceed the budget. The overspend is expected on pay and materials. • There is an underspend expected on fleet budgets.
Cleansing Chargeable Services	63,300	<ul style="list-style-type: none"> • The overspend is due to income from the trade refuse and recycling services being below target, together with some increased transport expenditure.
Car Parking	(501,370)	<ul style="list-style-type: none"> • Income from off street parking fees anticipated to exceed budget, partially offset by additional expenditure on equipment tools and materials. • The budget in respect of the transactions charges for paybyphone and credit cards will be exceeded.
Arts & Events	69,200	<ul style="list-style-type: none"> • The overspend is mainly due to increased expenditure associated with special events.
Markets & Halls	51,000	<ul style="list-style-type: none"> • Owing to a delay in the installation of the solar panels at the Matford Centre the income is anticipated to be below budget. In addition, income from ticket sales, and ancillary sales at the Corn Exchange, is below target, as is income from room bookings and business units at the Matford Centre.
Museum Service	59,000	<ul style="list-style-type: none"> • After a transfer from reserves of £29k, the anticipated overspend of £30k is mainly due to the RAMM shop opening later than originally anticipated.
Contracted Sports Facilities	100,800	<ul style="list-style-type: none"> • Revenue expenditure associated with the new sports centre complex has been brought forward into 2016/17 from future years. This will be funded from a transfer from reserves.

8.3.4 Corporate Scrutiny Committee – (An underspend in total of £266,390)

Management Unit	Over / (Underspend)	Detail
Property & Estates Services	(£127,050)	<ul style="list-style-type: none"> The contingency budget in respect of the Asset Improvement and Maintenance Fund will not be fully spent in year.
Corporate Property Assets	(£533,000)	<ul style="list-style-type: none"> An underspend is anticipated on the Property Maintenance Fund budget. A request to carry forward an element of this underspend will be made at year end. This is to fund essential priorities in accordance with the Corporate Property Maintenance Strategy.
Grants/Cent Supp/Consultation	£70,000	<ul style="list-style-type: none"> An overspend is anticipated on the consultants' fees budget in respect of Press & Public Relations and Policy Support.
Unapportionable Overheads	£201,000	<ul style="list-style-type: none"> The overspend reflects the additional superannuation strain payments.
Human Resources	(50,230)	<ul style="list-style-type: none"> Expenditure on pay expected to be less than the budget. A request to carry forward this underspend will be made at year end.
IT Services	£74,200	<ul style="list-style-type: none"> An overspend is anticipated relating to the budget payable to Strata Service Solutions. The Joint Executive Committee of Strata Service Solutions have advised that the planned saving is forecast to be lower than expected, and additional expenditure on agreed budgets has been charged to the general IT contract.
Procurement	£66,300	<ul style="list-style-type: none"> An overspend is forecast on this budget relating to Agency staffing.

8.3.5 Other Financial Variations

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

8.3.6 General Fund Balance

In 2016/17 it is projected that there will be an overall net contribution from the General Fund Balance of £1,501,910. The minimum requirement for the General Fund working balance was approved by Council in February 2016 at £3 million.

Movement	2016/17
Opening Balance, as at 01/04/16	£5,516,722
Deficit	(£ 1,501,910)
Balance, as at 31/03/17	£4,014,812

8.3.7 Supplementary Budgets

There is a requirement for a further supplementary budgets in 2016/17. It is therefore proposed that a General Fund supplementary budget totalling £59,000, identified in Appendix C is approved in 2016/17.

8.4 OUTSTANDING SUNDRY DEBT

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

Age of Debt	March 2016	November 2016	February 2017
Up to 29 days (current)	£1,362,755	£929,016	£478,944
30 days – 1 Year	£1,923,474	£1,389,548	£1,114,238
1 – 2 years	£730,460	£1,174,178	£1,056,720
2 –3 years	£430,920	£394,762	£476,815
3 – 4 years	£258,353	£356,987	£361,651
4 – 5 years	£173,540	£167,513	£194,923
5 + years	£230,572	£292,438	£313,361
Total	£5,110,074	£4,704,442	£3,996,652

8.5 DEBT WRITE-OFFS

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

	2015/16 total	2016/17 (Qtr 3)
• Council Tax	£244,748	£361,329
• Business Rates	£533,862	£0
• Sundry Debt	£81,673	£43,635
• Housing Rents	£65,313	£64,835

8.6 CREDITOR PAYMENTS PERFORMANCE

- 8.6.1 Creditors' payments continue to be monitored in spite of the withdrawal of statutory performance indicator BVPI8. The percentage paid within 30 days was 94.22% for the first nine months of 2015/16 compared with 92.64% for 2015/16.

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

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

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

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

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

- 11.1 Not applicable

12. Are there any other options?

12.1 Not applicable

Assistant Director Finance

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

Background papers used in compiling this report:-

None

Contact for enquires:

Democratic Services (Committees)

Room 2.3

01392 265275

HOUSING REVENUE ACCOUNT
2016/17 REVENUE ESTIMATES - SUMMARY
as at 31 December 2016

HOUSING REVENUE ACCOUNT

ACTUAL TO DATE			YEAR END FORECAST				
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	Code	APPROVED BUDGET	Qrt 2 FORECAST VARIANCE	Qrt 3 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£		£	£	£	£
543,836	413,836	(130,000)	85A1 MANAGEMENT	1,161,560	(54,000)	(12,800)	1,148,760
835,223	801,045	(34,178)	85A2 HOUSING CUSTOMERS	1,273,940	17,800	(7,700)	1,266,240
135,828	46,498	(89,330)	85A3 SUNDRY LAND MAINTENANCE	375,870	0	(40,000)	335,870
4,925,856	3,916,921	(1,008,935)	85A4 REPAIRS & MAINTENANCE PROGRAMME	6,112,390	(272,500)	(592,500)	5,519,890
0	0	0	85A5 REVENUE CONTRIBUTION TO CAPITAL	4,689,075	0	0	4,689,075
2,656,950	2,721,772	64,822	85A6 CAPITAL CHARGES	2,656,950	64,822	64,822	2,721,772
850,443	721,976	(128,467)	85A7 HOUSING ASSETS	1,521,790	(81,000)	(235,000)	1,286,790
(15,487,199)	(15,259,813)	227,386	85A8 RENTS	(19,563,510)	(15,000)	(35,000)	(19,598,510)
0	0	0	85B2 INTEREST	1,914,060	0	(100,000)	1,814,060
			85B4 MOVEMENT TO/(FROM) WORKING BALANCE	(142,125)	339,878	958,178	816,053
			Net Expenditure	0	0	0	0
			Working Balance 1 April 2016	7,068,670		31 March 2017	7,884,723

COUNCIL OWN BUILD SITES

PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	Code	APPROVED BUDGET	Qrt 2 FORECAST VARIANCE	Qrt 3 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£		£	£	£	£
(7,113)	(9,663)	(2,550)	H006 ROWAN HOUSE	(7,700)	0	(2,000)	(9,700)
(41,187)	(51,576)	(10,389)	H007 KNIGHTS PLACE	(49,290)	(3,000)	(5,000)	(54,290)
0	0	0	H008 INTEREST	6,890	0	1,000	7,890
12,080	11,865	(215)	H009 CAPITAL CHARGES	12,080	0	0	12,080
			H010 MOVEMENT TO/(FROM) WORKING BALANCE	38,020	3,000	6,000	44,020
			Net Expenditure	0	0	0	0
			Working Balance 1 April 2016	169,043		31 March 2017	213,063

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

	Annual Budget £	Supplementary Budgets £	Revised Annual Budget £	Year End Forecast £	Variance to Budget £
SCRUTINY - PEOPLE	3,290,170	508,000	3,798,170	3,783,220	(14,950)
SCRUTINY - PLACE	8,701,050	1,117,369	9,818,419	9,946,240	127,821
SCRUTINY - CORPORATE	3,438,330	854,990	4,293,320	4,026,930	(266,390)
less Notional capital charges	(2,881,260)		(2,881,260)	(2,881,260)	0
<u>Service Committee Net Expenditure</u>	12,548,290	2,480,359	15,028,649	14,875,130	(153,519)
Net Interest	300,000		300,000	150,000	(150,000)
New Homes Bonus	(4,232,490)		(4,232,490)	(4,232,490)	0
Revenue Contribution to Capital	0		0	0	0
Minimum Revenue Provision	875,000		875,000	765,779	(109,221)
Voluntary Revenue Provision	2,000,000		2,000,000	2,000,000	0
<u>General Fund Expenditure</u>	11,490,800	2,480,359	13,971,159	13,558,419	(412,740)
Transfer To/(From) Working Balance	68,304	(2,417,079)	(2,348,775)	(1,501,910)	846,865
Transfer To/(From) Earmarked Reserves	631,490	(63,280)	568,210	(175,915)	(744,125)
<u>General Fund Net Expenditure</u>	12,190,594	0	12,190,594	11,880,594	(310,000)
Formula Grant	(5,802,225)		(5,802,225)	(5,802,225)	0
Business Rates Growth / Pooling Gain	(1,358,733)		(1,358,733)	(1,048,733)	310,000
CIL Income	0		0	0	0
Council Tax	(5,029,636)		(5,029,636)	(5,029,636)	0
	0	0	0	0	0

Working Balance March 2015

£ 5,516,722

£ 4,014,812

March 2016

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		Funded by	£	
Corporate				
Democratic Representation	Additional Staffing		59,000	Qtr 3
			<u>59,000</u>	
Place				
			<u>0</u>	
People				
			<u>0</u>	
General Fund Total			<u>59,000</u>	
HRA Total			<u>0</u>	
Overall Total			<u>59,000</u>	

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REPORT TO CORPORATE SERVICES SCRUTINY COMMITTEE,
EXECUTIVE AND COUNCIL
Date of Meeting: Corporate Services Scrutiny – 23 March 2017
Executive – 11 April 2017
Council – 25 April 2017
Report of: Assistant Director Finance
Title: Capital Monitoring Statement to 31 December 2016

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

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

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

2. Recommendations:

It is recommended that Corporate Services Scrutiny Committee supports and the Executive recommends to Council to approve:

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

3. Reasons for the recommendation:

Local authorities are required to estimate the total of capital expenditure that it plans to incur during the financial year when it sets the prudential indicators for capital expenditure. This shows that its asset management and capital investment strategies are affordable, prudent and sustainable.

Capital expenditure is a significant source of risk and uncertainty since cost variations, delays and changing specifications are often features of large and complex capital projects.

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

4. What are the resource implications including non financial resources

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

5. Section 151 Officer comments:

This report has been prepared on behalf of the Section 151 Officer to set out the financial position of the Capital Programme as at 31 December 2016.

6. What are the legal aspects?

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

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring Officer.

8. Report Details:

CAPITAL MONITORING STATEMENT TO 31 DECEMBER 2016

8.1 REVISIONS TO THE CAPITAL PROGRAMME

The 2016/17 Capital Programme, was last reported to Corporate Services Scrutiny Committee on 24 November 2016. Since that meeting the following changes have been made to the programme:

Description	£	Approval/Funding
Capital Programme, as reported to Corporate Services Scrutiny Committee, 24 November 2016	23,209,770	
Budget Deferred to 2017/18 & Beyond at Quarter 2	(4,160,740)	Approved by Council 13 December 2016
Overspends/(Underspends) reported at Quarter 2	90,610	
Flood Prevention Works – City Wide Property Level Protection	100,000	
Flood Prevention Works – Bowling Green Marshes Coastal defence Scheme	40,000	
RAMM Lift	30,000	
Smart Mobile Devices	60,000	
Acquisition of Social Housing (HRA)	104,950	Delegated Authority for Acquisition of Social Property (Council 24 April 2012).
Revised Capital Programme	19,474,590	

8.2 PERFORMANCE

The revised capital programme for the current financial year is £19.175 million. During the first nine months of the year the Council spent £5.956 million on the programme, which equates to 30.58% of the revised programme. This compares with £10.271 million (53.6% being spent in the first nine months of 2015/16).

The current programme is detailed in Appendix 1. The Appendix shows a total forecast spend for 2016/17 of £13.009 million with £6.230 million of the programme potentially being deferred to 2017/18 and beyond.

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

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

8.3 AVAILABLE CAPITAL RESOURCES

The available capital resources for the General Fund for 2016/17 are £8.496 million of which £4 million will be carried forward to finance the Leisure Complex.

An estimated spend of £6.726 million is required of which £2.230 million will have to be funded from borrowing. The available capital resources for the HRA for 2016/17 are £18.138 million. An estimated spend of £6.283 million is required leaving £11.855 million to be carried forward into 2017/18. Appendix 4 sets out the forecast use of the resources available for the General Fund and the HRA and the likely amounts of borrowing that will be necessary to fund the capital programme over the next three years.

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

	General Fund £	HRA £
Balance as at 30 September 2016	0	1,360,106
New Receipts	188,308	747,825
Less HRA Pooling		(107,815)
Balance as at 31 December 2016	188,308	2,000,116

8.4 EXPENDITURE VARIANCES

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

Scheme	Estimated Overspend / (Underspend) £	Reason
Guildhall, John Lewis and Mary Arches MSCP Alarms	(90,000)	In line with the property maintenance strategy a full fire risk assessment has been undertaken at these sites to determine need in accordance with compliance legislation. The outcome of the assessments is that only minor alterations are required and these can be funded from existing reactive budgets.
Budlake Road Resurfacing	(50,000)	The budget was provided on the condition that the road was brought up to a standard acceptable to DCC for adoption. Their survey revealed that this would cost in the region of £160k. The project is therefore not achievable.

Electrical Re-wiring	(95,587)	A saving is forecast in respect of re-wires to void properties, as lower than anticipated level of electrical re-wires required following electrical inspection
Fire Alarm – Russett House	(30,000)	Due to the change in use from offices to flats (38 and 38A) the fire alarm no longer requires replacing in accordance with fire regulations

8.5 SCHEMES TO BE DEFERRED TO 2017/18 AND BEYOND

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

Scheme	16/17 Budget £	Budget to be Deferred £	Reason
Temporary Accommodation Purchase	300,000	300,000	It is likely that a property will be purchased in 2017/18.
Play Area Refurbishments	153,830	75,000	This code holds the funds for nine projects. One of these relates to an area which has just been transferred to us by DCC. We have to now go out to tender and public consultation. The second project is waiting for consent from Railtrack.
Exhibition Way Bridge Maintenance	39,580	39,580	We are waiting the DCC bridge inspectors report. If the future of the bridge is pedestrian / light traffic the budget may well be sufficient to undertake repairs. If the land is to be developed the cost of a load bearing structural repair over a railway line could cost four times the amount budgeted.
Repair Canal Bank at M5	44,550	40,000	We are working with the RSPB, Environment Agency and Natural England to agree a Habitat Regulations Assessment. This is a SSSI and the window within which works are permitted is very limited, hence anticipated completion is now delayed until next winter.
Heavitree Church Retaining Wall	55,000	30,000	The area of wall that is bulging out will be completed by March. This is a very old wall structurally, it is likely that once the initial area is exposed the adjacent areas will break free. We anticipate a domino effect and the final costs will be determined by the extent of works necessary to achieve stability.

Bus Station Construction	1,096,580	30,710	Both projects are still on schedule, these amounts reflect minor variations in the profiling of the budget to reflect actual expenditure to date plus expected future expenditure.
Leisure Complex – Build Project	1,362,800	(73,570)	
Energy Conservation	86,000	86,000	Plans to provide external wall insulation to 18 properties are programmed for 2017/18. This budget is required to be slipped into next financial year, so that it can be amalgamated with the 2017/18 budget provision and undertaken as one contract.
LAINGS Refurbishments	219,300	140,000	The extensive refurbishment of 17 LAINGS properties has been delayed as a result of higher than budgeted tender prices. An options appraisal is currently being undertaken.
Communal Areas	48,820	48,820	Planned improvements to flooring in communal areas have been delayed due to issues with the floor adhesive. Officers are currently working with the manufacturer to resolve the issue before rolling out planned works.
Whipton Barton House Water Mains	50,000	50,000	Officers have been working with South West Water in respect of wayleaves. Works have therefore been delayed until the necessary arrangements are in place.
Re-roofing Works Shilhay	165,000	155,780	The contract for this scheme is currently out to tender with tenders due back on 2 February. A 30 day consultation with leaseholders will then follow. Works are therefore not expected to start on site until May/June 2017.
COB Wave 2 – Rennes House car park	2,171,030	261,620	The budget for the development of this site has been re-profiled in accordance with the latest cash-flow projections. Progress on site has been slightly impeded by freezing temperatures affecting the laying of blockwork. However, completion of this development is still scheduled for September 2017.

St Loyes Extra Care	4,294,120	3,839,732	<p>The budget for this new build scheme has been re-profiled in accordance with the latest cash-flow projections.</p> <p>Significant slippage of this scheme has occurred as original tender prices were higher than expected which necessitated a second tender process. This was reported to committee as a budgetary risk in June and September. The outcomes of the second tender process are due by mid-March. This scheme therefore remains a budgetary risk until such time as full scheme costs are known. A report will be prepared for Executive on 11 April to update Members.</p>
Acquisition of Social Housing – Open Market	1,000,000	1,000,000	<p>Officers are currently identifying opportunities to buy-back former council homes along with new builds both inside and outside the local authority area. It is anticipated that completions will take place in the next financial year.</p>

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

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

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

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

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

No impact

12. Are there any other options?

No

Nicola Matthews-Morley, Principal Accountant - Corporate

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

Background papers used in compiling this report:

None

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

CAPITAL MONITORING TO 31 DECEMBER 2016

	2016/17 Capital Programme	2016/17 Spend to 31 December	2016/17 Forecast Spend	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£	£
PEOPLE					
HELP ME FIND SOMEWHERE TO LIVE					
Disabled Facility Grants	664,290	312,759	664,290		
Warm Up Exeter/PLEA Scheme	163,650	85,361	163,650		
Wessex Loan Scheme	112,260	0	112,260		
WHIL Empty Properties	189,000	0	189,000		
The Haven	5,340	0	5,340		
Temporary Accommodation Purchase	300,000	0	0	300,000	
PEOPLE TOTAL	1,434,540	398,120	1,134,540	300,000	0

	2016/17 Capital Programme	2016/17 Spend to 31 December	2016/17 Forecast Spend	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£	£
PLACE					
KEEP PLACE LOOKING GOOD					
Play Area Refurbishments	153,830	62,135	78,830	75,000	
Topsham Recreation Ground	3,530	0	3,530		
Rougemont Gardens - Path & Railings	37,000	195	37,000		
Exhibition Way Bridge Maintenance	39,580	0	0	39,580	
Canal Bank Repairs & Strengthening	5,750	1,111	5,750		
Repair to Turf Lock Gates	30,630	30,632	30,630		
Repair Canal Bank at M5	44,550	0	4,550	40,000	
Replace Car Park Ticket Machines	209,520	209,521	209,520		
Queen's Crescent CPO	18,000	0	18,000		
Canal Pontoon	26,220	3,244	26,220		
KEEP ME/MY ENVIRONMENT SAFE & HEALTHY					
Heavitree Church Retaining Wall	55,000	0	25,000	30,000	
Northernhay Driveway	60,000	0	60,000		
Vehicle Replacement Programme	600,000	538,367	600,000		
Mincinglake Reed Beds and Storage Ponds	6,530	4,148	6,530		
Guildhall, John Lewis & Mary Arches MSCP Fire Alarms	90,000	0	0		(90,000)
Car Park Surfacing - Haven Road	30,000	0	16,700	13,300	
Replace Lifts at Mary Arches MSCP	100,000	0	100,000		
Budlake Road Resurfacing	50,000	0	0		(50,000)
Farmers Market Electricity Supply	30,000	12,887	30,000		
Riverside Arches	60,000	0	60,000		
City Wide Property Level Protection	100,000	1,650	100,000		
Topsham - Bowling Green Marshes	40,000	0	40,000		

	2016/17 Capital Programme	2016/17 Spend to 31 December	2016/17 Forecast Spend	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£	£
PROVIDE GREAT THINGS FOR ME TO SEE & DO					
Sports Facilities Refurbishment	92,550	4,118	92,550		
Passenger Lift at RAMM	75,000	1,120	75,000		
RAMM Shop	65,500	68,173	68,173		2,673
Livestock Centre Roof Replacement	7,380	0	7,380		
St Nicholas Priory	115,000	3,490	115,000		
MAINTAIN THE ASSETS OF OUR CITY					
RAMM Roof Access Improvements	68,500	0	68,500		
DELIVER GOOD DEVELOPMENT					
Newcourt Community Hall (S106)	5,920	2,155	2,155		(3,765)
Newcourt Community Hall (Grant)	26,670	26,672	26,670		
Countess Wear - Village Hall	75,000	75,000	75,000		
Beacon Heath Martial Arts & Boxing Club - New Roof	20,810	4,508	20,810		
Devonshire Place (Landscaping)	350	0	350		
Alphington Village Hall (Repairs & Extension)	50,000	32,621	41,300	8,700	
St Sidwells Community Centre	22,380	22,366	22,380		
Ibstock Environmental Improvements	1,400	1,020	1,400		
Bus Station Construction	1,096,580	581,927	1,065,870	30,710	
Leisure Complex - Build Project	1,362,800	772,595	1,436,370	(73,570)	
PLACE TOTAL	4,875,980	2,459,655	4,571,168	163,720	(141,092)

	2016/17 Capital Programme	2016/17 Spend to 31 December	2016/17 Forecast Spend	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£	£
CORPORATE SERVICES					
WELL RUN COUNCIL					
Annual Contribution to Strata	53,900	53,904	53,900		
Idox System for Planning	129,610	19,670	129,610		
HR System	67,130	20,396	67,130		
Convergence Projects	142,960	5,285	142,960		
eFinancials - Version 5	100,000	15,527	100,000		
Guildhall Wi-Fi	17,000	13,871	17,000		
Customer Contact Platform	205,000	26,200	205,000		
Smart Mobile Devices	60,000	0	60,000		
Invest to Save Opportunities	100,000	0	100,000		
Civic Centre Replacement Doors	15,000	688	15,000		
Energy Saving Projects	30,000	28,167	30,000		
Capitalised Staff Costs	100,000	0	100,000		
CORPORATE SERVICES TOTAL	1,020,600	183,709	1,020,600	0	0

	2016/17 Capital Programme	2016/17 Spend to 31 December	2016/17 Forecast Spend	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£	£
HRA					
INVESTMENT IN EXISTING STOCK					
Adaptations	450,000	400,386	450,000		
Rendering of Council Dwellings	0	15,841	15,841		15,841
Environmental Improvements - General	30,000	10,356	15,000	15,000	
Re-roofing	236,500	7,695	236,500		
Energy Conservation	86,000	0	0	86,000	
LAINGS Refurbishments	219,300	70,660	79,300	140,000	
Kitchen Replacement Programme	468,610	200,856	468,610		
Bathroom Replacement Programme	398,280	212,214	398,280		
Other Works	23,950	32,500	32,500		8,550
Fire Precautionary Works to Flats	250,000	179,821	250,000		
Communal Areas	48,820	0	0	48,820	
Structural Repairs	55,000	10,203	15,000	40,000	
Rennes House Structural Works	129,090	42,180	80,680	48,410	
Common Area Footpaths/Wall Improvements	494,050	272,526	494,050		
Lift Replacement - 98 Sidwell Street	63,000	63,111	63,111		111
Soil Vent Pipe Replacement	25,000	2,955	10,000		(15,000)
Electrical Central Heating	18,750	0	0		(18,750)
Faraday House Roof Replacement	7,020	7,024	7,024		4
Electrical Re-wiring	778,100	170,962	664,513	18,000	(95,587)
Central Heating Programme	50,000	40,046	70,000		20,000
Boiler Replacement Programme	145,090	132,591	165,090		20,000
Fire Alarm Replacement - Russet House	30,000	0	0		(30,000)
Fire Risk Assessment Works	60,000	0	27,450	32,550	
New Water Mains at Whipton Barton House	50,000	0	0	50,000	
Re-roofing Replacement Works - Shilhay	165,000	9,220	9,220	155,780	

	2016/17 Capital Programme	2016/17 Spend to 31 December	2016/17 Forecast Spend	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£	£
INFORMATION TECHNOLOGY					
Replacement Housing Management System	125,000	0	108,000	17,000	
PROVISION OF NEW COUNCIL HOMES					
Social Housing Acquisitions - Section 106	271,760	110,206	271,760		
Social Housing Acquisitions - Open Market	1,000,000	0	0	1,000,000	
COB Wave 2 - Rennes Car Park	2,171,030	545,193	1,896,344	274,686	
St Loyes Extracare Scheme	4,294,120	377,850	454,388	3,839,732	
HRA TOTAL	12,143,470	2,914,395	6,282,661	5,765,978	(94,831)
TOTAL CAPITAL BUDGET	19,474,590	5,955,879	13,008,969	6,229,698	(235,923)

BUDGETS CARRIED FORWARD TO 2017/18 AND BEYOND

	2017/18 Budget as per Budget Book	Proposed Budget to be Carried Forward to 2017/18 and Beyond at Qtr 3	Total 2017/18 Capital Programme	2018/19 as per Budget Book	Proposed Budget to be Carried Forward to 2018/19 and Beyond at Qtr 3	Total 2018/19 Capital Programme
	£	£	£	£	£	£
PEOPLE						
HELP ME FIND SOMEWHERE TO LIVE						
Disabled Facility Grants	379,000	0	379,000	379,000	0	379,000
Temporary Accommodation Purchase	284,950	300,000	584,950		0	0
PEOPLE TOTAL	663,950	300,000	963,950	379,000	0	379,000
PLACE						
KEEP PLACE LOOKING GOOD						
Play Area Refurbishments		75,000	75,000			0
Exhibition Way Bridge Maintenance		39,580	39,580			0
Repair Canal Bank at M5		40,000	40,000			0
KEEP ME/MY ENVIRONMENT SAFE & HEALTHY						
Heavitree Church Retaining Wall		30,000	30,000			0
Vehicle Replacement Programme	977,000	0	977,000	400,000		400,000
Car Park Surfacing - Haven Road		13,300	13,300			0
Bowling Green Marshes Coastal Defence Scheme	260,000	0	260,000			0
Topsham Flood Gates (Ferry Road/The Strand)	100,000		100,000			0
Exeter Flood Alleviation Scheme	200,000		200,000			0
RAMM Air Monitoring Equipment	90,000		90,000			0
PROVIDE GREAT THINGS FOR ME TO SEE & DO						
Sports Facilities Refurbishment	56,430	0	56,430	56,430		56,430
DELIVER GOOD DEVELOPMENT						
Newcourt Community Hall (Grant)	9,570	0	9,570			0
Newtown Community Centre (1st Grant)	50,000	0	50,000			0
Newtown Community Centre (2nd Grant)	46,750	0	46,750			0
Countess Wear - Village Hall		0	0			0
Beacon Heath Martial Arts & Boxing Club - New Roof		0	0			0

	2017/18 Budget as per Budget Book	Proposed Budget to be Carried Forward to 2017/18 and Beyond at Qtr 3	Total 2017/18 Capital Programme	2018/19 as per Budget Book	Proposed Budget to be Carried Forward to 2018/19 and Beyond at Qtr 3	Total 2018/19 Capital Programme
	£	£	£	£	£	£
Devonshire Place (Landscaping)		0	0			0
Alphington Village Hall (Repairs & Extension)		8,700	8,700			0
St Sidwells Community Centre		0	0			0
Heavitree Environmental Improvements		0	0			0
Ibstock Environmental Improvements		0	0			0
Bus Station Construction	3,806,520	22,810	3,829,330	1,223,140	7,900	1,231,040
Leisure Complex - Build Project	14,937,750	(58,900)	14,878,850	5,313,580	(14,670)	5,298,910
PLACE TOTAL	20,534,020	170,490	20,704,510	6,993,150	(6,770)	6,986,380

CORPORATE SERVICES**WELL RUN COUNCIL**

Annual Contribution to Strata	53,900	0	53,900	53,900		53,900
Idox System for Planning	18,700	0	18,700			0
Convergence Projects	186,690	0	186,690			0
Condition Surveys - Priority 1	20,000	0	20,000			0
Condition Surveys - Priority 2	45,500	0	45,500			0
Customer Contact Platform	45,000	0	45,000	30,000		30,000
Energy Saving Projects	1,614,550	0	1,614,550			0
Capitalised Staff Costs	100,000	0	100,000	100,000		100,000
CORPORATE SERVICES TOTAL	2,084,340	0	2,084,340	183,900	0	183,900

HRA**INVESTMENT IN EXISTING STOCK**

Adaptations	500,000	0	500,000	500,000		500,000
Environmental Improvements - General	40,000	15,000	55,000	40,000		40,000
Re-roofing	1,190,300	0	1,190,300	1,205,910		1,205,910
Energy Conservation	190,000	86,000	276,000	170,000		170,000
Garage Upgrades	100,000	0	100,000	100,000		100,000
LAINGS Refurbishments	1,986,910	140,000	2,126,910	529,050		529,050
Kitchen Replacement Programme	587,500	0	587,500	616,880		616,880
Balcony Walkway Improvements	105,000	0	105,000	105,000		105,000
Bathroom Replacement Programme	462,500	0	462,500	485,630		485,630
Other Works	50,000	0	50,000	50,000		50,000
Fire Precautionary Works to Flats	250,000	0	250,000	0		0

	2017/18 Budget as per Budget Book	Proposed Budget to be Carried Forward to 2017/18 and Beyond at Qtr 3	Total 2017/18 Capital Programme	2018/19 as per Budget Book	Proposed Budget to be Carried Forward to 2018/19 and Beyond at Qtr 3	Total 2018/19 Capital Programme
	£	£	£	£	£	£
Communal Areas	110,160	48,820	158,980	112,360		112,360
Structural Repairs	150,000	40,000	190,000	150,000		150,000
Rennes House Structural Works	1,477,910	48,410	1,526,320	2,393,000		2,393,000
Common Area Footpaths/Wall Improvements	1,200,000	0	1,200,000	0		0
Soil Vent Pipe Replacement	25,500	0	25,500	26,000		26,000
Electrical Central Heating	19,120	0	19,120	19,510		19,510
Smoke/Fire Alarms - Older Persons	100,000	0	100,000	0		0
Electrical Re-wiring	1,648,000	18,000	1,666,000	1,091,320		1,091,320
Central Heating Programme	167,540	0	167,540	170,880		170,880
Boiler Replacement Programme	357,000	0	357,000	364,000		364,000
Communal Doors and Screens	301,870	0	301,870	342,370		342,370
Fire Risk Assessment Works	402,000	32,550	434,550	63,000		63,000
Re-roofing Replacement Works - Shilhay	665,000	155,780	820,780	0		0
Window Replacements	746,000	0	746,000	760,920		760,920
ZEBCat Project	0	0	0	480,000		480,000
INFORMATION TECHNOLOGY						
Replacement Housing Management System	125,000	17,000	142,000	0		0
PROVISION OF NEW COUNCIL HOMES						
Social Housing Acquisitions - Section 106	440,000	0	440,000	500,000		500,000
COB Wave 2 - Rennes Car Park	1,471,830	274,686	1,746,516	0		0
St Loyes Extracare Scheme	4,032,710	3,839,732	7,872,442	5,820,100		5,820,100
HRA TOTAL	18,901,850	5,765,978	24,667,828	16,095,930	0	16,095,930
TOTAL CAPITAL BUDGET	42,184,160	6,236,468	48,420,628	23,651,980	(6,770)	23,645,210

CAPITAL SCHEMES SPANNING MORE THAN ONE FINANCIAL YEAR

	Total Capital Budget to end of 2016/17	Total Spend Up to 31 December 2016	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£
PEOPLE				
HELP ME FIND SOMEWHERE TO LIVE				
The Haven	250,000	244,654	0	0
PEOPLE TOTAL	250,000	244,654	0	0
PLACE				
KEEP PLACE LOOKING GOOD				
Topsham Recreation Ground	56,730	53,177	0	0
Rougemont Gardens - Path & Railings	50,000	13,195	0	0
Exhibition Way Bridge Maintenance	45,000	5,415	39,580	0
Repair to Turf Lock Gates	145,310	145,314	0	0
Repair Canal Bank at M5	60,000	15,451	40,000	0
KEEP ME/MY ENVIRONMENT SAFE & HEALTHY				
Mincinglake Reed Beds and Storage Ponds	28,350	25,968	0	0
PROVIDE GREAT THINGS FOR ME TO SEE & DO				
RAMM Shop	68,000	70,673	0	2,673
Livestock Centre Roof Replacement	1,250,000	1,242,624	0	0
DELIVER GOOD DEVELOPMENT				
Newcourt Community Hall (S106)	61,780	58,017	0	(3,763)
Newcourt Community Hall (Grant)	60,180	60,178	0	0
Newtown Community Centre (2nd Grant)	3,250	3,238	0	0
Beacon Heath Martial Arts & Boxing Club - New Roof	21,810	5,508	0	0
Devonshire Place (Landscaping)	13,690	13,345	0	0
St Sidwells Community Centre	40,000	39,993	0	0
Bus Station Construction	1,220,340	705,683	30,710	0
Leisure Complex - Build Project	2,824,590	2,234,387	(73,570)	0
PLACE TOTAL	5,949,030	4,692,167	36,720	(1,090)

	Total Capital Budget to end of 2016/17	Total Spend Up to 31 December 2016	2016/17 Budget to be Carried Forward to 2017/18 and Beyond	2016/17 Programme Variances (Under)/Over
	£	£	£	£
HRA				
PROVISION OF NEW COUNCIL HOMES				
COB Wave 2 - Rennes Car Park	2,438,941	813,104	274,686	0
St Loyes Extracare Scheme	4,863,226	946,956	3,839,732	0
HRA TOTAL	7,302,167	1,760,060	4,114,418	0
TOTAL CAPITAL BUDGET	13,501,197	6,696,880	4,151,138	(1,090)

GENERAL FUND	2016-17 £	2017-18 £	2018-19 £	2019-20 £	Future Years £	TOTAL £
CAPITAL RESOURCES AVAILABLE						
GF Capital Receipts	4,435,045	2,334,950				6,769,995
Disabled Facility Grant	671,330	379,000	379,000	379,000	379,000	2,187,330
New Homes Bonus	1,622,867	12,292,788				13,915,655
Community Infrastructure Levy	1,065,870	4,404,179	2,529,951			8,000,000
Other - Grants/External Funding/Reserves/S106	253,601	635,000				888,601
Total Resources Available	8,048,713	20,045,917	2,908,951	379,000	379,000	31,761,581
GENERAL FUND CAPITAL PROGRAMME						
Capital Programme	7,331,120	23,282,310	7,556,050	989,330	532,900	39,691,710
Overspends/(Savings)	(141,092)					(141,092)
Slippage	(463,720)	470,490	(6,770)			0
Total General Fund	6,726,308	23,752,800	7,549,280	989,330	532,900	39,550,618

UNCOMMITTED CAPITAL RESOURCES:						
Capital Receipts Brought Forward	447,634	4,000,000	4,000,000	0	0	447,634
Resources in Year	8,048,713	20,045,917	2,908,951	379,000	379,000	31,761,581
Less Capital Receipts to carry forward	(4,000,000)	(4,000,000)	0	0	0	0
Less Estimated Spend in Year	(6,726,308)	(23,752,800)	(7,549,280)	(989,330)	(532,900)	(39,550,618)
Borrowing Requirement	2,229,962	3,706,883	640,329	610,330	153,900	7,341,404
Uncommitted Capital Receipts	0	0	0	0	0	0

HRA AVAILABLE RESOURCES

HOUSING REVENUE ACCOUNT	2016-17 £	2017-18 £	2018-19 £	2019-20 £	2020-21 £	TOTAL £
CAPITAL RESOURCES AVAILABLE						
Usable Receipts Brought Forward						2,898,176
Major Repairs Reserve Brought Forward						6,310,319
Other HRA Sales	174,222	0	0	0		174,222
RTB sales	2,250,000	500,000	500,000	500,000	400,000	4,150,000
Hand over to Housing Association / Surrender back to DCLG	(1,500,000)	0	0	0	0	(1,500,000)
Major Repairs Reserve	2,721,772	2,935,930	2,935,930	2,935,930	2,935,930	14,465,492
Revenue Contributions to Capital	4,689,075	6,496,642	4,496,555	2,500,000	2,500,000	20,682,272
External contributions	139,562	275,134	0	0	0	414,696
Grant funding	0	1,117,500	588,500	0	0	1,706,000
Commuted sums	454,388	464,714	5,395,633	181,281	0	6,496,016
Total Resources available	8,929,019	11,789,920	13,916,618	6,117,211	5,835,930	55,797,193
CAPITAL PROGRAMME						
HRA Capital Programme	12,143,470	20,606,482	16,043,957	6,293,704	5,897,814	60,985,427
Dec - Overspends / (Savings)	(94,831)					(94,831)
Dec - Slippage / Re-profiling	(5,765,978)					(5,765,978)
Total Housing Revenue Account	6,282,661	20,606,482	16,043,957	6,293,704	5,897,814	55,124,618
UNCOMMITTED CAPITAL RESOURCES:						
Usable Receipts Brought Forward	2,898,176	3,217,447	855,968	355,968	355,968	2,898,176
Major Repairs Reserve Brought Forward	6,310,319	8,637,406	2,182,323	554,984	378,491	6,310,319
Resources in Year	8,929,019	11,789,920	13,916,618	6,117,211	5,835,930	46,588,698
Less Estimated Spend	(6,282,661)	(20,606,482)	(16,043,957)	(6,293,704)	(5,897,814)	(55,124,618)
Uncommitted Capital Resources	11,854,853	3,038,291	910,952	734,459	672,575	672,575
WORKING BALANCE RESOURCES:						
Balance Brought Forward	7,068,670	7,884,723	5,484,948	4,891,836	5,713,555	7,068,670
HRA Balance Transfer - Surplus/(Deficit)	(142,125)	(2,303,775)	(593,112)	821,719	594,774	(1,622,519)
June forecast overspend	(26,188)					(26,188)
September forecast savings	366,066					366,066
December forecast savings	522,300					522,300
December forecast underspends/carry forward	96,000	(96,000)				0
Balance Carried Forward	7,884,723	5,484,948	4,891,836	5,713,555	6,308,329	6,308,329
Balance Resolved to be Retained	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)
	3,884,723	1,484,948	891,836	1,713,555	2,308,329	2,308,329
TOTAL AVAILABLE CAPITAL RESOURCES	15,739,576	4,523,239	1,802,788	2,448,014	2,980,904	2,980,904

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REPORT TO Executive & Council

Date of Meeting: 11 April 2017 & 24 April 2017

Report of: Corporate Manager, Democratic & Civic Support

Title: UPDATES TO THE SCHEME OF DELEGATION

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1 This report sets out proposals to amend the Scheme of Delegation to Officers to match operational arrangements, particularly following discussion at the Council meeting on 21 February 2017.

2. Recommendations:

That the Council approve the changes to the Scheme of Delegation to Officers set out in Appendix 1 to this report

3. Reasons for the recommendation:

3.1 To ensure that the Scheme of Delegation to Officers is up to date and matches the operational arrangements of the Council, thereby ensuring that day to day operational decisions can be taken.

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

4.1 None

5. Section 151 Officer comments:

5.1 There are no financial implications contained within this report.

6. What are the legal aspects?

6.1 The Scheme of Delegation must be amended to take account of the Senior Management Restructure. Otherwise, no other legal aspects have been identified.

7. Monitoring Officer's comments:

7.1 This report raises no issues concerned to the Monitoring Officer.

8. Report details:

8.1 The Scheme of Delegation to Officers is the working document which sets out what decisions and powers officers have on a day to day basis. It therefore needs to be up to date to match operational arrangements.

8.2 This report specifically deals with issues relating to:-

- The ability for certain officers below that designated as Chief Officers, to undertake certain disciplinary action. This is a reinstatement of these powers, following their inadvertent deletion in the most recent revision;
- Identification of the Officer with delegated authority to deal with any penalty charge appeal that may be received. This was a matter which was raised at the meeting of Council on 21st February 2017.

8.3 Once these changes have been approved, a revised up to date version of the constitution will be made available to Members.

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

9.1 It ensures that the Council is working as efficiently as possible.

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

10.1 There are no risks associated with the proposals.

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 None

12. Are there any other options?

12.1 No.

John Street

Corporate Manager, Democratic & Civic Support

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

Background papers used in compiling this report:-

Contact for enquires:

Democratic Services (Committees)

Room 2.3

01392 265275

Delegation to Officers & Deputies

GENERAL

1. The Chief Executive & Growth Director, Deputy Chief Executive, Directors, Chief Finance Officer, City Solicitor & Head of HR, Corporate Managers (JNC Officers) and all officers with delegated authority must ensure that relevant Executive members are consulted on all matters of a controversial or sensitive nature. Where appropriate, these matters must be referred to the Executive for a decision/guidance.
2. If a delegated decision requires prior consultation with a specific portfolio holder and that person is not available, if the decision cannot wait, the consultation shall be with the Leader or other portfolio holder.
3. Where any decision proposed under delegated powers is likely to involve a departure from Council policy or any instruction of the Council, Committee or Executive, the officer must refer the matter to the Executive for a decision/guidance after consultation with the Chief Finance Officer where a budgetary issue is involved.
5. Where any decision proposed under delegated powers is likely to involve the approved annual estimate being exceeded, or is outside the approved capital programme or AIM process, the officer with delegated authority must refer the matter to the Executive for a decision/guidance.
4. Where reference is made in the scheme of delegation to an exercise of a function under specific legislation, this shall be deemed to include any statutory extension, amendment, modification and re enactment and any Statutory Instrument, rule, order, or bylaw made thereunder, provided that the nature of the function delegated remains the same.
5. All decisions delegated from the Executive and made under delegated authority shall be recorded by each officer with delegated authority in order that the Scrutiny Committees can properly examine any decision reached.
6. The Deputy Chief Executive, Directors, Chief Finance Officer, City Solicitor & Head of HR and Corporate Managers are responsible for the day to day management of operational issues. This Scheme of Delegation is intended to supplement the powers, duties and obligations set out in each officer's job description. Without prejudice to the above, the following powers have been specifically delegated to the following officers:-

Chief Executive & Growth Director

1. In consultation with the Leader of the Council, (or in his/her absence the relevant Portfolio Holder), and the Chair of the relevant Scrutiny Committee, to authorise any emergency action required, on any matter which shall include incurring of expenditure, including those falling within the jurisdiction of a Committee, subject to a report then being submitted to the Executive (or relevant Committee).

(Amended April 2017)

2. In cases of emergency and in consultation with the Leader of the Council, the power to prohibit public processions under section 13 of the Public Order Act 1986.
3. In consultation with the Leader of the Council, to grant or withhold consent to the Police making the Authorisation pursuant to sections 30 and 31 of the Anti-Social Behaviour Act 2003.
4. To ensure compliance with the Council's Health and Safety Policy throughout the common parts of the Civic Centre.
5. Subject to approved budget and in consultation with the Leader of the Council, Executive member with relevant portfolio to agree redundancies in accordance with the Council's adopted policy and procedure. To prepare a quarterly summary of any such redundancies for information to the Executive, Corporate Services Scrutiny Committee and Audit and Governance Committee.
6. To exercise all/any delegated functions already reserved to specific officers as set out in the scheme of delegation.

Deputy Chief Executive and Directors

1. The Deputy Chief Executive and Directors may exercise any delegated function in the absence of an Officer to whom that authority has been specifically delegated, within the service areas which they manage.

Deputy Chief Executive, Directors, Chief Finance Officer, City Solicitor & Head of HR and Corporate Managers

1. To be responsible for the effective and efficient day-to-day management of the services for which he/she is responsible in accordance with the Council's agreed priorities and strategic objectives. This shall include authority to sign agreements/contracts in order to fulfil the powers, functions and duties of the service for which the officer is responsible. This power shall only be exercisable where expenditure is included in the approved annual budget, capital programme or AIMs process.
2. To ensure that all policies adopted by the Council, which shall include those relating to its workforce are implemented.
3. In agreement with the City Solicitor & Head of HR, authority to institute legal proceedings under any statute, by law or agreement (which shall include authority to appeal any decision made by a County or Magistrates Court) in the areas for which the Director/Chief Finance Officer/City Solicitor & Head of HR/Corporate Manager is responsible.
4. Where appropriate, to defend any proceedings brought against the Council (which shall include the power to defend any appeal lodged against any decision or determination made under delegated authority).

5. To authorise the City Solicitor & Head of HR to undertake covert surveillance in accordance with the Regulation of Investigatory Powers (Prescription of Offices, Ranks and Positions) Order 2000.
6. To be responsible for ensuring that the Council's Health and Safety Policy is implemented within their own service area and for all buildings and sites for which they are responsible.
7. Where appropriate to discharge any function/s delegated to an officer within their service area in accordance with this Scheme of Delegation.
8. Authority is required for the removal of goods from a Director, Chief Finance Officer, Chief Executive & Growth Director or Deputy Chief Executive.
9. To take all necessary action for the economic, efficient and effective day to day management, administration and supervision of his/her service subject to compliance with the Council's policies on the management, employment and remuneration of staff (or in their absence the agreement of the Chief Executive & Growth Director) including but without prejudice to the generality of the foregoing:
 - a) Authorising the filling of posts within the approved budget (i.e. within the Council's establishment) and in accordance with the Council's employment policies.

Deputies - City Solicitor & Head of HR
Legal Services
 Chief Legal Executive or/and Litigation Solicitor
Human Resources
 Human Resources Transactional Services Manager

- b) The taking of any necessary disciplinary action ~~short of dismissal~~ in accordance with the Council's established policy and procedures (this function may also be exercised by other Officers as set out in the relevant employment policy); ~~and to determine, in consultation with the City Solicitor & Head of HR, suspension and/or dismissal of an employee.~~

~~*Deputy for City Solicitor & Head of HR*~~
~~*Human Resources Transactional Services Manager*~~

Delegated Authority for Necessary Disciplinary Action for:-
Environment – Cleansing and Fleet Manager
Public Realm – Public & Green Spaces Manager

10. Directors in consultation with their Portfolio Holders can vary fees and charges throughout the year to take account of market conditions, with the exception of car parking charges and statutory charges set by the Government. Commercially sensitive fees are no longer published

Deputy Chief Executive

1. In consultation with the Leader of the Council, to amend the Managing Organisational Change and Redundancy Policy and Procedure where necessary.

CITY DEVELOPMENT

City Development Manager

Powers, responsibilities and decisions related to the Council's role as a local Planning Authority and its purpose 'Deliver Good Development' including those related to planning, building control and land charges but excluding:
Functions of the Planning Committee, Executive and Council.

The following functions are delegated subject to consultation or agreement with/of other postholders/group.

Function	Consultation or Agreement	With Postholders/Group
<u>Applications</u> Applications (including TPO confirmations) that Ward Members have requested to be brought to the Delegation Briefing. City Council applications not subject to any objections. Applications that have been subject to objections based on material planning considerations that Officers are minded to approve under delegated powers.	Consultation “ “	Delegation Briefing “ “
<u>Enforcement</u> Issue of Enforcement Notice, Stop Notice (inc Temporary), Urgent Works and Repairs Notices and commencement of injunction, prosecution or other	Agreement	City Solicitor & Head of HR and Executive Member with Relevant Portfolio

(Amended April 2017)

formal legal proceedings. Hazardous substance contravention notice.		
<u>Section 106 Planning Obligations</u> Minor variations of existing Section 106 agreements, new agreements involving sums of less than £10,000 and those considered necessary with regard to planning appeals. Decisions on use of Section 106 funding where the terms are not prescribed by the agreement.	Consultation Agreement	Chair of Planning Committee Executive Member with Relevant Portfolio
<u>Neighbourhood Planning</u> Publicity, consideration of representations and decisions in respect of applications for neighbourhood plan areas and forums.	Agreement	Executive Member with Relevant Portfolio
<u>Local Infrastructure Fund</u> Decisions not considered by the Panel	Agreement	Chair of the Major Grants or of any group that replaces it.
<u>Assets of Community Value</u> Decisions on listing assets	Agreement	Executive Member with Relevant Portfolio

Deputies – the relevant officer post holder either Assistant City Development Manager (Planning) and/or Assistant City Development (Building Control)

CUSTOMER ACCESS

System Lead - Finance

1. To operate and administer the scheme of housing benefit on behalf of the Council, to include residual council tax benefit including taking all decisions or actions required under the provisions of statute and statutory instrument regulating the scheme and the collection and recovery of Housing Benefits Overpayments.

(Amended April 2017)

Deputy – Service Improvement Lead (Benefits)

2. To determine applications for assistance from the Discretionary Housing Payment Fund and Exceptional Hardship Fund'

Deputy – Service Improvement Lead (Benefits)

3. To exercise the Council's powers in respect of the administration, collection and recovery of monies owed to the Council in respect of national non-domestic rates and council tax; and the Business Improvement District levy on behalf of the Exeter BID Company.

Deputies – Service Improvement Lead (Payments) and Service Improvement Lead (Local Taxation)

4. To authorise appropriate officers to appear in the Magistrates Court on behalf of the Council in respect of the recovery of national non domestic rates and council tax; and the Business Improvement District levy on behalf of the Exeter BID Company.

Deputies – Service Improvement Lead (Payments) and Service Improvement Lead (Local Taxation)

5. To operate and administer the local scheme for Council Tax support for working age claimants on behalf of the Council, including taking all decisions or actions required under the Council's local policy and to make administrative amendments to the Council's Section 13A policy under LGFA 1992.

Deputy – Service Improvements Lead (Benefits)

6. To operate and administer the scheme for Council Tax support for pension age claimants on behalf of the Council, including taking all decisions or actions required under the provisions of statute and statutory instrument regulating the scheme.

Deputy – Service Improvements Lead (Benefits)

7. To authorise the service in relation to rent arrears of Notice of Intention to seek Possession (secure tenancies) and Notice to Quit (non-secure tenancies); and Notice of Proceedings for Possession of an Introductory Tenancy (introductory tenancies).

Deputy – Service Improvement Lead (Payments)

8. Initiation and conduct of legal proceedings for possession in respect of cases where rent arrears are outstanding. This shall include the power to authorise officers to appear in the County Court to represent Exeter City Council in respect of rent arrears.

Deputy – Service Improvement Lead (Payments)

9. To accept payment of arrears of rent by instalments.

(Amended April 2017)

Deputy – Service Improvement Lead (Payments)

10. Authority to apply for a warrant for Possession of Property in relation to rent arrears.

Deputy – Service Improvement Lead (Payments)

11. Power to apply to County Court in respect of Housing Benefit Overpayment Recovery.

Deputy – Service Improvement Lead (Payments)

12. To appoint enforcement agents for the recovery of any outstanding debts.

Deputy – Service Improvement Lead (Payments)

13. In consultation with City Solicitor & Head of HR , authority to institute legal proceedings where fraudulent activity is suspected in relation to Council Tax Support, Council Tax and Business Rates.

Deputies – Service Improvement Lead (Benefits) and Service Improvement Lead (Local Taxation)

14. Power to impose penalties under LGFA 1992 for the failure to supply requested information in relation to Council Tax liability, discount and exemption and Council Tax Support

Deputies – Service Improvement Lead (Local Taxation) and Service Improvement Lead (Benefits)

15. In consultation with the Executive Member with relevant portfolio and Chief Executive & Growth Director, authority to apply for Charging Orders, Bankruptcy or Committal to Prison.

Deputy - Service Improvement Lead (Payments)

System Lead - Housing

1. In accordance with the Council's approved conditions, policies and allocation scheme to:-
 - (a) Accept/refuse applications for housing. This authority shall include the power, in consultation with Executive Member with relevant portfolio, to review any decision affecting an applicant's right or eligibility for housing assistance and entry onto the Council's Statutory Housing Register.

(Amended April 2017)

- (b) Where appropriate and in consultation with Executive Member with relevant portfolio to accept applications outside those conditions and policies.

Deputy – Assessment and Accommodation Lead

- 2. (a) To undertake all the statutory duties imposed by the Housing Act 1996 utilising temporary accommodation, bed and breakfast accommodation, private sector accommodation and making nominations to registered providers as required.
- (b) In consultation with the City Solicitor & Head of HR and the Chief Finance Officer, to enter into or determine leasing agreements with private landlords to provide accommodation to homeless households as required to meet the Council's statutory requirements.

Deputy – Assessment and Accommodation Lead

- 3. To arrange for and re-charge as necessary for the removal and storage of personal possessions.

Deputy – Assessment and Accommodation Lead

- 4. In consultation with the City Solicitor & Head of HR, to take legal action to obtain possession of any dwelling occupied by a person accommodated in accordance with the Housing Act 1996 who has refused a reasonable offer of suitable permanent accommodation or who has been declared intentionally homeless.

Deputy – Assessment and Accommodation Lead

- 5. In consultation with the Executive Member with relevant portfolio to make any necessary amendment to the housing scheme.

Deputy – Assessment and Accommodation Lead

- 6. In consultation with Human Resources, the allocation of accommodation in respect of service tenancies which shall include the power to refuse allocation of accommodation to personnel whose employment has been terminated.

Deputy – Assessment and Accommodation Lead

- 7. To arrange rent deposit guarantees in accordance with the Council's policy in consultation with the Chief Finance Officer.

Deputy – Assessment and Accommodation Lead

- 8. To deal with and determine homelessness reviews in accordance with the Housing Act 1996.

(Amended April 2017)

ENVIRONMENT

Environmental Health and Licensing Manager

1. To carry out functions, duties and responsibilities of the Council in respect of the following matters:
 - drainage
 - pest control
 - air and noise pollution
 - properties that are overcrowded, unfit for human habitation or in disrepair
 - abandoned vehicles/waste/refuse
 - control of dogs
 - skin piercing(this power shall include authority to take remedial action where necessary).

Deputies - Principal Environmental Health Officer (Business Regulation and Strategy) and/or Principal Environmental Health Officer (Nuisance and ASB)

2. The licensing of:
 - Dog tracks and Guard dogs
 - Dog breeding establishments
 - Dangerous wild animals
 - Pet shops
 - Riding establishments
 - Animal boarding establishments
 - Performing animals
 - Scrap metal dealers
 - Hackney carriages and private hire vehicles
 - Street trading
 - Licensable activities (as permitted under the Licensing Act 2003 and the Gambling Act 2005)

Deputy – Principal Licensing Officer

3. To appoint Inspectors and authorise officers to carry out any function, power or duty within his remit.

Deputy – N/A

4. Without prejudice to the generality of the above, where appropriate in consultation with the City Solicitor and Head of HR, the Environmental Health and Licensing Manager is authorised to deal with the provisions of and enforce compliance with the following Acts and associated legislation. This shall include the initiation, defence and settlement of legal proceedings, issuing of formal cautions and fixed penalty fines, service of Notices and

Orders, the issue, refusal and revocation of licences, certificates and registrations, carrying out of works in default and payment and recovery of costs:

- 4.1 Caravan Sites and Control of Development Act 1960
- 4.2 Caravan Sites Act 1968
- 4.3 Clean Air Act 1993
- 4.4 Environmental Protection Act 1990 including authorisation and service of notices pursuant to Section 46.
- 4.5 Food Safety Act 1990 which shall include service of “minded to notices” introduced by the Deregulation and Contracting Out Act 1994 and any Orders or Regulations or other instruments: (i) made thereunder, or (ii) relating thereto, or (iii) having effect by virtue of the European Communities Act 1972 and relating to food safety.
- 4.6 Prevention of Damage by Pests Act 1949
- 4.7 Public Health Acts 1936 and 1961 and the Public Health (Control of Disease) Act 1984.
- 4.8 Local Government (Miscellaneous Provisions) Act 1976 requisition for Information in accordance under Section 16
- 4.9 Local Government (Miscellaneous Provisions) Act 1976, Transport Acts 1980 and 1985 and the Town Police Clauses Act 1847 – to grant hackney carriage and Private Hire operator, vehicle and driver licences in accordance with the Council’s agreed policy.
- 4.10 Road Traffic Act 1991 (Access to Criminal Records)
- 4.11 Zoo Licensing Act 1981
- 4.12 Litter Act 1983
- 4.13 Control of Pollution Act 1974
- 4.14 Animal Boarding Establishments Act 1963
- 4.15 National Assistance Acts 1945 and 1951
- 4.16 Breeding of Dogs Act 1973 and 1991
- 4.17 Riding Establishments Act 1964 and 1970
- 4.18 Game Act 1831
- 4.19 Game Licences Act 1860

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- 4.20 Dangerous Dogs Act 1991
- 4.21 Guard Dogs Act 1975
- 4.22 Dogs Fouling of Land Act 1996, which shall include enforcing the provisions of the Act including the power to authorise officers of the Council to issue fixed penalty notices in respect of failure to remove faeces from designated land.
- 4.23 The Environmental Protection (Stray Dogs) Regulations 1992 which shall include, in cases of exceptional hardship, the power to waive payment of the recoverable fees and expenses levied in respect of dogs seized and detained as strays.
- 4.24 Water Industry Act 1991 and relevant regulations in relation to:
 - (a) functions with regard to the wholesomeness and sufficiency of public and private drinking water supplies
 - (b) entry into premises for the purpose of analysis of samples of water within Exeter City Council's district
 - (c) receiving and determining applications for authorisation for relaxation of Part III of the private water supplies regulations and the revocation or modification of such authorisations
- 4.25 Health & Safety at Work etc. Act 1974 and any supporting regulations.
- 4.26 Building Act 1984 – all matters, powers, duties and functions of the Council under the provisions of the following sections:
 - Sections 59, 60, 64-66(drainage)
 - Sections 70 (food storage), 72 (means of escape from fire), 76 (defective premises), 84 (drainage of yards)
- 4.27 Exeter City Council Act 1987 - the powers, duties and functions of the Council under Part 4 and Sections 21, 22, 23, 24 and 29
- 4.28 Protection from Eviction Act 1977, the Housing Defects Act 1984, the Housing Act 1985, the Housing Act 1988, the Local Government Housing Act 1989 and the Housing Act 2004 – to investigate and take appropriate action under these enactments.
- 4.29 Housing Acts 1985, 1988, 1989, 1996, the Home Energy Conservation Act 1996 and the Housing Grants, Construction and Regeneration Act 1996 – to deal with all matters, powers, functions and duties set out therein.
- 4.30 Noise Act 1996
- 4.31 Noise and Statutory Nuisance Act 1993
- 4.32 Local Government (Miscellaneous Provisions) Act 1976
- 4.33 Local Government (Miscellaneous Provisions) Act 1982 (in accordance with the Council's agreed policies)

(Amended April 2017)

4.34 Licensing Act 2003 (to the extent permitted by Section 10). In particular to determine:

- applications for Personal Licences, where no police objection is made;
- applications for Premises Licences/ Club Premises Certificates, where no relevant representations have been made;
- applications for provisional statements, where no relevant representations have been made;
- applications to vary Premises Licences/ Club Premises Certificates, where no relevant representations have been made;
- applications to vary designated Premises Supervisor, where no police objection has been made;
- requests to be removed as designated Premises Supervisor;
- applications for transfer of Premises Licences where no police objection has been made;
- applications for interim authorities where no police objection has been made;
- decisions on whether a complaint is irrelevant, frivolous, vexatious etc.
- to determine applications under the Licensing Act 2003 Minor Variations to Premises Licence Legislative Reform (Minor Variations to Premises Licences and Club Premises Certificates) Order 2009.
- the giving of a counter notice for Late Temporary Event Notices
- whether to make representations as a Responsible Authority
- the issue of a notice of suspension of licence for non payment of the Annual Fee

4.35 Local Government (Miscellaneous Provisions) Act 1982 (Schedule 3) - to determine applications for the renewal of a sex shop licence

4.36 Refuse (Disposal) Amenity Act 1978

4.37 Pollution Prevention and Control Act 1999

4.38 Clean Neighbourhoods and Environment Act 2005

4.39 Health Act 2006 and the Smoke-Free Enforcement Policy - To authorise appropriate Officers under the provisions of Chapter 1 therein

4.40 Vehicle Crimes Act 2001 and the Motor Salvage Operators Regulations 2002

Deputies –Principal Environmental Health Officer (Business Regulation and Strategy) and/or Principal Environmental Health Officer (Nuisance and ASB) and/or – Principal Licensing Officer

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- 5 Enforcement of local bylaws.

Deputies - Principal Environmental Health Officer (Business Regulation and Strategy) and/or Principal Environmental Health Officer (Nuisance and ASB) and/or Principal Licensing Officer

- 6 Granting financial assistance in accordance with the Council's policy for the repair/improvement of properties. This shall include the power in consultation with the Executive Member with relevant portfolio and Chief Finance Officer to waive repayment and depart from the Council's agreed policy where such a departure is minor in nature.

Deputies - Principal Environmental Health Officer (Business Regulation and Strategy) and/or Principal Environmental Health Officer (Nuisance and ASB)

7. To deal with the provisions of and enforce compliance with Sections 40 - 42 of the Anti-Social Behaviour Act 2003.

Deputies - Principal Environmental Health Officer (Business Regulation and Strategy) and/or Principal Environmental Health Officer (Nuisance and ASB)

8. To deal with and enforce compliance with the provisions of Sections 43 to 45 and 47 of the Anti-Social Behaviour Act 2003, with the exception of sub-section 44(f), which deals with offences contrary to the Town and Country Planning Act 1990 which will be dealt with by the City Development Manager.

Deputies - Principal Environmental Health Officer (Business Regulation and Strategy) and/or Principal Environmental Health Officer (Nuisance and ASB)

9. To deal with the provisions of and enforce compliance with sections 55 and 56 of the Anti-Social Behaviour Act 2003, where appropriate in consultation with the City Solicitor & Head of HR.

Deputies - Principal Environmental Health Officer (Business Regulation and Strategy) and/or Principal Environmental Health Officer (Nuisance and ASB)

10. To deal with all matters, powers, duties and functions, which shall include the issuing of Licences and permits in respect of lotteries, house to house and street collections in accordance with the House to House Collections Act 1939, the Police Factories (Miscellaneous Provisions) Act 1916 (Street Collections) and Schedule 17 of the Gambling Act 2005.

Deputy – Principal Licensing Officer

11. Be authorised under Section 53 of the Anti Social Behaviour Crime and Policing Act 2014 (the Act) for issuing Community Protection Notices (CPN) and related Fixed Penalty Notices of a £100 penalty fee in respect of breaches of a CPN.

Deputies - Principal Environmental Health Officer (Business Regulation and Strategy) and/or Principal Environmental Health Officer (Nuisance and ASB) and/or Principal Licensing Officer

12. To implement Public Spaces Protection Orders (PSPO) under Part 4 Chapter 2 of the Anti Social Behaviour Crime and Policing Act 2014 following agreement in each case at the multi-agency Anti Social Behaviour Action Team and related Fixed Penalty Notices of a £100 penalty fee in respect of breaches of a PSPO.

Deputy - None

13. To issue a Closure Notice of no longer than 24 hours following appropriate consultation under Part 2, Chapter 3 of the Anti Social Behaviour Crime and Policing Act 2014.

Deputy – Refer to Chief Executive & Growth Director or Director

Cleansing and Fleet Manager

1. Without prejudice to the generality of the above, where appropriate in consultation with the City Solicitor & Head of HR, the Cleansing and Fleet Manager is authorised to deal with the provisions of and enforce compliance with the following Acts and associated legislation. This shall include the initiation, defence and settlement of legal proceedings, issuing of formal cautions and fixed penalty fines, service of Notices, carrying out of works in default and payment and recovery of costs:

1.1 Environmental Protection Act 1990 including authorisation and service of notices pursuant to Section 46.

1.1 Litter Act 1983

1.2 Refuse (Disposal) Amenity Act 1978

1.3 Clean Neighbourhoods and Environment Act 2005

Deputy – None

Private Sector Housing Lead

1. To carry out functions, duties and responsibilities of the Council in respect of the following matters:
 - drainage
 - properties that are overcrowded, unfit for human habitation or in disrepair
 - (this power shall include authority to take remedial action where necessary).

Deputy - Environmental Health and Licensing Manager

2. To appoint Inspectors and authorise officers to carry out any function, power or duty within his remit.

Deputy – N/A

(Amended April 2017)

3. Without prejudice to the generality of the above, where appropriate in consultation with the City Solicitor and Head of HR, the Private Sector Housing Lead is authorised to deal with the provisions of and enforce compliance with the following Acts and associated legislation. This shall include the initiation, defence and settlement of legal proceedings, issuing of formal cautions and fixed penalty fines, service of Notices and Orders, the issue, refusal and revocation of licences, certificates and registrations, carrying out of works in default and payment and recovery of costs:
- 3.1 Caravan Sites and Control of Development Act 1960
 - 3.2 Caravan Sites Act 1968
 - 3.3 Environmental Protection Act 1990 including authorisation and service of notices pursuant to Section 46.
 - 3.4 Prevention of Damage by Pests Act 1949
 - 3.5 Public Health Acts 1936 and 1961 and the Public Health (Control of Disease) Act 1984.
 - 3.6 Local Government (Miscellaneous Provisions) Act 1976 requisition for Information in accordance under Section 16
 - 3.7 Health & Safety at Work etc. Act 1974 and any supporting regulations.
 - 3.8 Building Act 1984 – all matters, powers, duties and functions of the Council under the provisions of the following sections:
 - Sections 59, 60, 64-66(drainage)
 - Sections 70 (food storage), 72 (means of escape from fire), 76 (defective premises), 84 (drainage of yards)
 - 3.9 Exeter City Council Act 1987 - the powers, duties and functions of the Council under Part 4 and Sections 21, 22, 23, 24 and 29
 - 3.10 Protection from Eviction Act 1977, the Housing Defects Act 1984, the Housing Act 1985, the Housing Act 1988, the Local Government Housing Act 1989 and the Housing Act 2004 – to investigate and take appropriate action under these enactments.
 - 3.11 Housing Acts 1985, 1988, 1989, 1996, the Home Energy Conservation Act 1996 and the Housing Grants, Construction and Regeneration Act 1996 – to deal with all matters, powers, functions and duties set out therein.
 - 3.12 Local Government (Miscellaneous Provisions) Act 1976
 - 3.13 Local Government (Miscellaneous Provisions) Act 1982 (in accordance with the Council's agreed policies)

Deputy - Environmental Health and Licensing Manager

(Amended April 2017)

4. Granting financial assistance in accordance with the Council's policy for the repair/improvement of properties. This shall include the power in consultation with the Executive Member with relevant portfolio and Chief Finance Officer to waive repayment and depart from the Council's agreed policy where such a departure is minor in nature.

Deputy - Environmental Health and Licensing Manager

Chief Finance Officer

1. To determine interest rates and their applicable dates in respect of new and existing mortgages.

Deputy – Technical Accounting Manager (Deputy Section 151 Officer)

2. In consultation with the City Solicitor & Head of HR to initiate court proceedings for the recovery of arrears in respect of mortgages.

Deputy – Technical Accounting Manager (Deputy Section 151 Officer)

3. To be responsible:

- a. For all day to day decisions on short term borrowing, investment and financing in accordance with the CIPFA Code of Practice "Treasury Management in the Public Services".
- b. In consultation with the Executive Member with relevant portfolio for decisions on long term borrowing in accordance with the Prudential Code for Capital Finance in Local Authorities and the CIPFA Code of Practice "Treasury Management in the Public Services".

Deputy – Technical Accounting Manager (Deputy Section 151 Officer)

4. To deal with all insurance claims against the Council. This power shall include where necessary authority to settle all such claims.

Deputy – Technical Accounting Manager (Deputy Section 151 Officer)

5. To approve all housing advances for purchase or improvement.

Deputy – Technical Accounting Manager (Deputy Section 151 Officer)

6. To be responsible for undertaking the role of Money Laundering Reporting Officer in accordance with the Money Laundering Regulations 2003.

Deputy – Technical Accounting Manager (Deputy Section 151 Officer)

7. The execution and administration of treasury management decisions, in accordance with the Council's policy statement and treasury management practises and, if a CIPFA member, with CIPFA's Standard of Professional Practice on Treasury Management.

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Deputy – Technical Accounting Manager (Deputy Section 151 Officer)

8. In consultation with the Leader of the Council and the City Solicitor & Head of HR authorise the application of the Councils Local Government Pension Scheme Employer Discretions.

Deputy – Technical Accounting Manager (Deputy Section 151 Officer)

9. To approve the creation or modification of approved contractor standing lists.

Deputy – Technical Accounting Manager (Deputy Section 151 Officer)

10. In consultation with the Executive Member with relevant Portfolio Authority to approve financial assistance in the form of relief from Business Rates in respect of Charities/Good Causes and cases of hardship.

Deputy – Technical Accounting Manager (Deputy Section 151 Officer)

11. In consultation with the Executive Member with relevant portfolio, to deal with applications for discretionary rate relief to sports clubs not in receipt of mandatory relief, as registered charities.

Deputy – Technical Accounting Manager (Deputy Section 151 Officer)

12. In consultation with the Executive Member with relevant portfolio, to determine in accordance with the Council's agreed policy, applications for discretionary rate relief under Sections 47 and 49 of the Local Government and Finance Act 1988.

Deputy – Technical Accounting Manager (Deputy Section 151 Officer)

13. In accordance with the Housing Act 1980 and the Council's agreed policy to accept/refuse applications for mortgages, including further advances to administer and monitor payments of mortgage instalments and where necessary issue possession proceedings for mortgage arrears in consultation with the City Solicitor & Head of HR.

Deputy – Technical Accounting Manager (Deputy Section 151 Officer)

HOUSING

Service Lead - Housing Assets, Service Lead - Housing Customers, Housing Development Manager

1. Adaptation of Council Properties for disabled persons.
2. In agreement with the Leader of the Council and the Executive Member with Relevant Portfolio (or their substitutes nominated by the Leader) and the City Surveyor following receipt of professional property management advice, the

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identification for disposal at market value or less than best value of small areas of land no longer required for the housing unit's purposes, in accordance with the agreed scheme.

3.
 - (a) To administer the scheme for Housing Capital Grant.
 - (b) In consultation with the Chief Finance Officer, to authorise payment of the Housing Capital Grant in accordance with 3 (a) above.
 - (c) To negotiate and enter into Nomination Agreements in accordance with 3 (a) and (b) above.
 - (d) Where this does not prejudice the Authority's capital receipt, to seek maximum nomination rights on disposal of land to registered social landlords.
4. In consultation with the City Solicitor & Head of HR to enter into releases of covenants affecting former Council rented or shared ownership dwellings.
5. To deal with and approve applications for grant in accordance with Section 24 and 25 of the Local Government Act 1988.
6. In consultation with the City Solicitor & Head of HR and Housing Solicitor to:-
 - (i) institute injunction proceedings in respect of anti-social behaviour pursuant to current relevant legislation;
 - (ii) institute proceedings in the County Court to obtain Demotion Orders pursuant to current relevant legislation;
 - (iii) institute proceedings in the County Court to obtain possession orders pursuant to current relevant legislation; and
 - (iv) In consultation with the Executive Member with relevant Portfolio and the Chief Finance Officer, to make minor amendments to the Contract Regulations to reflect changes in legislation.
7. In consultation with the Executive Member with relevant Portfolio and Finance and Estates officers, to acquire suitable premises under the Housing Asset Management Plan framework using receipts generated by the disposal of assets.
8. In consultation with the Executive Member with Relevant Portfolio, to undertake an Enforced Sale, an Empty Dwelling Management Order or a Compulsory Purchase Order to bring an empty property back to use.
9. To arrange for and re-charge as necessary for the removal and storage of personal possessions.

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10. The Service of Notice of Intention to Seek Possession.
11. Initiation and conduct of legal proceedings for possession in respect of cases where rent arrears are outstanding. This shall include the power to authorise officers to appear in the County Court to represent Exeter City Council in respect of rent arrears.

Service Lead Housing Assets

Deputies – Planned Works Lead, Reactive Repairs Lead, Compliance Lead

Service Lead Housing Customers

Deputies – Customer Relations Lead, Lettings & Leasehold Lead

Housing Development Manager

Deputy – Senior Housing Development Officer

Service Lead - Housing Customers

1. Grant, administer and, where necessary, terminate any flexible tenancy.

Deputies – Customer Relations Lead and/or Lettings & Leasehold Lead

2. To terminate any tenancy or licence where necessary, by relying on the absolute grounds for possession introduced by the Anti Social Behaviour Crime and Policing Act 2014 (the ASBCP Act 2014).

Deputies – Customer Relations Lead and/or Lettings & Leasehold Lead

3. In consultation with the Executive Member with relevant Portfolio in conjunction with the Chief Finance Officer and the City Solicitor & Head of HR, approve a repayment plan with a landlord where a property is handed back early from a private rental agreement with an individual landlord where outstanding funds are owed to the Council. This will be subject to a legal charge being created and registered in the Council's favour against the property.

Deputies – Customer Relations Lead and/or Lettings & Leasehold Lead

4. Authority to opt to surrender Right to Buy (RTB) to Department of Communities & Local Government or pass receipts over to a housing association, subject to prior consultation with the Chief Finance Officer and the Executive Member with relevant Portfolio.

Deputies – Customer Relations Lead and/or Lettings & Leasehold Lead

Housing Development Manager

1. Approve the use of commuted sums, as required, to acquire new affordable housing in consultation with the Executive Member with Relevant Portfolio and Finance and Estates Officers.

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Deputy – Senior Housing Development Officer

2. In consultation with the Executive Member with relevant Portfolio approve the use of consultants to assist the Housing Development Team in undertaking viability appraisals and the appraisal of new forms of affordable housing delivery within approved budgets.

Deputy – Senior Housing Development Officer

PUBLIC REALM

Service Manager Business and Commercial Operations

1. All matters relating to the day-to-day management of the River Exe and Canal.

Deputy – Waterways Manager

2. The day-to-day management, lettings and allocation of harbour mooring and to issue consents to use landings, slipways, pontoons and berthing subject to such charges and policies approved by the Council.

Deputy – Waterways Manager

3. In consultation with the City Solicitor & Head of HR, the regulation and enforcement of Harbour by-laws.

Deputy – Waterways Manager

4. To agree requests for the adoption of land and facilities provided by a developer for the Parks and Open Spaces service pursuant to a planning obligation.

Deputy - Commercial Operations Manager

5. In consultation with other Officers as appropriate, the letting of parks and open spaces for special events where this does not have a negative financial impact on the Council.

Deputy - Commercial Operations Manager

6. To deal with burials in accordance with the National Assistance Acts 1948-1951 and the Public Health (Control of Diseases) Act 1984.

Deputy - Commercial Operations Manager

7. Where appropriate, to serve Notices to Quit terminating allotment tenancies.

Deputy - Commercial Operations Manager

8. In consultation with the City Solicitor & Head of HR and the Portfolio Holder Environment, authority to make amendments to the Allotment Gardens Rules and Conditions.

Deputy - Commercial Operations Manager

9. Authority to enter into management agreements with duly elected Allotment Associations, as prescribed (Council 15 October 2014) in consultation with Executive Member with relevant Portfolio.

Deputy - Commercial Operations Manager

10. To reassign any residue from any future capital funding for the waterway in order to effect immediate and or significant repairs elsewhere in the Canal or Quay, in consultation with the Executive Member with relevant Portfolio and the Chief Finance Officer.

Deputy - Commercial Operations Manager

11. To exercise the powers and functions of the Council under Section 26 of Exeter City Act 1987.

Deputy - Commercial Operations Manager

12. In consultation with the Chief Finance Officer, the power to vary the fees and charges in respect of the Council's recreational and sports facilities (this shall exclude any facilities which may have been outsourced by the Council).

Deputy - Commercial Operations Manager

13. In consultation with the Executive Member with relevant Portfolio to decide on bids for the use of the Bowling Green Marshes Fund, in accordance with the agreed criteria and having sought the views of ward members.

Deputy - Commercial Operations Manager

14. Responsibility to interpret the Allotment Garden Rules and Conditions (agreed Council 15 October 2014) in the case of a dispute.

Deputy – Customer Service Team Manager

15. In compliance with the Port Marine Safety Code be designated as the “Duty Holder” for the Port of Exeter.

Deputy - None

Service Manager Community Safety and Enforcement

1. To exercise the Council's powers under Section 6-8, 25 and 30 of the Exeter City Act 1987.

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Deputy – Parking and Enforcement Team Manager

2. In consultation with the City Solicitor & Head of HR, to agree/refuse requests for road closures.

Deputy – Parking and Enforcement Team Manager

3. To discharge the powers conferred on the City Council by the following sections of the Exeter City Council Act:-

Section 19 – Restriction of vehicles in certain residential streets; and
Section 30 – Prohibiting of parking of vehicles on footways, verges and central reservations.

Deputy – Parking and Enforcement Team Manager

4. In consultation with the Leader of the Council and Executive Member with relevant Portfolio to consider objections to Exeter City Council Parking Places Orders and amendments thereto.

Deputy – Parking and Enforcement Team Manager

5. Be authorised under Section 53 of the Anti Social Behaviour Crime and Policing Act 2014 (the Act) for issuing Community Protection Notices (CPN) and related Fixed Penalty Notices of a £100 penalty fee in respect of breaches of a CPN.

Deputy – Parking and Enforcement Team Manager

6. To implement Public Spaces Protection Orders (PSPO) under Part 4 Chapter 2 of the Anti Social Behaviour Crime and Policing Act 2014 following agreement in each case at the multi-agency Anti Social Behaviour Action Team and related Fixed Penalty Notices of a £100 penalty fee in respect of breaches of a PSPO.

Deputy – Parking and Enforcement Team Manager

Customer Services Co-Ordinators

1. **Authority to cancel Penalty Charge Notices**

City Solicitor & Head of HR and Monitoring Officer

1. To act as the Council's Chief Legal Advisor responsible for the initiation, defence, settlement and conduct of any legal proceedings which may affect the interests of the Council or the inhabitants of the City.

Deputies – Chief Legal Executive and/or Litigation Solicitor

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- 2 (a) The service of any notice required to terminate any contract, agreement or lease entered into by the Council including notices to vary any terms of such contract, agreement or lease.
- (b) Where power to institute proceedings in the Magistrates Court is given by statute to the Council, the City Solicitor & Head of HR/Monitoring Officer shall institute and progress those proceedings (including progressing them in the higher courts if appropriate).
- (c) In consultation with a Director concerned, authority to issue formal cautions where he/she considers this appropriate.

Deputies – Chief Legal Executive and/or Litigation Solicitor

3. To authorise officers under Section 7 of the Exeter City Act 1987 in respect of the maintenance of the city walls.

Deputies – Chief Legal Executive and/or Litigation Solicitor

- 4 In consultation with the Chief Finance Officer and City Surveyor following receipt of professional property management advice, authority to agree the release of any covenants imposed on former council houses where such release is in the interests of the Council.

Deputies – Chief Legal Executive and/or Litigation Solicitor

5. To apply to the Justices to authorise entry into land or premises by persons named by the City Development Manager under the Town & County Planning Act 1990 (as amended).

Deputies – Chief Legal Executive and/or Litigation Solicitor

6. In conjunction with the relevant Director, to approve orders under Section 21 of the Town Police Clauses Act 1847, for the temporary closure of streets, subject to consultation with Police and the County Council.

Deputies – Chief Legal Executive and/or Litigation Solicitor

7. To attest the Common Seal of the Council and sign other legal documents. In his/her absence, this may also be undertaken by the Chief Legal Executive or in their absence by the Chief Executive & Growth Director.

Deputies – Litigation Solicitor

8. To provide and sign statements of truth in accordance with the Civil Procedure Rules.

Deputies – Chief Legal Executive and/or Litigation Solicitor

9. To institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any

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case where the City Solicitor & Head of HR considers that such action is necessary to protect the council's interest.

Deputies – Chief Legal Executive and/or Litigation Solicitor

10. To discharge the functions of the Monitoring Officer as set out in Articles 11 and 14 of Part 2 of the Constitution.

Deputies – Chief Legal Executive and/or Litigation Solicitor

11. To approve minor administrative/typographical corrections to the Constitution in consultation with the Leader of the Council.

Deputy – Corporate Manager Democratic & Civic Support

12. In consultation with the Council's appointed independent person, to deal with any complaint received, alleging a breach of the Members Code of Conduct in accordance with the complaints procedure, including the authority to decide whether an allegation merits investigation.

Deputies – Chief Legal Executive and/or Litigation Solicitor

13. To determine requests from Members for dispensations to take part in the debate and/or vote in a meeting where he/she has an interest to declare, and where there is conflict, for another Member of the Audit and Governance Committee to be consulted.

Deputies – Chief Legal Executive and/or Litigation Solicitor

14. The authority to amend HR policies and procedures where a statutory change or an organisational change (i.e. change in job title/role) has occurred making the amendments necessary.

Deputy – Human Resources Transactional Services Manager

15. In consultation with the Portfolio Holder with responsibility for equality and diversity to make amendments to the equality and diversity policy.

Deputy – Human Resources Transactional Services Manager

Corporate Manager Democratic & Civic Support

1. (a) Designated as the "proper officer" for the purpose of the following sections of the Local Government Act 1972:-
 - (i) Section 100B(2) - determination of the agenda items and reports which are likely to be dealt with in part 2
 - (ii) Section 100B(7)(C) - supply of papers to the press
 - (iii) Section 100C(2) - summaries of the proceedings held in part 2

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(iv) Section 100F(2) - determination of documents not available for inspection by members

(b) Designated as the “proper officer” in respect of The Executive Arrangements (Decisions, Documents and Meetings) (England) Regulations 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Deputy – Democratic Services Manager

2. In consultation with the leaders of the Political Groups, to implement minor variations of numbers and appointments of Members of Committees/Sub-Committees, in order to comply with the proportionality requirements of the Local Government and Housing Act 1989.

Deputy – Democratic Services Manager

3. To exercise the powers set out in Section 31 of the Exeter City Act 1987 in respect of the restriction on the use of armorial bearings.

Deputy – Lord Mayors Support Officer

4. To authorise the use of the Guildhall for private functions.

Deputy – Lord Mayors Support Officer

5. To carry out the duties of the Electoral Registration Officer and/or arrange for the discharge of the Returning Officer’s duties.

Deputy - Electoral Services Manager

Corporate Manager Executive Support Unit

1. To conduct listing reviews and compensation reviews in respect of assets of community value.

Deputy - None

City Surveyor

In respect of every single decision/transaction in relation to property matters, the City Surveyor or the officer appointed for the purpose shall exercise the authority delegated to him/her in accordance with the following:

1) In undertaking property matters decisions/transactions the following authority and decision processes will apply:

(a) Where the cost or equivalent value to the Council does not exceed £25,000 per annum - The City Surveyor or the officer appointed for the purpose.

- (b) Where the cost or equivalent value to the Council is between £25,000 and £50,000 per annum City Surveyor or the officer appointed for the purpose in consultation with the Deputy Chief Executive.
- (c) Where the cost or equivalent value to the Council is between £50,000 and £100,000 per annum - City Surveyor or the officer appointed for the purpose in consultation with the Executive Member with relevant portfolio and the Deputy Chief Executive.

Provided always that any decision/transaction which may involve expenditure over £100,000 in value shall be reported to the Executive for a decision.

For the avoidance of doubt no delegated authority shall be exercised unless in accordance with 1 (a) to (c) above

Deputy – Principal Estates Surveyor

- 2. Authority to enter into and grant leases, licenses, tenancies at will and wayleave agreements.

Deputy – Principal Estates Surveyor

- 3. To consent to the assignment, sub-letting or surrender of existing leases and to approve amendments to the terms of existing leases, licence or agreement

Deputy – Principal Estates Surveyor

- 4. Where appropriate in consultation with the City Solicitor & Head of HR, to authorise and take necessary legal proceedings for the termination and renewal of leases, agreements and licences.

Deputy – Principal Estates Surveyor

- 5. In consultation with the Chief Finance Officer and City Solicitor & Head of HR, to take legal/court action to enforce payment of rent and other charges due to the Council.

Deputy – Principal Estates Surveyor

- 6. To approve the revision of rent and licence fees either in accordance with the formula set out in the lease or in accordance with the open market value. This shall include authority to agree not to increase the rent where appropriate.

Deputy – Principal Estates Surveyor

- 7. In consultation with the City Solicitor & Head of HR, authority to institute proceedings for the removal of trespassers on City Council land.

Deputy – Principal Estates Surveyor

8. In consultation with the City Solicitor & Head of HR, authority to exercise the powers contained under Sections 77 and 78 of the Criminal Justice Public Order Act 1994.

Deputy – Principal Estates Surveyor

9. Authority to submit planning applications for the development or redevelopment of Council owned sites.

Deputy – Principal Estates Surveyor

10. In accordance with any procedures required by the Asset Management Plan and in consultation the Chief Finance Officer, where this is deemed to be in the overall best interests of Exeter City Council, and where such disposal is of no strategic importance to the Authority, the disposal by freehold sale of land and/or buildings at open market value.

Deputy – Principal Estates Surveyor

11. Authority to vary or release freehold covenants where such release is not likely to prejudice the Council's existing land holding or any future development proposals.

Deputy – Principal Estates Surveyor

12. In consultation with the Chief Finance Officer and City Solicitor & Head of HR, to pay or accept compensation where appropriate.

Deputy – Principal Estates Surveyor

13. In consultation with the Chief Finance Officer, authority to acquire interests in land, provided that such acquisition is catered for within the capital bidding programme and the AIM process.

Deputy – Principal Estates Surveyor

14. To act as appointing officer and take all necessary action to comply with Party Walls, etc. Act 1996.

Deputy – Principal Estates Surveyor

15. In consultation with the Chief Finance Officer and in agreement with the other relevant Officers, to agree requests for the adoption of land and facilities provided by a developer pursuant to a planning obligation.

Deputy – Principal Estates Surveyor

16. To approve the creation or modification of approved contractor standing lists.

Deputy – Corporate Property Asset Manager

Events, Facilities & Markets Manager

1. The alteration of market days required as a result of statutory holidays.

*Deputies – Corn Exchange – Events, Facilities & Marketing Officer
Matford Centre/Markets, Facilities & Admin Officer
Leisure Facilities - Leisure Facilities Manager
Tourism Facilities – Visitor Facilities Officer*

2. To establish/vary tolls, fees and charges in respect of the Matford Centre, Corn Exchange and the various markets authorised by Exeter City Council.

*Deputies – Corn Exchange – Events, Facilities & Marketing Officer
Matford Centre/Markets, Facilities & Admin Officer
Leisure Facilities - Leisure Facilities Manager
Tourism Facilities – Visitor Facilities Officer*

3. The day-to-day management, including where appropriate, opening hours and bookings for the Council's recreational facilities.

*Deputies – Corn Exchange – Events, Facilities & Marketing Officer
Matford Centre/Markets, Facilities & Admin Officer
Leisure Facilities - Leisure Facilities Manager
Tourism Facilities – Visitor Facilities Officer*

Museum Manager

1. The effective day to day running of the City Museums and to determine the casual use of the Museum buildings in connection with events promoted by or supported by the City Council.

Deputy – Content Management Lead Officer

2. To exercise the powers and functions of the Council under Sections 9 and 10 of Exeter City Act 1987.

Deputy – Content Management Lead Officer

3. To agree requests for the adoption of land and facilities provided by a developer for the Museums service pursuant to a planning obligation.

Deputy – Content Management Lead Officer

4. In consultation with the Executive Member with relevant Portfolio to approve items for de-accession from the museum collection, unless the item is of a significant nature or monetary value.

(Amended April 2017)

Deputy – Content Management Lead Officer

Economy & Enterprise Manager

1. In consultation with the Executive Member with relevant portfolio Chief Finance Officer and the Cultural Lead Officer to make advances/loans to Social, Cultural and Sporting organisations in accordance with the Council's agreed policy, provided that such advances/loans are within the Council's agreed budgetary allocations.

Deputies - Sport – Tourism Manager; Arts & Festivals – Arts & Events Manager

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REPORT TO: EXECUTIVE
Date of Meeting: 11 April 2017
Report of: Chief Executive & Growth Director
Title: Exeter Science Park Company
Exeter City Council's Nominated Director

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1 What is the report about?

- 1.1 To agree the person from Exeter City Council who will fulfil the role of Director on the Board of Exeter Science Park Company.

2 Recommendations

- 2.1 To appoint David Hodgson as the named Director on the Board of the Exeter Science Park Company.
- 2.2 To appoint Jon-Paul Hedge as the named alternative Director to the Board of Exeter Science Park Company.

3 Reasons for the recommendations

- 3.1 Exeter City Council is a partner in the Exeter Science Park Company and Richard Ball, Assistant Director Economy, has been the Council's named Director on the Board. As Members are aware, Richard has taken voluntary redundancy. It is therefore necessary to identify the City Council's new company director on the Board.

4 What are the resource implications including non-financial resources

- 4.1 None

5 Section 151 Officer comments

- 5.1 The section 151 Officer is happy to serve as a Director on the Science Park Board. However, members should note that if a financial conflict of interest arises, the section 151 Officer by virtue of the statutory role undertaken for the Council, would have to step aside from the role of Director.

6 What are the legal aspects?

- 6.1 None identified.

7 Monitoring Officer's comments

- 7.1 It is the Monitoring Officers view that it is sensible to appoint Dave Hodgson as Director to this board since he already has detailed knowledge of both the set up and finances of this company

8 Background

- 8.1 Exeter City Council is an equity shareholder in the Exeter Science Park Company and the City Council has one Director place on the Board. Richard Ball has been the nominated Director but with Richard taking voluntary redundancy, the Council needs to identify someone else.
- 8.2 David Hodgson, Chief Finance Officer, has been the alternative Director on the Board and it is recommended that he become the permanent Director and that Jon-Paul Hedge replace the CFO as the alternative Director. Both officers will provide the Company with valuable skills. It is further recommended that the proposed changes take effect immediately.

Karime Hassan
Chief Executive & Growth Director

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