

EXECUTIVE

Date: Tuesday 10 October 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, Brimble, Denham, Gottschalk, Leadbetter, Morse, Packham, Pearson and Sutton

Agenda

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

1 Apologies

To receive apologies for absence from Committee members.

2 Declarations of Interest

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

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

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

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

4 South Street Regeneration

To consider the report of the City Surveyor.

(Pages 5 - 16)

Place Scrutiny Committee considered the report at its meeting on 14 September 2017 and its comments will be reported.

5 Capital Monitoring Statement to 30 June 2017

To consider the report of the Chief Finance Officer.

(Pages 17 - 34)

Corporate Services Scrutiny Committee considered the report at its meeting on 28 September 2017 and its comments will be reported.

6 Overview of the General Budget 2017/18

To consider the report of the Chief Finance Officer.

(Pages 35 - 48)

Corporate Services Scrutiny Committee considered the report at its meeting on 28 September 2017 and its comments will be reported.

7 Neighbourhood portion of CIL/ Grants Roots Grants recommendations

To consider the report of the Programme Manager – Communities.

(Pages 49 - 58)

8 Staffing to support New Housing IT System

To consider the report of the Director (BA).

(Pages 59 - 86)

Date of Next Meeting

The next scheduled meeting of the Executive will be held on **Tuesday 14 November 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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REPORT TO: Place Scrutiny Committee and Executive
Date of Meeting: 14 September 2017
Report of: City Surveyor
Title: South Street Regeneration

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

This report follows on from the March 2016 report regarding the future place of South Street and the Corn Exchange block including feedback from the Public Consultation held in February. It sets out a course to action those priorities in an incremental way.

2. Recommendations:

Place Scrutiny Committee support and recommend approval by the Executive of the following:-

- 2.1 That the Executive notes the results of the South Street public consultation exercise held in February 2017 (Appendix 1) and
- 2.2 Support an incremental approach to improvement focussing on individual areas where development opportunities present themselves
- 2.3 An Urban Designer be appointed to be given a realistic brief based on the priorities identified in the public consultation to give context for current and future development opportunities.

3. Reasons for the recommendations:

South Street is an important part of the City which is changing as the city centre changes. The street needs to create its own identity and clarify its function. Potentially it can act as an important bridge between the city centre and the Exeter Quay. Proposed enhancements of South Street will be included within the revised City Centre Strategy..

- 3.1 Public consultation was held at the Corn Exchange in February 2017. Around 450 people attended. Three key priorities for the area were identified by the public; cultural activity and entertainment, independent businesses and the Farmer's Market. In terms of "Gateways and connections" significant improvement was prioritised for access to the Quay. In terms of the "Appearance of buildings" improvement in shopfronts, residential premises and historic buildings was given top priority. For "Public spaces and the street scene" paving, trees and planting and Wi-Fi were identified as the most significant improvements required. In terms of "Transport and getting around" the highlighted improvements of significance needed were in traffic (movement), walking, cycling and car parks.
- 3.2 A practical approach to moving these priority improvements forward is an incremental one based on a series of dialogues and further consultation with stakeholders including our tenants, BID representative etc. There are a number of conversations already initiated with developers and others who have an interest in various small development projects.

In order to progress these and ensure that they are incorporated into the wider context of the public priorities relevant numbered areas have been identified on the map (Appendix 2)

Area 1 Public Highway – Discussions commenced and to continue with Devon County Council concerning potential improvement to pedestrianised areas, cycle route and traffic movement including junctions.

Area 2 Link to Quay – Explore enhancement of potential access route

Area 3 11-18 South Street – Active discussion regarding potential for redevelopment

Area 4 Market Street – Active discussion regarding potential for redevelopment (includes surface level car park)

Area 5 St James Court & 50-53 South Street – Active discussion with Housing regarding redevelopment

Area 6 Corn Exchange and Guinea Street – Subject to separate report on needs analysis for New Exeter Venue and any outcomes therefrom.

- 3.3 It is recommended to appoint an Urban Designer to set a context and framework for these potential developments and others based on priorities identified in the public consultation exercise. The Urban Designer's brief would be to prioritise any suggested enhancements tempered with the practicalities of budget and timescale. Such a comprehensive analysis would enable the City Council to explore options in areas such as improved signage, parking, public transport, enhanced public realm and the creation of a "draw" to encourage visitors into South Street and on to the Quay. Future ideas for the area to be explored might include incentives to improve shopfronts, adopting a letting policy and improvements to the public realm

Further reports to members on the outcomes of this work will be made as it progresses.

The previous report included the examination of the need for a new performance venue in Exeter and whether the Corn Exchange block had a role to play in meeting that requirement. Obtaining a "Needs Analysis" has been the subject of a separate strand of work with the appointment of consultants Fourth Street who are due to report to Place Scrutiny Committee in November. Any relevant outcomes from that report to be incorporated into any urban design work proposed for South Street or the wider "West Quarter."

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

The initial funding requirement was £75,000 approved in the March 2016 report to enable the engagement of consultants to assist with the necessary analysis and reviews.

The fee for the proposed appointment of an Urban Design Consultant should be affordable within the existing budget.

5. Section 151 Officer comments:

There are no additional financial implications for the Council to consider at this time.

6. What are the legal aspects?

None identified at this stage.

7. Monitoring Officer's comments:

The appointment of the consultant must accord with the Councils contract Standing Orders.

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

Identifying opportunities for improving South Street will allow for the strengthening of this part of the city centre and the wider West Quarter creating a positive environment for investment. The proposals contribute to elements of the existing city centre strategy and its proposed revision. There are potential links to the agenda for City Futures.

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

At this stage of analysis and assessment there are no significant risks

10. 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 such impacts have been identified at this stage. Proper consultation with stakeholders should ensure that these issues are fully addressed in due course.

11. Are there any other options?

A review of these areas could be deferred but it is felt in the wider City context the need to address the future of South Street and the wider West quarter is becoming increasingly pressing.

Michael Carson

City Surveyor

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

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APPENDIX 1

South Street Public Consultation February 2017 - Responses

1. Your vision for this area (474 responses)

Which of the following uses should be prioritised for this area in future?

- Cultural activity and entertainment – 392 (82.5%)
- Independent businesses – 320 (67.5%)
- Farmers' market – 302 (63.7%)
- Sympathetic use of historic buildings – 275 (58%)
- A diverse range of shops – 257 (52.1%)
- Art studios – 120 (25.3%)
- Restaurants, pubs and bars – 107 (22.6%)
- Technology and innovation hub – 79 (16.7%)
- Residential properties – 75 (15.8%)
- Studio space with living accommodation – 49 (10.3%)
- Business enterprise hub – 46 (9.7%)
- Office/commercial centre – 27 (5.7%)
- Student accommodation – 11 (2.3%)

2. Gateway and connections

What level of improvement is needed to each of the following gateways and connections to the area?

Entrances to Cathedral Yard (458 responses)

- No improvements needed (ranking 1) – 109 (23.8%)
- **(ranking 2) – 125 (27.3%)**
- (ranking 3) – 103 (22.5%)
- Significant improvements needed (ranking 4) – 121 (26.4%)

Connection to High Street (450 responses)

- No improvements needed (ranking 1) – 116 (25.8%)
- **(ranking 2) – 133 (29.6%)**
- (ranking 3) – 97 (21.6%)
- Significant improvements needed (ranking 4) – 104 (23.1%)

Western Way entrance (442 responses)

- No improvements needed (ranking 1) – 84 (19%)
- **(ranking 2) – 138 (31.2%)**
- (ranking 3) – 107 (24.2%)
- Significant improvements needed (ranking 4) – 113 (25.6%)

Links to The Quay (454 responses)

- No improvements needed (ranking 1) – 52 (11.5%)
- (ranking 2) – 52 (11.5%)
- (ranking 3) – 132 (29.1%)
- **Significant improvements needed (ranking 4) – 218 (48%)**

Connections to Fore Street (452 responses)

- No improvements needed (ranking 1) – 63 (13.9%)
- **(ranking 2) – 137 (30.3%)**
- (ranking 3) – 130 (28.8%)
- Significant improvements needed (ranking 4) – 122 (27%)

Connectivity of the whole area (446 responses)

- No improvements needed (ranking 1) – 35 (7.8%)
- (ranking 2) – 122 (27.4%)
- **(ranking 3) – 146 (32.7%)**
- Significant improvements needed (ranking 4) – 143 (32.1%)

3. Appearance of buildings

Shopfronts (457 responses)

- No improvements needed (ranking 1) – 16 (3.5%)
- (ranking 2) – 76 (16.6%)
- (ranking 3) – 130 (28.4%)
- **Significant improvements needed (ranking 4) – 235 (51.4%)**

Pubs and restaurants (451 responses)

- No improvements needed (ranking 1) – 60 (13.3%)
- **(ranking 2) – 153 (33.9%)**
- (ranking 3) – 129 (28.6%)
- Significant improvements needed (ranking 4) – 109 (24.2%)

Residential premises (448 responses)

- No improvements needed (ranking 1) – 62 (13.8%)
- (ranking 2) – 124 (27.7%)
- (ranking 3) – 114 (25.4%)
- **Significant improvements needed (ranking 4) – 148 (33%)**

Offices (444 responses)

- No improvements needed (ranking 1) – 75 (16.9%)
- **(ranking 2) – 157 (35.4%)**
- (ranking 3) – 109 (24.5%)
- Significant improvements needed (ranking 4) – 103 (23.2%)

Historic buildings (452 responses)

- No improvements needed (ranking 1) – 71 (15.7%)
- (ranking 2) – 124 (27.4%)
- (ranking 3) – 127 (28.1%)
- **Significant improvements needed (ranking 4) – 130 (28.8%)**

4. Public spaces and the street scene

Seating (457 responses)

- No improvements needed (ranking 1) – 40 (8.8%)
- (ranking 2) – 95 (20.8%)
- **(ranking 3) – 168 (36.8%)**
- Significant improvements needed (ranking 4) – 154 (33.7%)

Paving (459 responses)

- No improvements needed (ranking 1) – 28 (6.1%)
- (ranking 2) – 96 (20.9%)
- (ranking 3) – 128 (27.9%)
- **Significant improvements needed (ranking 4) – 207 (45.1%)**

Lighting (447 responses)

- No improvements needed (ranking 1) – 49 (11%)
- **(ranking 2) – 139 (31.1%)**
- (ranking 3) – 136 (30.4%)
- Significant improvements needed (ranking 4) – 123 (27.5%)

Bins (451 responses)

- No improvements needed (ranking 1) – 29 (6.4%)
- **(ranking 2) – 152 (33.7%)**
- (ranking 3) – 130 (28.8%)
- Significant improvements needed (ranking 4) – 140 (31%)

Trees and planting (458 responses)

- No improvements needed (ranking 1) – 20 (4.4%)
- (ranking 2) – 90 (19.7%)
- (ranking 3) – 139 (30.3%)
- **Significant improvements needed (ranking 4) – 209 (45.6%)**

WiFi (437 responses)

- No improvements needed (ranking 1) – 88 (20.1%)
- (ranking 2) – 106 (24.3%)
- (ranking 3) – 108 (24.7%)
- **Significant improvements needed (ranking 4) – 135 (30.9%)**

Signage (453 responses)

- No improvements needed (ranking 1) – 49 (10.8%)
- **(ranking 2) – 153 (33.8%)**
- (ranking 3) – 125 (27.6%)
- Significant improvements needed (ranking 4) – 126 (27.8%)

Cleansing (453 responses)

- No improvements needed (ranking 1) – 19 (4.2%)
- (ranking 2) – 101 (22.3%)

- (ranking 3) – 143 (31.6%)
- **Significant improvements needed (ranking 4) – 190 (41.9%)**

Advertising and poster boards (381 responses)

- No improvements needed (ranking 1) – 95 (24.9%)
- **(ranking 2) – 143 (37.5%)**
- (ranking 3) – 68 (17.8%)
- Significant improvements needed (ranking 4) – 75 (19.7%)

5. Transport and getting around

Traffic (451 responses)

- No improvements needed (ranking 1) – 74 (16.4%)
- (ranking 2) – 119 (26.4%)
- (ranking 3) – 99 (22%)
- **Significant improvements needed (ranking 4) – 159 (35.3%)**

Walking (455 responses)

- No improvements needed (ranking 1) – 79 (17.4%)
- (ranking 2) – 124 (27.3%)
- (ranking 3) – 104 (22.9%)
- **Significant improvements needed (ranking 4) – 148 (32.5%)**

Cycling (453 responses)

- No improvements needed (ranking 1) – 92 (20.3%)
- (ranking 2) – 110 (24.3%)
- (ranking 3) – 104 (23%)
- **Significant improvements needed (ranking 4) – 147 (32.5%)**

Car parks (446 responses)

- No improvements needed (ranking 1) – 97 (21.7%)
- (ranking 2) – 114 (25.6%)
- (ranking 3) – 112 (25.1%)
- **Significant improvements needed (ranking 4) – 123 (27.6%)**

On-street parking (444 responses)

- **No improvements needed (ranking 1) – 142 (32%)**
- (ranking 2) – 120 (27%)
- (ranking 3) – 81 (18.2%)
- Significant improvements needed (ranking 4) – 101 (22.7%)

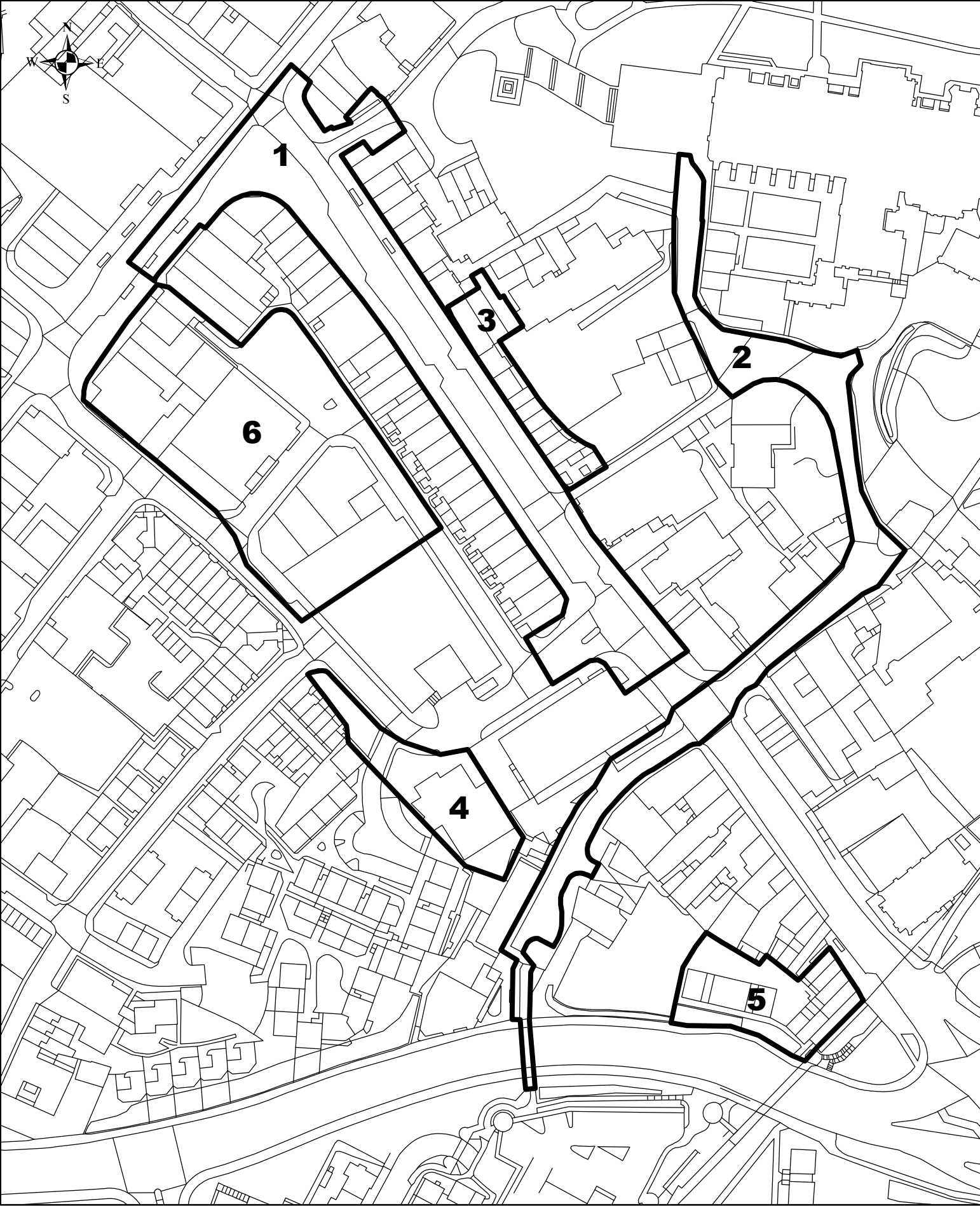
Buses and coaches (443 responses)

- No improvements needed (ranking 1) – 99 (22.3%)
- **(ranking 2) – 145 (32.7%)**
- (ranking 3) – 87 (19.6%)
- Significant improvements needed (ranking 4) – 112 (25.3%)

Taxis (389 responses)

- **No improvements needed (ranking 1) – 164 (42.2%)**
- (ranking 2) – 123 (31.6%)
- (ranking 3) – 60 (15.4%)
- Significant improvements needed (ranking 4) – 42 (10.8%)

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Date: August 2017

South Street

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REPORT TO **CORPORATE SERVICES SCRUTINY COMMITTEE,
EXECUTIVE AND COUNCIL**
Date of Meeting: **Corporate Services Scrutiny - 28 September 2017
Executive - 10 October 2017
Council - 17 October 2017**
Report of: **Chief Finance Officer**
Title: **Capital Monitoring Statement to 30 June 2017**

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**
- (ii) The additions to the capital programme detailed in 8.7**

3. Reasons for the recommendation:

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

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

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

4. What are the resource implications including non financial resources

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

5. Section 151 Officer comments:

This report has been prepared on behalf of the Section 151 Officer to set out the financial position of the Capital Programme as at 30 June 2017.

6. What are the legal aspects?

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

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring Officer

8. Report Details:

CAPITAL MONITORING STATEMENT TO 30 JUNE 2017

8.1 REVISIONS TO THE CAPITAL PROGRAMME

The 2017/18 Capital Programme, including commitments brought forward from 2016/17, was last reported to Corporate Services Scrutiny Committee on 22 June 2017. Since that meeting the following changes have been made that have increased the programme:

Description	£	Approval/Funding
Capital Programme, as reported to Corporate Services Scrutiny Committee, 22 June 2017	27,276,390	
Leisure Complex – Build Project	4,286,620	£7,050,000 additional budget was approved at the Extraordinary Meeting of the Council (19 July 2017), the remaining £2,763,380 will be added to the 2018/19 and 2019/20 budgets.
Bus Station Construction	0	£620,000 additional budget was approved at the Extraordinary Meeting of the Council (19 July 2017), all will be added to the 2019/20 budget.
Disabled Facilities Grants	288,160	Additional funding awarded from the Better Care Fund
Kings Arms Bridge	160,000	Approved by Council 25 July 2017
Exwick Cemetery Ashes Section	60,000	
Newtown Community Centre	38,960	Additional S106 Funding
HRA Estate Regeneration	1,295,000	Grant income
Revised Capital Programme	33,405,130	

8.2 PERFORMANCE

The revised capital programme for the current financial year is £33.405 million. During the first three months of the year the Council spent £1.478 million on the programme, which equates to 4.4% of the revised programme. This compares with £2.167 million (6.8%) being spent in the first three months of 2016/17.

The current programme is detailed in Appendix 1. The Appendix shows a total forecast spend for 2017/18 of £23.730 million with £8.697 million of the programme potentially being deferred to 2018/19 and beyond.

Appendix 2 shows the approved budgets for 2018/19 with the proposed 2017/18 budget to be carried forward to 2018/19 and beyond 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 2017/18 are £11.901 million. An estimated spend of £12.122 million is required of which £5.271 million will be funded from borrowing with £5.050 million capital receipts carried forward to 2018/19. The available capital resources for the HRA for 2017/18 are £21.667 million. An estimated spend of £11.608 million is required leaving £10.059 million to be carried forward into 2018/19. 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 £
New Receipts	147,530	680,540
Less HRA Pooling		(106,721)
Balance as at 30 June 2017	147,530	573,819

8.4 EXPENDITURE VARIANCES

The main variances and issues concerning expenditure in 2017/18 are:

Scheme	Estimated Overspend / (Underspend) £	Reason
Exhibition Way Bridge Maintenance	(39,580)	Tenders were obtained to undertake the necessary repairs but were found to be in excess of the available budget. A new capital funding bid will be prepared.
Smoke/Fire Alarms – Older Persons	(15,750)	Successfully negotiated a lower cost per dispersed alarm unit. The budget also allowed for ongoing connectivity charges, which have been moved to revenue in accordance with proper accounting practice.

Electrical re-wiring	(922,430)	Significant savings are projected in respect of planned electrical re-wires. The budgets were prepared on early survey results, but subsequent surveys have identified significantly fewer properties as requiring full electrical rewires in accordance with health and safety regulations.
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8.5 SCHEMES TO BE DEFERRED TO 2018/19 AND BEYOND

Schemes which have been identified as being wholly or partly deferred to 2018/19 and beyond are:

Scheme	17/18 Budget £	Budget to be Deferred £	Reason
Outdoor Leisure Facilities	336,690	263,241	The scheme at Omaha Drive is delayed awaiting a decision on the location of the facilities. The Arena Skate Park has been delayed due to lack of staff resources.
Vehicle Replacement Programme	1,027,000	(38,000)	A van which was due to be replaced in the 2018/19 programme is likely to be written off and require a replacement this year.
Bowling Green Marshes Coastal Defence Scheme	278,900	278,900	There is a legal dispute between the Environment Agency and Natural England over strategy.
Topsham Flood Gates (Ferry Road/The Strand)	100,000	100,000	ECC still has not received formal notification of funding from the Environment Agency and DCC.
Exeter Flood Alleviation Scheme	200,000	200,000	The Environment Agency are still focused on the main flood defence scheme and have not started to promote the provision of property level protection to individual properties not protected by the main scheme.
Bus Station Construction	439,160	439,160	This is a minor re-profiling of the budget.
Programmed Re-roofing	1,190,300	790,000	A significant amount (£580k) relates to the planned re-roofing of flats, which has been delayed due to consultation with leaseholders before the tender process commences. The remaining £210k relates to re-roofing houses. Vacant Surveyor posts have placed a constraint on delivery of the programme and it is currently projected that works amounting to £193k will be deliverable.

Garage Upgrades	100,000	89,000	A lower than anticipated level of works to garages are planned to be undertaken, whilst the future of certain garage sites are reviewed. In the interim a smaller scale programme of garage door upgrades will be completed.
LAINGS Refurbishments	887,770	247,770	The extensive refurbishment of 17 LAINGS properties has been delayed whilst a thorough review of the tender returns was undertaken. It is hoped that works will start on site in January 2018.
Common Area Footpath/Wall Improvements	864,370	350,000	All surveys of HRA footpaths and walls have been completed, which has informed the planned programme of works. The survey identified works in the area of Higher Barley Mount bus stop, but procurement of the works is pending confirmation of ownership.
Boiler Replacement Programme	357,000	233,800	The commencement of planned boiler replacements has been delayed due to contract procurement. In the interim boiler failures are being dealt with under the gas servicing contract.
Communal Door and Screens	301,870	231,870	Both leaseholder consultation and procurement delays are projected to result in slippage in this programme. It is hoped that a 2 year contract will be procured later this year. Urgent health and safety works will be undertaken in the interim.
Window Replacements	746,000	500,000	Both leaseholder consultation and staff resources are placing a constraint on the delivery of this programme. Initial works will target houses with lower forecast spend of £246k.
St Loyes Extra Care Scheme	3,846,370	3,694,651	Higher tender returns have necessitated a value engineering exercise to be completed coupled with negotiations with the preferred contractor. A detailed report is planned to be presented to committee later this year with the results of this work. In the meantime the budget has been profiled in accordance with the latest cash flow forecast.

Acquisition of Social Housing – Section 106	298,540	240,000	This element of the budget is set aside for the purchase of six two bedroom flats at The Chasse development, which are not due to start until May 2018.
Acquisition of Social Housing – Open Market	1,000,000	1,000,000	Plans to acquire properties on the open market have been put on hold until the detailed Higher Value Assets Levy regulations are known.

8.6 ACHIEVEMENTS

The following schemes have been completed during the first quarter of 2017/18:

- Riverside Arches Fencing**
 Following significant input from Corporate Property officers in resolving the complexities of installing the fencing in conjunction with two tenants all whilst negotiating consent from Network Rail, the Council has completed a robust and smart installation that negates rough sleeping in the affected area whilst improving the overall street scene. The scheme has been completed under budget.
- St Nicolas Priory Structural Improvement Works**
 Significant structural works required to preserve this historic asset have been successfully completed under budget. Corporate Property ensured a sensitive design was employed that preserves the fabric of the building whilst ensuring the longevity of this important asset for generations to come. Further works were completed as part of the scheme to address areas of concern identified in condition surveys of the overall asset. The Priory is now ready for its future as a cherished asset in the heart of the city.

8.7 ADDITIONS TO THE CAPITAL PROGRAMME

- World Culture Galleries Improvement Works (£368,740)**
 In late January 2017 RAMM was awarded a grant of £190,000 from the DCMS/Wolfson Museums & Galleries Improvement Fund to improve RAMM's World Cultures Galleries and bring them up to a standard to match all the other RAMM galleries:
 - £22,000 of this grant will be used towards providing new lighting within the gallery
 - £38,000 will be used to provide new display cases within the gallery
 - £125,000 was provided to improve the ventilation of the Gallery, however the results of the tendering exercise have indicated that the full cost of the required ventilation and roof access scheme is likely to be in the region of £280,000, therefore it is proposed that ECC fund the additional £155,000 required.
 - The remaining £5,000 of the grant has been allocated to revenue and will be used for the creation of a new themed children's activity area in the heart of the gallery.

A further grant of £28,740 has been awarded from the Arts Council's Designated Collections Development Fund. This will also be used to provide new lighting within the gallery and display case LED fibre optics.

Both grants require the Council to spend the money first and then make regular applications to claim the funding.

- **Beacon Heath Martial Arts & Boxing Club – New Roof (£123,700)**
The original budget for this scheme in the current capital programme was approved on the basis of only needing to undertake minor structural repair. There are significant structural issues with the roof of this asset which requires both work to the timber structure and complete covering replacement, it is estimated the total future costs for the project will be £140,000.
- **Replace Lifts at Mary Arches Multi-Storey Car Park (£100,000)**
£100,000 is already included within the 2017/18 capital programme for the replacement of one lift, however, both lifts are presently out of service due to numerous elements of deterioration. The cost of resolving these issues is half the cost of replacing the lifts which are past their end of life. It is therefore determined that replacement of both lifts at a total cost of £200,000 is the most effective use of resource at this prime car park.

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

DAVE HODGSON
Chief Finance Officer

Author:
Nicola Matthews-Morley

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

Background papers used in compiling this report:

None

Contact for enquiries:
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CAPITAL MONITORING TO 30 JUNE 2017

	2017/18 Capital Programme	2017/18 Spend to 30 June	2017/18 Forecast Spend	2017/18 Budget to be Carried Forward to 2018/19 and Beyond	2017/18 Programme Variances (Under)/Over
	£	£	£	£	£
PEOPLE					
HELP ME FIND SOMEWHERE TO LIVE					
Disabled Facility Grants	685,820	54,381	685,820		
Warm Up Exeter/PLEA Scheme	124,620	43,846	124,620		
Wessex Loan Scheme	107,820	21,908	107,820		
WHIL Empty Properties	194,000	0	194,000		
Temporary Accommodation Purchase	584,950	0	584,950		
PEOPLE TOTAL	1,697,210	120,135	1,697,210	0	0
PLACE					
KEEP PLACE LOOKING GOOD					
Outdoor Leisure Facilities	336,690	1,051	73,449	263,241	
Exhibition Way Bridge Maintenance	39,580	0	0		(39,580)
Rougemont Gardens - Path & Railings	29,800	0	29,800		
Repair Canal Bank at M5	29,770	2,500	34,290		4,520
Queen's Crescent CPO	18,000	0	18,000		
Canal Pontoon	9,950	987	9,950		
Kings Arms Bridge	160,000	0	160,000		
Canal Bank Repairs & Strengthening	4,520	0	0		(4,520)
Exwick Cemetery Ashes Section	60,000	0	60,000		
KEEP ME/MY ENVIRONMENT SAFE & HEALTHY					
Vehicle Replacement Programme	1,027,000	135,324	1,065,000	(38,000)	
Car Park Surfacing - Haven Road	12,350	0	12,350		
Replace Lifts at Mary Arches MSCP	100,000	0	100,000		
Riverside Arches	60,000	0	60,000		
City Wide Property Level Protection	94,750	350	94,750		
Bowling Green Marshes Coastal Defence Scheme	278,900	0	0	278,900	
Topsham Flood Gates (Ferry Road/The Strand)	100,000	0	0	100,000	
Exeter Flood Alleviation Scheme	200,000	0	0	200,000	
RAMM Air Monitoring Equipment	90,000	0	90,000		

	2017/18 Capital Programme	2017/18 Spend to 30 June	2017/18 Forecast Spend	2017/18 Budget to be Carried Forward to 2018/19 and Beyond	2017/18 Programme Variances (Under)/Over
	£	£	£	£	£
PROVIDE GREAT THINGS FOR ME TO SEE & DO					
Sports Facilities Refurbishment	144,860	697	144,860		
Passenger Lift at RAMM	73,880	0	73,880		
Livestock Centre Roof Replacement	6,130	0	6,130		
St Nicholas Priory	107,760	3,390	107,760		
Acquisition of Ludwell Valley Park	59,940	0	59,940		
MAINTAIN THE ASSETS OF OUR CITY					
RAMM Roof Access Improvement	68,500	0	68,500		
DELIVER GOOD DEVELOPMENT					
Leisure Complex - Build Project	5,121,540	88,421	5,121,540		
Bus Station Construction	721,010	32,185	281,850	439,160	
Newcourt Community Hall (Grant)	9,570	0	9,570		
Newtown Community Centre (S106)	84,670	0	84,670		
Newtown Community Centre (1st Grant)	50,000	0	50,000		
Newtown Community Centre (2nd Grant)	46,750	0	46,750		
Alphington Village Hall (Repairs & Extension)	17,380	0	17,380		
Beacon Heath Martial Arts & Boxing Club - New Roof	16,300	0	16,300		
PLACE TOTAL	9,179,600	264,905	7,896,719	1,243,301	(39,580)
CORPORATE SERVICES					
WELL RUN COUNCIL					
Invest to Save Opportunities	71,700	39,600	71,700		
Energy Saving Projects	1,556,200	0	1,556,200		
Condition Surveys - Priority 1	20,000	0	20,000		
Condition Surveys - Priority 2	45,500	0	45,500		
Customer Contact Platform	175,830	3,950	175,830		
Annual Contribution to Strata	53,900	53,904	53,900		
Idox System for Planning	122,600	0	122,600		
HR System	58,330	0	58,330		
Convergence Projects	324,360	25,279	324,360		
Capitalised Staff Costs	100,000	0	100,000		
CORPORATE SERVICES TOTAL	2,528,420	122,733	2,528,420	0	0

Grants to external bodies (schemes beyond ECC's control)

	2017/18 Capital Programme	2017/18 Spend to 30 June	2017/18 Forecast Spend	2017/18 Budget to be Carried Forward to 2018/19 and Beyond	2017/18 Programme Variances (Under)/Over
	£	£	£	£	£
HRA					
INVESTMENT IN EXISTING STOCK					
Adaptations	450,000	101,875	450,000		
Environmental Improvements - General	50,760	3,862	50,760		
Programmed Re-roofing	1,190,300	0	400,300	790,000	
Energy Conservation	190,000	0	190,000		
Garage Upgrades	100,000	0	11,000	89,000	
LAINGS Refurbishments	887,770	0	640,000	247,770	
Kitchen Replacement Programme	587,500	44,093	587,500		
Balcony Walkway Improvements	105,000	0	75,000	30,000	
Bathroom Replacement Programme	462,500	9,377	462,500		
Other Works	50,000	0	50,000		
Fire Precautionary Works to Flats	231,090	46,002	231,090		
Communal Areas	158,980	763	126,980	32,000	
Structural Repairs	189,430	400	189,430		
Rennes House Structural Works	550,000	0	550,000		
Common Area Footpaths/Wall Improvements	864,370	0	514,370	350,000	
Soil Vent Pipe Replacement	25,500	0	25,500		
Electrical Central Heating	19,120	0	19,120		
Smoke/Fire Alarms - Older Persons	100,000	43,515	84,250		(15,750)
Electrical Re-wiring	2,011,300	49,207	1,073,870	15,000	(922,430)
Central Heating Programme	167,540	9,120	167,540		
Boiler Replacement Programme	357,000	19,924	123,200	233,800	
Communal Doors and Screens	301,870	0	70,000	231,870	
Fire Risk Assessment Works	434,550	0	434,550		
Whipton Barton House House Water Mains	50,000	0	50,000		
Re-roofing Works Shilhay	839,840	35,922	839,840		
Window Replacements	746,000	0	246,000	500,000	
Replacement Housing Management System	175,100	175,096	175,096		(4)
PROVISION OF NEW COUNCIL HOMES					
Social Housing Acquisitions - Open Market	1,000,000	0	0	1,000,000	
Social Housing Acquisitions - Section 106	298,540	50,041	58,540	240,000	
COB Wave 2 - Rennes Car Park	2,264,470	346,710	2,264,470		
St Loyes Extracare Scheme	3,846,370	25,229	151,719	3,694,651	
Estate Regeneration - Heavitree (COB Wave III)	585,640	9,371	585,640		
Estate Regeneration - Heavitree (Clifford Close)	166,950	0	166,950		
Estate Regeneration - Heavitree (Vaughan Road)	286,060	0	286,060		
Estate Regeneration - Heavitree (South Street)	256,350	0	256,350		
HRA TOTAL	19,999,900	970,507	11,607,625	7,454,091	(938,184)
TOTAL CAPITAL BUDGET	33,405,130	1,478,280	23,729,974	8,697,392	(977,764)

BUDGETS CARRIED FORWARD TO 2018/19 AND BEYOND

	2018/19 Budget as per Budget Book/Council Approvals	Proposed Budget to be Carried Forward to 2018/19 and Beyond at Qtr 1	Total 2018/19 Capital Programme	2019/20 Budget as per Budget Book/Council Approvals
	£	£	£	
PEOPLE				
HELP ME FIND SOMEWHERE TO LIVE				
Disabled Facility Grants	379,000	0	379,000	379,000
PEOPLE TOTAL	379,000	0	379,000	379,000
PLACE				
KEEP PLACE LOOKING GOOD				
Outdoor Leisure Facilities	0	263,241	263,241	
KEEP ME/MY ENVIRONMENT SAFE & HEALTHY				
Vehicle Replacement Programme	400,000	(38,000)	362,000	400,000
Bowling Green Marshes Coastal Defence Scheme	0	278,900	278,900	
Topsham Flood Gates (Ferry Road/The Strand)	0	100,000	100,000	
Exeter Flood Alleviation Scheme	0	200,000	200,000	
PROVIDE GREAT THINGS FOR ME TO SEE & DO				
Sports Facilities Refurbishment	56,430	0	56,430	56,430
DELIVER GOOD DEVELOPMENT				
Leisure Complex - Build Project	16,392,480	0	16,392,480	6,298,270
Bus Station Construction	2,815,540	439,160	3,254,700	2,319,980
PLACE TOTAL	19,664,450	1,243,301	20,907,751	9,074,680

	2018/19 Budget as per Budget Book/Council Approvals	Proposed Budget to be Carried Forward to 2018/19 and Beyond at Qtr 1	Total 2018/19 Capital Programme	2019/20 Budget as per Budget Book/Council Approvals
	£	£	£	
CORPORATE SERVICES				
WELL RUN COUNCIL				
Customer Contact Platform	30,000	0	30,000	
Annual Contribution to Strata	53,900	0	53,900	53,900
Capitalised Staff Costs	100,000	0	100,000	100,000
CORPORATE SERVICES TOTAL	183,900	0	183,900	153,900
HRA				
INVESTMENT IN EXISTING STOCK				
Adaptations	500,000	0	500,000	500,000
Environmental Improvements - General	40,000	0	40,000	40,000
Programmed Re-roofing	1,205,910	790,000	1,995,910	1,222,000
Energy Conservation	170,000	0	170,000	170,000
Garage Upgrades	100,000	89,000	189,000	
LAINGS Refurbishments	1,775,530	247,770	2,023,300	
Kitchen Replacement Programme	616,880	0	616,880	647,720
Balcony Walkway Improvements	105,000	30,000	135,000	105,000
Bathroom Replacement Programme	485,630	0	485,630	509,900
Other Works	50,000	0	50,000	50,000
Communal Areas	112,360	32,000	144,360	114,610
Structural Repairs	150,000	0	150,000	150,000
Rennes House Structural Works	2,393,000	0	2,393,000	993,730
Common Area Footpaths/Wall Improvements	350,000	350,000	700,000	0
Soil Vent Pipe Replacement	26,000	0	26,000	26,500
Electrical Central Heating	19,510	0	19,510	19,900
Electrical Re-wiring	1,091,320	15,000	1,106,320	1,041,970
Central Heating Programme	170,880	0	170,880	174,300
Boiler Replacement Programme	364,000	233,800	597,800	371,000
Communal Doors and Screens	342,370	231,870	574,240	130,380
Fire Risk Assessment Works	63,000	0	63,000	63,000
Window Replacements	760,920	500,000	1,260,920	776,140
ZEBCat Project	480,000	0	480,000	0

	2018/19 Budget as per Budget Book/Council Approvals	Proposed Budget to be Carried Forward to 2018/19 and Beyond at Qtr 1	Total 2018/19 Capital Programme	2019/20 Budget as per Budget Book/Council Approvals
	£	£	£	
PROVISION OF NEW COUNCIL HOMES				
Social Housing Acquisitions - Open Market	0	1,000,000	1,000,000	
Social Housing Acquisitions - Section 106	500,000	240,000	740,000	
St Loyes Extracare Scheme	5,838,692	2,862,015	8,700,707	859,670
HRA TOTAL	17,711,002	6,621,455	24,332,457	7,965,820
TOTAL CAPITAL BUDGET	37,938,352	7,864,756	45,803,108	17,573,400

CAPITAL SCHEMES SPANNING MORE THAN ONE FINANCIAL YEAR

	Total Capital Budget	Total Spend Up to 30 June 2017	2017/18 Programme Variances (Under)/Over
	£	£	£
PLACE			
KEEP PLACE LOOKING GOOD			
Exhibition Way Bridge Maintenance	45,000	5,415	(39,580)
Rougemont Gardens - Path & Railings	50,000	20,205	0
Repair Canal Bank at M5	60,000	32,731	4,520
Canal Pontoon	26,220	17,261	0
PROVIDE GREAT THINGS FOR ME TO SEE & DO			
Passenger Lift at RAMM	75,000	1,120	0
Livestock Centre Roof Replacement	1,250,000	1,243,871	0
St Nicholas Priory	115,000	10,630	0
DELIVER GOOD DEVELOPMENT			
Leisure Complex - Build Project	30,652,130	2,606,979	0
Bus Station Construction	6,870,000	1,045,661	0
Alphington Village Hall (Repairs & Extension)	41,300	32,621	0
Beacon Heath Martial Arts & Boxing Club - New Roof	21,810	5,508	0
PLACE TOTAL	39,143,350	4,983,873	(35,060)
HRA			
PROVISION OF NEW COUNCIL HOMES			
COB Wave 2 - Rennes Car Park	3,910,770	1,993,009	0
St Loyes Extracare Scheme	10,850,000	1,007,154	0
HRA TOTAL	14,760,770	3,000,163	0
TOTAL CAPITAL BUDGET	53,904,120	7,984,036	(35,060)

GENERAL FUND AVAILABLE RESOURCES

GENERAL FUND	2017-18 £	2018-19 £	2019-20 £	2020-21 £	TOTAL £
CAPITAL RESOURCES AVAILABLE					
GF Capital Receipts	597,180		1,075,824		1,673,004
Disabled Facility Grant	685,822	379,000	379,000	379,000	1,822,822
New Homes Bonus	672,549	12,229,747	0	0	12,902,296
Community Infrastructure Levy	4,281,848	2,828,433	0	0	7,110,281
Other - Grants/External Funding/Reserves/S106	928,678	842,141	813,633		2,584,452
Total Resources Available	7,166,077	16,279,321	2,268,457	379,000	26,092,855
GENERAL FUND CAPITAL PROGRAMME					
Capital Programme	13,405,230	20,227,350	9,607,580	532,900	43,773,060
Overspends/(Savings)	(39,580)				(39,580)
Slippage	(1,243,301)	1,243,301			0
Total General Fund	12,122,349	21,470,651	9,607,580	532,900	43,733,480

UNCOMMITTED CAPITAL RESOURCES:					
Capital Receipts Brought Forward	4,735,420	5,050,420	624,159	0	4,735,420
Resources in Year	7,166,077	16,279,321	2,268,457	379,000	26,092,855
Less Capital Receipts to carry forward	(5,050,420)	(624,159)	0	0	0
Less Estimated Spend in Year	(12,122,349)	(21,470,651)	(9,607,580)	(532,900)	(43,733,480)
Borrowing Requirement	5,271,271	765,069	6,714,964	153,900	12,905,205

APPENDIX 4

HRA AVAILABLE RESOURCES

HOUSING REVENUE ACCOUNT	2017-18 £	2018-19 £	2019-20 £	2020-21 £	TOTAL £
CAPITAL RESOURCES AVAILABLE					
Usable Receipts Brought Forward					5,607,226
Major Repairs Reserve Brought Forward					8,719,199
Other HRA Sales	172,364	0	0	0	172,364
RTB sales	1,250,000	500,000	500,000	400,000	2,650,000
Surrender back to DCLG - pending St Loyes financing decision	(2,870,000)	0	0	0	(2,870,000)
Major Repairs Reserve	2,935,930	2,935,930	2,935,930	2,935,930	11,743,720
Revenue Contributions to Capital	3,796,642	7,196,555	2,500,000	2,500,000	15,993,197
External contributions	203,328	404,259	0	0	607,587
Grant funding - HCA grant (St Loyes)	0	1,490,000	0	0	1,490,000
Grant funding - Estate Regeneration Funding	1,295,000	0	0	0	1,295,000
Grant funding - Zero Energy Buildings Project	0	216,000	0	0	216,000
Commutated sums	556,840	4,883,211	487,169	155,976	6,083,196
Total Resources available	7,340,104	17,625,955	6,423,099	5,991,906	51,707,489
CAPITAL PROGRAMME					
HRA Capital Programme	19,999,900	17,711,000	7,289,164	5,897,814	50,897,878
June - Overspends / (Savings)	(938,184)				(938,184)
June - Slippage / Re-profiling	(7,454,091)	6,621,455	676,657	155,979	0
Total Housing Revenue Account	11,607,625	24,332,455	7,965,821	6,053,793	49,959,694
UNCOMMITTED CAPITAL RESOURCES:					
Usable Receipts Brought Forward	5,607,226	1,293,114	793,114	793,114	5,607,226
Major Repairs Reserve Brought Forward	8,719,199	8,765,790	2,559,290	1,016,568	8,719,199
Resources in Year	7,340,104	17,625,955	6,423,099	5,991,906	37,381,064
Less Estimated Spend	(11,607,625)	(24,332,455)	(7,965,821)	(6,053,793)	(49,959,694)
Uncommitted Capital Resources	10,058,904	3,352,404	1,809,682	1,747,795	1,747,795
WORKING BALANCE RESOURCES:					
Balance Brought Forward	8,567,454	9,292,789	5,730,461	6,552,180	8,567,454
HRA Balance Transfer - Surplus/(Deficit)	(2,487,615)	(593,112)	821,719	594,774	(1,664,234)
RCCO in respect of St Loyes Extra Care Scheme	2,700,000	(2,700,000)			0
June budget monitoring - forecast variances	512,950	(269,216)			243,734
Balance Carried Forward	9,292,789	5,730,461	6,552,180	7,146,954	7,146,954
Balance Resolved to be Retained	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)
Uncommitted HRA Working Balance	5,292,789	1,730,461	2,552,180	3,146,954	3,146,954
TOTAL AVAILABLE CAPITAL RESOURCES	15,351,693	5,082,865	4,361,862	4,894,749	4,894,749

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REPORT TO RESOURCES SCRUTINY COMMITTEE

Date of Meeting: 28 September 2017

REPORT TO EXECUTIVE

Date of Meeting: 10 October 2017

REPORT TO COUNCIL

Date of Meeting: 17 October 2017

Report of: Assistant Director Finance

Title: OVERVIEW OF REVENUE BUDGET 2017/18

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 2017/18 financial year after three months and to seek approval for a number of supplementary budgets.

2. Recommendations:

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

- 2.1 The General Fund forecast financial position for the 2017/18 financial year;
- 2.2 The HRA forecast financial position for 2017/18 financial year;
- 2.3 The additional supplementary budgets listed in Appendix C;
- 2.4 The outstanding Sundry Debt position as at August 2017;
- 2.5 The creditors' payments performance;

3. Reasons for the recommendation:

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

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

4.1 The impact on the General Fund working balance, HRA working Balance and Council Own Build working balance are set out in sections 8.3.6, 8.2.1 and 8.2.3 respectively.

4.2 A request for supplementary budgets totalling £47,000 has been included in the report.

5. Section 151 Officer comments:

5.1 The report represents the projected financial position to 31 March 2018. In respect of the year end projections, the overall position in respect of the General Fund is negative, with a number of income targets not being achieved. This is offset partially by a reduction in the repayment of debt caused by lower than expected capital expenditure by the end of the last financial year. The HRA is showing a significant underspend caused by the delay in a number of significant capital projects.

6. What are the legal aspects?

6.1 There are no legal aspects to the report.

7. Monitoring Officer's comments:

7.1 This report raises no issues of concern for the Monitoring Officer

8. Report details:

8.1 Financial Summary

FUND	Planned Transfer (to) / from Working Balance	Budget Variance Over / (under)	Outturn Transfer 2017/18
	£	£	£
General Fund	1,410,509	217,024	1,627,533
HRA	2,487,615	(3,212,950)	(725,335)
Council own Build Houses	(35,970)	0	(35,970)

8.2 Housing Revenue Account (Appendix A)

8.2.1 The first quarter projection shows a significant reduction in the amount taken from the working balance resulting in a large increase in the working balance. The projected increase is £725,335 to leave the working balance at £9,292,789.

Movement	2017/18
Opening HRA Balance, as at 01/04/17	£8,567,454
Deficit	£725,335
Projected balance, as at 31/3/18	£9,292,789

8.2.2 The key variances are as follows:

Management Unit	Over / (Underspend)	Detail
Repairs and Maintenance Programme	(£275,000)	<ul style="list-style-type: none"> It is anticipated that slippage will occur in the external painting and low maintenance works in respect of flats due to the time required to undertake leaseholder consultation.
Revenue Contribution to Capital	(£2,700,000)	<ul style="list-style-type: none"> The estimated amount of revenue monies required towards financing the HRA Capital Programme in 2017-18 has reduced by £2.7m, from £6.5m to £3.8m. In March 2014 Executive approved a £2.7m contribution towards the St Loyes Extra Care scheme, which was profiled to be required in 2017-18 but delays to the scheme will mean that significant spend will not take place until 2018/19 when it is hoped that works can start on site. A detailed report is due to be presented to committee later this year in respect of this scheme.
Housing Assets	(£155,450)	<ul style="list-style-type: none"> Savings in employee costs are expected due to vacant Surveyor posts within the Housing Assets team. The decant of tenants in ten LAINGS properties whilst a major refurbishment programme is undertaken are not all expected to take place this financial year. Higher than budgeted tender prices have necessitated an options appraisal and caused a delay in the project timetable. A saving is reported in 2017-18, as the cost of decanting tenants in 2018-19 will be factored into next year's budgets.

- 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 no projected variance to the projected surplus at the end of the first quarter.

Movement	2017/18
Opening Council Own Build, as at 01/04/17	£208,097
Surplus	35,970
Projected balance, as at 31/3/18	£244,067

8.3 General Fund (Appendix B)

- 8.3.1 The Service Committees show projected overspends of £127,221 against a revised budget of £14,167,699. The main variances are:

8.3.2 **People Scrutiny Committee – (An overspend in total of £28,570)**

There are no significant variances to report this quarter.

8.3.3 **Place Scrutiny Committee – (An overspend in total of £367,140)**

Management Unit	Over / (Underspend)	Detail
Parks and Green Spaces	£92,350	<ul style="list-style-type: none"> The saving target for the management unit will not be achieved in year due to the increasing service demands impacting on the existing resource base.
Street Cleaning	£47,430	<ul style="list-style-type: none"> Additional expenditure will be incurred on Graffiti removal, a supplementary budget will be requested to cover the additional expenditure.
Cleansing Chargeable Services	£100,000	<ul style="list-style-type: none"> The predicted overspend is due to income from the trade refuse and recycling services being below target.
Museum Service	£50,000	<ul style="list-style-type: none"> The predicted overspend relates to the Museum Shop. Although the shop has not yet been open for a full operating year, previous months' sales would suggest that the budgeted surplus will not be achieved for 2017-18.
Contracted Sports Facilities	£30,000	<ul style="list-style-type: none"> The funding for this expenditure is held within an ear-marked reserve and will be transferred at year end.

8.3.4 Corporate Scrutiny Committee – (An overspend in total of £12,620)

Management Unit	Over / (Underspend)	Detail
Corporate Property - Estates	31,310	<ul style="list-style-type: none"> Additional expenditure has been incurred in respect of a lease termination and Non-Domestic Rates charges. The income budget in respect of Paris Street properties will be exceeded.
Strategic Management	(98,290)	<ul style="list-style-type: none"> An underspend is anticipated on the cost of employee budgets mainly due to: vacancies; a reduction of hours, and recharges to the Housing Revenue Account.

8.3.5 Other Financial Variations

Other items	Over / (Underspend)	Detail
Net Interest	(75,000)	<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.
Repayment of debt	(116,306)	<ul style="list-style-type: none"> Lower than forecast need to borrow leading to a reduced repayment of debt calculation.

8.3.6 General Fund Balance

In 2017/18 it is projected that there will be an overall net contribution from the General Fund Balance of £1,627,533. The minimum requirement for the General Fund working balance was approved by Council in February 2017 at £3 million.

Movement	2017/18
Opening Balance, as at 01/04/17	£5,264,841
Deficit	(£ 1,627,533)
Balance, as at 31/3/18	£3,637,308

8.3.7 Supplementary Budgets

There is a requirement for one further supplementary budget in 2017/18. It is therefore proposed that a General Fund supplementary budget totalling £47,000, identified in Appendix C is approved in 2017/18.

8.3.8 The additional supplementary budgets being requested in this report is:

- £47,000 to support the appointment of temporary staff to address the amount of graffiti in the City.

8.4 OUTSTANDING SUNDRY DEBT

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

Age of Debt	August 2016	March 2017	August 2017
Up to 29 days (current)	£370,261	£6,820,661	£470,979
30 days – 1 Year	£1,274,107	£1,027,940	£1,354,770
1 – 2 years	£1,172,225	£945,735	£589,425
2 –3 years	£406,840	£455,532	£792,195
3 – 4 years	£324,989	£327,021	£304,408
4 – 5 years	£165,598	£226,393	£268,765
5 + years	£265,882	£325,762	£343,256
Total	£3,979,902	£10,129,044	£4,123,798

8.4.2 Of the outstanding debt, the table below sets out the split in aged debt between Housing Benefits and the rest of the services at the end of August 2017. Housing Benefits makes up two thirds of the outstanding sundry debt at the Council and owing to the circumstances of the debtors takes much longer to recover.

Age of Debt	Housing Benefits	Other Sundry Debt	Total
Up to 29 days (current)	£62,838	£408,141	£470,979
30 days – 1 Year	£631,128	£723,642	£1,354,770
1 – 2 years	£493,427	£95,998	£589,425
2 –3 years	£726,101	£66,094	£792,195
3 – 4 years	£191,435	£112,973	£304,408
4 – 5 years	£160,313	£108,452	£268,765
5 + years	£229,628	£113,628	£343,256
Total	£2,494,870	£1,628,928	£4,123,798

8.5 DEBT WRITE-OFFS

8.5.1 The following amounts have been written-off during 2017/18:

	2016/17 total	2017/18 (Qtr 1)
• Council Tax	£341,926	£150,328
• Business Rates	£274,428	£0
• Sundry Debt	£44,459	£9,524
• Housing Rents	£48,478	£13,399

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 94.41% for the first quarter of 2017/18 compared with 93.15% for 2016/17.

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 2017/18.

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 Board and Members.

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

11.1 Not applicable

12. Are there any other options?

12.1 Not applicable

Assistant Director Finance

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

Background papers used in compiling this report:-

None

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

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HOUSING REVENUE ACCOUNT
2017/18 REVENUE ESTIMATES - SUMMARY
as at 30 June 2017

ACTUAL TO DATE

PROFIED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE
£	£	£
176,872	133,007	(43,865)
288,969	277,696	(11,273)
113,956	44,464	(69,492)
1,647,058	970,528	(676,530)
0	0	0
0	0	0
337,698	263,602	(74,096)
(5,627,948)	(5,714,386)	(86,439)
0	0	0

Code

85A1 MANAGEMENT
85A2 HOUSING CUSTOMERS
85A3 SUNDRY LAND MAINTENANCE
85A4 REPAIRS & MAINTENANCE PROGRAMME
85A5 REVENUE CONTRIBUTION TO CAPITAL
85A6 CAPITAL CHARGES
85A7 HOUSING ASSETS
85A8 RENTS
85B2 INTEREST
85B4 MOVEMENT TO/(FROM) WORKING BALANCE

Net Expenditure

Working Balance 1 April 2017

YEAR END FORECAST

APPROVED BUDGET	Qrt 1 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£
1,060,395	(32,700)	1,027,695
1,299,180	39,200	1,338,380
538,660	(9,000)	529,660
6,148,870	(275,000)	5,873,870
6,496,640	(2,700,000)	3,796,640
2,935,930	0	2,935,930
1,445,000	(155,450)	1,289,550
(19,295,820)	0	(19,295,820)
1,858,760	(80,000)	1,778,760
(2,487,615)	3,212,950	725,335
0	0	0

8,567,454 31 March 2018 9,292,789

COUNCIL OWN BUILD SITES

PROFIED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE
£	£	£
2,335	1,763	(572)
(3,126)	(2,967)	159
(16,620)	(18,535)	(1,915)
0	0	0
0	0	0

Code

H005 MANAGEMENT
H006 ROWAN HOUSE
H007 KNIGHTS PLACE
H008 INTEREST
H009 CAPITAL CHARGES
H010 MOVEMENT TO/(FROM) WORKING BALANCE

Net Expenditure

Working Balance 1 April 2017

APPROVED BUDGET	Qrt 1 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£
14,120	0	14,120
(10,480)	0	(10,480)
(59,550)	0	(59,550)
6,980	0	6,980
12,960	0	12,960
35,970	0	35,970
0	0	0

208,097 31 March 2018 244,067

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GENERAL FUND
2017/18 REVENUE ESTIMATES - SUMMARY
as at 30 June 2017

	Annual Budget	Supplementary Budgets	Revised Annual Budget	Year End Forecast	Variance to Budget
	£	£	£	£	£
SCRUTINY - PEOPLE	3,511,870	(726,860)	2,785,010	2,813,580	28,570
SCRUTINY - PLACE	8,474,940	(1,835,960)	6,638,980	7,006,120	367,140
SCRUTINY - CORPORATE	3,941,210	3,899,850	7,841,060	7,853,680	12,620
less Notional capital charges	(3,075,760)		(3,075,760)	(3,075,760)	0
<u>Service Committee Net Expenditure</u>	12,852,260	1,337,030	14,189,290	14,597,620	408,330
Net Interest	150,000		150,000	75,000	(75,000)
New Homes Bonus	(3,597,202)		(3,597,202)	(3,597,202)	0
Revenue Contribution to Capital	0		0	0	0
Minimum Revenue Provision	764,028		764,028	647,722	(116,306)
Voluntary Revenue Provision	1,000,000		1,000,000	1,000,000	0
<u>General Fund Expenditure</u>	11,169,086	1,337,030	12,506,116	12,723,140	217,024
Transfer To/(From) Working Balance	(73,479)	(1,337,030)	(1,410,509)	(1,627,533)	(217,024)
Transfer To/(From) Earmarked Reserves	769,202		769,202	435,662	(333,540)
<u>General Fund Net Expenditure</u>	11,864,809	0	11,864,809	11,531,269	(333,540)
Formula Grant	(5,177,000)		(5,177,000)	(5,177,000)	0
Business Rates Growth / Pooling Gain	(1,350,000)		(1,350,000)	(1,016,460)	333,540
CIL Income	0		0	0	0
Council Tax	(5,337,809)		(5,337,809)	(5,337,809)	0
	0	0	0	0	0

Working Balance	March 2017	£ 5,264,841	£ 3,637,308	March 2018
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£

0

Qtr 1

47,000

0

47,000

0

47,000

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REPORT TO:

Date of Meeting:

Executive – 10 October 2017

Council – 17 October 2017

Report of:

Programme Manager - Communities

Title:

**Neighbourhood portion of CIL/ Grants Roots Grants recommendations
September 2017**

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

- 1.2 This report recommends awards to be made to five community organisations in this third round of the Neighbourhood CIL/Grass Roots Grants funding.

2. Recommendations:

- 2.1 That Council approves the recommendation made by the Grass Roots Grants Panel which met on the 6 September 2017, to support the following applications:
- Wonford Community Learning Centre – Exeter Parent Carer project – Community Collaboration £6,913.07
 - Digby Community Association – Community Action Project £11,000
 - Exeter St James Community Trust – Community Action £42,500 Capital and £7,500 revenue
 - Exeter Community Centre Trust Ltd – Community Action/Capital £50,000
 - Estuary League of Friends – Community Action/Capital £50,000
- Total funding for the five organisations from Grass Roots Grants for this round is **£167,913**.

3. Reasons for the recommendations:

- 3.1 At the People Scrutiny Committee held on 2 June 2016, and Council on 26 July 2016 it was agreed that the Council would welcome recommendations from the Exeter Community Forum (ECF) Grass Roots Grants Panel as to how to spend the neighbourhood portion of the Community Infra-Structure Levy (CIL) (£3.75 million over 10 years.)

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

- 4.1 It is estimated that the neighbourhood portion of the total CIL receipts over the next 10 years will be approximately £3.75 million. Executive approved the ring fencing of these funds for implementing the Exeter Community Strategy at its 10 February 2015 meeting. The CIL regulations do not provide for borrowing to be undertaken against CIL receipts, and so sufficient CIL receipts must have accumulated before projects can be funded.

There will be administrative and accounting costs in relation to decision-making processes and the implementation of projects funded by the neighbourhood portion of the CIL.

- 4.2 At 15% of total CIL receipts, the neighbourhood portion of CIL receipts, currently equates to approximately **£1,044,812** (6 September 2017).

5. Section 151 Officer comments:

- 5.1 The Section 151 Officer notes the proposals and will work with the City Development Manager and the Programme Manager – Communities to ensure that the spend of the Neighbourhood portion of the CIL is appropriately administered and accounted for, bearing in mind the decision-making procedures put in place and the Council's ultimate retention of accountability.

6. What are the legal aspects?

6.1

(a) The Council is prohibited from borrowing against future CIL receipts to forward fund infrastructure delivery. Hence, CIL receipts cannot be spent until they have accumulated sufficiently to fund projects. This will affect decisions on spending the neighbourhood portion of the CIL, as it does CIL spend decisions generally.

(b) The CIL regulations do not require the Council to set aside a proportion of CIL receipts for spend in neighbourhoods, given that there are no formal parishes in Exeter, but the Council's Executive resolved to set aside 15% of CIL receipts for this purpose on 10 February 2015.

(c) The CIL regulations specify that CIL charging authorities must spend CIL receipts on 'the provision, improvement, replacement, operation or maintenance of infrastructure', but where passed to local areas, CIL receipts can be used to fund 'anything else that is concerned with addressing the demands that development places on an area'.

7. Monitoring Officer Comments

Nothing to add.

8. Report Details:

- 8.1 **Grass Roots Grants** - This is the third round of the Neighbourhood CIL/Grass Roots Grants and focuses on 'supporting community action'. This includes the setting up or running a project that runs over a period of time or towards buildings or equipment. Groups were advised that they would be able to apply for up to £50,000 to support building costs, or alternatively groups could apply for funding to support a project.

See Appendix 1. For guidance for applicants and eligibility criteria

Eight applications were received in the latest round, which is the third and final round for this calendar year. The panel met on the 6 September 2017 to assess the applications against the evaluation criteria, the panel recommended supporting five of the applications in full. Two arts based applications were rejected as they did not fit the eligibility criteria, and one application for a capital project was deferred with a request for more information.

	Applications supported by panel	Project/Initiative	Funding
1.	Wonford Community Learning Centre	Exeter Parent Carer Support group – Community Collaboration. Aim - to support the Parent Carer group to become a Community Interest Company (CIC) and to extend their work to be able to reach and support families struggling with children with Special Educational Needs. This is an existing group that meets in the Wonford Community Centre's Phoenix Community Café. Over 50 parents are accessing the group, the majority are Wonford based, but parents are now attending from all over Exeter. The grant will support hire of space to meet, training for attendees and purchase of specialist play equipment.	Revenue £6,913
2.	Digby Community Association Community Action	Artist in residence - to contribute to the costs of a year-long programme of public art in St Loyes, aiming to nurture community and a sense of place among residents and workers. The artist in residence will work in partnership with the Digby community builder and local organisations to produce events, ongoing activities and artworks. The total project costs are £49,000, with the remaining funds being raised from other sources.	Revenue £11,000
3.	Exeter St James Community Trust	The project aims to regenerate Queen's Crescent Garden for the benefit of the entire community of Exeter and to help Exeter St James Forum (ESJF) realise its aim of a vibrant and balanced community in line with the aspirations of Exeter St James Neighbourhood Plan. Grass Roots funding will allow the Trust to bring forward another phase of works and complete the renewal of some of the major infrastructure including walls, railings and paths.	Capital - £42500 and £7500 revenue
4.	Exeter Community Centre Trust Ltd	Community Action/Capital £50,000. To refurbish the top floor of the Exeter Community Centre heritage building to create a modern community enterprise space, increasing income and creating new job opportunities. The £50,000 is a contribution to total project cost of £553,701. The recommendation is for the grant to be made in principle subject to other funding being confirmed.	Capital £50,000
5.	Estuary League of Friends	To support the costs of Estuary Community Hub , a new community space in Topsham where people from the surrounding areas will come together to develop, deliver and benefit from local services, groups and activities that strengthen the community. Total project cost - £1,845,708. All other funding contributions have been confirmed. The Grass Roots grant will enable ELF to complete the building works and fit out the new centre with furniture and	Community Action/Capital £50,000.

	equipment.	
Total awarded		£ 167,913

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

- 9.1 Adoption of the Exeter Community Strategy and allocation of Neighbourhood CIL funding helps us to achieve the Corporate Plan objective of Supporting Exeter's Communities – *"Communities in Exeter know best what facilities are needed in their areas and where investment should be prioritised. We recognise that community and voluntary groups have an important role to play in helping us to shape and deliver services in new ways. We will continue to provide support to the community and voluntary sector to achieve a range of positive outcomes for our communities through co-design and co-delivery".*

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

- 10.1 CIL receipts are dependent on development happening on the ground in that CIL Demand Notices can only be issued when development commences. CIL cannot be used to forward fund projects unless a party other than the Council is willing to borrow against those receipts to deliver the project. In this context, it will take some time for the neighbourhood portion of CIL to accumulate into a more sizeable pot with which to address some of the priorities identified by the Exeter Community Forum. A change for the worse in macro-economic circumstances has the potential to seriously affect the accumulation of CIL receipts in general. There are therefore some risks that community expectations may not be fulfilled because of lack of funding or funding which is slow to materialise.

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?

- 1.1 Supporting the capacity of community organisations to take initiatives, including through identifying priorities for the use of CIL, has the potential to support a wide range of groups across the city and thereby address issues such as equality and diversity, health and wellbeing.

12. Are there any other options?

- 12.1 No.

Dawn Rivers
Programme Manager - Communities

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

None

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



Exeter Community Forum & Exeter City Council

Grass Roots Grants

Guidance Notes for Applicants October 2016

1. Community Strategy and Grass Roots Grants background

In early 2015, Exeter City Council decided that the 'Neighbourhood' proportion of the Community Infrastructure Levy, (a planning charge imposed on development, which is used to pay for infrastructure to support that development) should be spent on developing and implementing a community strategy.

The Council endorsed a 'bottom-up' approach, supporting community groups and action. It has asked the Exeter Community Forum to take a lead to work with others across the city to allocate this neighbourhood proportion of the Community Infrastructure Levy or CIL. *See Note i below.*

A [Community Strategy](#) was developed in 2015. This will underpin community-led development in the city for ten years. It will provide a way for communities to take the lead, build their capacity to own and manage buildings and other property, work with other organisations, and fund and deliver projects, initiatives and services.

The Community Strategy is based on a statement of principles of community-led development. Other organisations and authorities are invited to sign up. The Strategy will embody openness and accountability in all its activities. *See Note ii below.*

The Strategy includes an action plan for the first three years, from April 2016 to March 2019. The action plan will be delivered through three programmes, all of which will receive funding from Exeter's Community Infrastructure Levy (CIL) and the New Homes Bonus. Community organisations in the city will be able to apply for funding from the **Grass Roots Grants** programme. Some programmes will receive additional funding from other sources, such as the New Homes Bonus.

2. The programmes

The Grass Roots Grants include a number of different programmes which will all contribute towards the goals of the Community Strategy. The guidance below will help you choose which fund can best support the work your community organisations plans to do.

1. Supporting Community Action.

- a) **Community Action Grants:** these funds will contribute towards the costs of setting up or running a project which runs over a period of time, one or a number of events or it may be towards buildings or equipment. They will be projects that benefit the environment in your local area or have broad community benefit in your neighbourhood.

ECF Grass Roots Grants Guidance Notes for Applicants

Note i . the neighbourhood portion is 15% of the levy that is paid to the city, which can be spent on addressing the demands development places on an area.

Note ii See www.exetercommunityforum.net/community-strategy for more information

These grants will fund work that will take place within one year of the application being made. These grants are intended for example to get things started, help develop project ideas, help grow projects to 'the next stage'. They won't be able to fund ongoing costs such as rent or an ongoing salary. The community will be expected to contribute some funds and volunteer time to make these projects happen.

If you're applying for a grant for **equipment** – it should provide a broad benefit to the community and you will need to provide evidence of the cost and *at least two* quotes.

If you're applying for funds towards a **building** we'll need more information including a business plan showing how you plan to develop the building and keep it running and details of other funders. You'll need to have any planning permission place. There is a separate section on the application form to complete for building projects.

You should refer to the Criteria for guidance on the priorities for assessing proposals at the end of the document to help you with your application.

We anticipate having a special grants round for building projects – please keep an eye on the website for details.

b) **Community building:** We plan to invest in a team of community organisers to work across the city.

Community organising is about:

- “empowering communities and harnessing the power of individuals to work together in shared self-interest.
- Community Organising involves building relationships in communities, mobilising people to take action and supporting projects which make a difference to people's lives.
- Community organising creates social and political change through collective action. Community Organisers listen to what people want to see change in their lives and community and help them to achieve this, working in and through democratic structures.
- Community Organisers have no agenda and do not lead or do things on behalf of people”, they help people to do things for themselves.

People have told us they don't like others 'organising' the so we'll call them Community Builders! But they will work to the same principles and approach.

Communities that are interested in a community builder to work with their community will be invited to make an **Expression of Interest**. Community Builders need not be employed by these communities, they will be employed by a '**host**'.

We will invite **Host** organisations to act as an employer and provide training and support to the network of community organisers across the city and work with communities. The programme will be open to expressions of interest in the autumn 2016.

2. Supporting Community Planning

This will be delivered by appointing a Support Worker to help and support communities wanting to draw up a community plan or neighbourhood plan. There will also be grants available to communities in an area wanting to develop a neighbourhood or community plan for their neighbourhood.

More information will be available in early 2017.

3. Community collaboration:

Community organisations are increasingly wanting to work together with other community groups or larger voluntary sector organisations or public bodies. This may be, for example: to run a project, develop a service, run an event, undertake community consultation, joint training, or volunteer recruitment campaigns etc.

This grant programme will support community organisations to grow their capacity and capabilities to work with other organisations and help provide seed funding to help start new initiatives or grow them to the next stage. A community organisation will need to be the lead partner through the application process.

2. Eligibility criteria

Applications can be for capital (building or equipment costs) or revenue funding (so costs for running a project or activity) or both. Particular criteria for community planning and community organising will be set out separately.

Otherwise, **all applicants must:**

1. Promote the objectives, principles and criteria of the Community Strategy.
2. Be a community organisation or community enterprise. These organisations will be:
 - Based in a local neighbourhood of Exeter
 - Led by (trustees) local community residents
 - Accountable to the local community
 - Open membership to all local residents
 - Work to benefit the interests of the local community of an area or community of interest.

Funding cannot be paid to individuals or be for private profit.

2. Have a constitution and access to a bank account with at least 2 signatories.
3. Be applying for between £1,000 and £50,000. For smaller applications, see the City Council Community Grants Scheme www.exeter.gov.uk/communitygrants or DCC Locality grant see <https://new.devon.gov.uk/democracy/councillors-nav/locality-budgets/> or other grant funders.
4. **Community Action** and **Community Collaboration** grants will normally be completed during one calendar year. If a project needs to take longer than expected the panel will review its progress after 1 year and agree extensions where deemed appropriate.
5. Include an element of match funding, whether a cash or in-kind contribution. (See 3.7 below for more information) It is unlikely that we will fund 100% of a project's costs.

3. Evaluation criteria

The Exeter Community Forum Grass Roots Grants Panel will assess applications and make initial funding decisions and recommendations. It's recommendations will be subject to ratification by Exeter City Council Executive and then the Full Council where Neighbourhood Community Infrastructure Levy or other council-disbursed funds are involved.

All applications will be scored and assessed against the following criteria:

1. Addresses one or more of the priorities and criteria identified by Exeter Community Forum, and/or the Community Strategy, and/or a local community or neighbourhood plan.
2. Provides evidence of local consultation, need and local strengths and opportunities. You can also look at the consultation feedback gathered as part of the community strategy development on the Exeter Community Forum website.

3. Provides evidence of seeking local support. For example this may include other community organisations, community interest groups, e.g. young people, minority ethnic communities etc, where relevant, Surveys, Community Organisers where relevant or local Councillor/s.
4. Provides evidence of working together with others and the community.
5. What difference you plan to make in your community or to the local environment and how you plan to measure this. We will expect organisations receiving grants to measure a number of things which will contribute to our assessment of the impact of the community strategy across the city – for example number of volunteer hours.
6. Provides evidence of the viability of the overall project. So, for example, we will consider things like: is there a good team running the project, is the project thought through, does it have enough funds to do the work, will it make the difference you are aiming to make.
7. Commitment to provide match funding, for example;
 - a. Cash contribution through fundraising activities, crowdfunding, another funder or contribution from a partner organisation(s)
and/or
 - b. Social capital or in-kind contribution i.e.: volunteer hours, expert input, use of building.

Please note that the fund is expected to be oversubscribed; therefore applications may not be successful even if they satisfy all of the criteria.

Organisations receiving a grant will be expected to contribute towards evaluation of the programme and publicity by Exeter Community Forum and Exeter City Council about the grant.

You are advised to discuss your application with Community Team at Exeter City Council.

In the first instance, please use the following contact details:-

- email: grassrootsgrants@exeter.gov.uk
- telephone: 01392 265531 to speak to the Programme Manager - Communities.

You can submit your application:-

By post to: Programme Manager-Communities, Room 3.11, Exeter City Council, Civic Centre, Paris Street, Exeter, EX1 1NN

By email to: grassrootsgrants@exeter.gov.uk, copy to exetercommunityforum@gmail.com

By a combination of post and email. For example, you may have filled out a paper form, and have paper copies of some of the supporting documents, but other documents are stored on your computer. Please send anything you can by email, as it saves us having to scan and copy the supporting documents.

4. Data Protection

In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held by Exeter City Council and will be passed to Exeter Community Forum Grass Roots Grants panel members who will help to assess your application. Your personal information will not be shared with any other organisation or individual unless we have a legal obligation to do so.

Details of the grants awarded will be made available on the Exeter Community Forum website, however, no personal details will be included.

4 What happens next?

The grant process will be administered by the Exeter City Council Communities Team. They will liaise with the Exeter Community Forum Grass Roots Grants panel Chair to agree applications that broadly meet eligibility criteria (see section 2 above), whether any further information is required and whether costs are realistic relative to the proposals and the funds available.

Applications can then progress to the Panel, or if appropriate referred back to the applicant for additional information or feedback if they are not eligible.

5 More about the decision-making process

The Exeter Community Forum Grants Panel will be composed of the following members:

1. The Exeter Community Forum Chairperson – Diana Moore or nominated substitute.
2. Four other community representatives drawn from different organisations which are full members of Exeter Community Forum. (To be drawn from different organisations and geographic areas of the city. Current panel members are:

- Kate Holmes Park Life Heavitree
- Su Aves Newtown Community Association
- Annette Grahns Digby Community Association
- Jan Peakes ISCA Community Association

3. The Exeter City Council portfolio-holder for Communities and Neighbourhoods or nominated substitute.
4. The Exeter City Council Programme Manager for Communities or nominated substitute (non-voting member)

The panel sits three times a year, with meetings timed to allow decisions to be passed to ECC for ratification by full council

Organisations making an application to the Exeter Community Forum may be invited to make a presentation to the Panel, guidance for this will be given at the time the invite is made.

The forthcoming timetable appears below, together with the corresponding deadline for applications.

Deadline for applications	Panel meeting	Decision by Full Council
1. 12noon 2 nd January 2017	Early January 2017	21 Feb 2017
2. 24 May 2017	8 June 2017	25 July 2017
3. 29 August 2017	7 Sept 2017/17 October 2017	

For more information:

www.exetercommunityforum.net

Grass Roots Grants Guidance: October 2016

¹**Table 1: ECS Criteria for Assessing Proposals: Prioritisation by participants in community events**



REPORT TO EXECUTIVE

Date of Meeting: 10th October 2017 and 17th October 2017

Report of: Director Bindu Arjoon

Title: STAFFING TO SUPPORT NEW HOUSING I.T. SYSTEM

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 the business case for increasing the staffing provision (on a fixed term basis) to ensure that the new Housing Management I.T. system is introduced and implemented effectively.

2. Recommendations:

- 2.1 That Executive recommends that Council approves that:

3 x new posts are added to the Council's establishment to include the additional posts of a Housing System Team Lead and Housing System Officers (x 2) on a 23 month fixed term basis.

3. Reasons for the recommendation:

- 3.1 The current Housing Management I.T. system is now over 20 years old. This system provides modules in relation to repairs and maintenance, rent accounting and arrears, tenancy and void management. It is used by up to 130 members of staff across Landlord Services, Payment and Collections, Council Tax (billing) and Customer Access.
- 3.2 In order to provide a suitable and efficient service to all our customers (tenants, contractors, local residents etc) we require the use of one integrated system which contains all necessary data (property, rent, tenancy, finance, contractor etc) and which can be accessed easily by all staff whether office based, working remotely or based out and about in the city.
- 3.3 Working with Strata Service Solutions and following budgetary approval from Members the decision has been taken to replace Capita (the current system) with OPENHousing. This new system will provide a new comprehensive more integrated software system, improve the functionality of the system and assist staff to access and update data more speedily.
- 3.4 Given the costs involved of the new system and the need to ensure we fully benefit from its introduction and use it is considered necessary to bring in additional resources on to the establishment to ensure we get the best functionality, make sure of its effective introduction and continue to maintain and update/ improve the system going forward.

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

4.1 Housing, working with Strata Service Solutions identified and procured the new system at a costs of £269,378. This costs has already been budgeted for and agreed in approved budget reports.

4.2 The requested additional resources would be to establish a Housing I.T. System Team Lead and 2 x Housing I.T. System Officers on a 23 month fixed term basis. These posts would be job evaluated but we anticipate that they would be graded in the region of a grade 10 and 7 respectively. The estimated increased staff costs per year would be as follows:

- 1 FTE at Grade 10 (subject to JE)

• Salary	£32,486
• On-costs	£8,316
• Total	£40,802

- 2 x FTE at Grade 7 (subject to JE)

• Salary	£46,796
• On-costs	£11,980
• Total	£58,776

- Total **£99,578**

4.3 There are no increased hardware costs associated with this proposal.

4.4 We will be required to purchase a license for each of the servers which will host the database. The SQL Server Standard Core All Language SA Pack MVL 2 License core License will costs £1,209.34 per annum (2 x £604.67).

4.5 The council's legacy PABX analogue phone system will be replaced by digital Skype for Business telephony. This will be available to all users of the Global Desktop meaning staff can receive and make calls from wherever they are logged on. This change in telephony systems is already budgeted by each of the 3 partner councils

5. Section 151 Officer comments:

5.1 Having invested in a new system, it is critical that the Council ensures that there is sufficient support to enable the smooth implementation, including ensuring that the appropriate interfaces with other critical systems are developed and tested. The costs, if approved, will be added to the HRA medium term financial plan.

6. What are the legal aspects?

6.1 None identified

7. Monitoring Officer's comments:

- 7.1 The content of this report raises no issues for the Monitoring Officer.

8. Report details:

- 8.1 The business case and background for the establishment of these posts is set out in the Business case (Appendix A).
- 8.2 It is essential that the introduction of the new Housing Management I.T. System is implemented effectively to ensure that the council maximizes the initial outlay of £269,378 for the new system providing systems that are integrated and maximizes a productive and flexible delivery of the wide ranging services provided within housing.
- 8.3 Details of the current and revised structure are set out in Appendix B & C respectively.
- 8.4 This request for this additional staff provision will not impact any other employees in the Housing Customer team apart from offering them additional support and ability to concentrate on the main focus of their roles.
- 8.5 A copy of the job description and personal specification are set out in Appendix D.

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

- 9.1 The content of this report is consistent with the following corporate objective of providing high quality, value for money services.

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

- 10.1 There are no risks involved in making this decision. It is a greater risk that we do not provide adequate resources in order to implement the new system effectively. Thus reducing the positive impact we believe this I.T. system will have on the delivery of services to tenants and leaseholders of the Council.

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 We believe that this decision will have a positive impact in this aspect. It will allow us to hold more data in one place that will be accessible to all elements of the service and be able to act upon information about our clients (such as protected characteristics) and adapt the delivery of our services accordingly.

12. Are there any other options?

- 12.1 One potential option is for the implementation of this new system could be absorbed within the current establishment. However, this would detract from officers across a number of areas being able to deliver on their primary roles and would potentially impact on the delivery of key services such as debt collection, ASB and repairs.

Director Bindu Arjoon

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

Business case for the establishment of the role of a Housing I.T. Systems Team Lead and 2 x Housing I.T. Systems Officers

1. Background

The current Housing Management I.T. system is now over 20 years old. This system provides modules in relation to repairs and maintenance, rent accounting and arrears, tenancy and void management. It is used by up to 130 members of staff across Landlord Services, Payment and Collections, Council Tax (billing) and Customer Access.

In order to provide a suitable and efficient service to all our customers (tenants, contractors, local residents etc) this will best be achieved using one integrated system which contains all necessary data (property, rent, tenancy, finance, contractor etc) and which can be accessed easily by all staff whether office based, working remotely or based out and about in the city.

Working with Strata Service Solutions and following budgetary approval from Members the decision has been taken to replace Capita (the current system) with OPENHousing. This new system will:

- Provide a new comprehensive more integrated software system
- Improve the functionality of the system
- Assist staff to access and update data more speedily
- Allow greater flexible mobile working with good remote access.
- Be able to hold all data centrally (currently held on a number of different systems)
- Link to a number of functionalities (reducing inputting and updating of data).
- Reduce the amount of paperwork required,
- Give a provision of a tenants and contractors portal so that tenants can easily amend personal data, request and book repairs etc, and contractors can book appointments, submit invoices etc.
- Provide the ability to easily integrate the information stored to run reports and performance information
- Allow staff to have access to all areas of the system (To maintain confidentiality and data security access levels can be set to allow only certain staff to have access to certain levels of data.).
- Give the ability to store full data on each property and each tenant, and to access this information either via property or tenant screens.
- Include modules for monitoring Right to Buy, Leasehold management and tenant participation activities – none of which we currently have.

Housing, working with Strata Service Solutions has identified and procured the new system at a costs of £269,378. The current timetable for implementation has been agreed with Capita who are providing the system. Given the costs involved and the benefits the system can bring it is considered necessary to bring in additional resources on to the establishment to ensure we get the best functionality, ensure its effective introduction and continue to maintain and update/ improve the system going forward.

Considerations:

Increased staffing costs

It is estimated and agreed by all parties that the introduction of such a wide ranging system will take between 12 and 18 months with an anticipated start towards the end of 2017.

Looking at how other organisations have approached the introduction/implementation stages we wish to set up a project team, dedicated to this work, which would be overseen by an implementation project board.

Implementation Project Board to consist of:

- Senior representative from the supplier
- Senior housing representative (Director)
- Senior manager from Strata Service Solutions

An integration/service support team will be put in place to work with the supplier to ensure the new system is installed to suit our requirements. This should be in place pre-implementation to allow for effective planning and setting up of systems for the project and system.

Learning from how other housing authorities have found the implementation process (in particular East Devon District Council (EDDC)), it is envisaged that we will require approximately 3 full time officers (one System team leader and two system officers) to undertake the implementation and 2 full time officers to move forward post implementation to provide support and development for the system on an ongoing basis.

The role of this new team post implementation will include training staff on the system; implementing system updates; keeping up to date with best practice use of the system; liaison with each housing team to ensure system is used to the best of its ability and bring in any modifications which may be required from time to time.

It is envisaged that this team post implementation will fulfil a more strategic role within housing, seeking and introducing more efficient processes within the management system assisting the department meet service priorities and improve performance.

During implementation the team will be led by a Project Manager from ICT. It will from time to time require support from other officers within housing with specialist knowledge of their particular area of the service. These officers will be seconded into the team as and when required and some back filling of posts may be needed in the short term.

For the purposes of assessing the ongoing costs of the system we have allowed for 3 new housing staff – one System Team Leader (at Grade 10) and two System Officers (at Grade 7). This will be subject to job evaluation. These would be recruited on a 23 month fixed term contract for the implementation process.

The introduction of the new system should lead to some ongoing savings in staff time, due to the ability for mobile officers to access and update the system whilst out on site, and for some tenants' queries to be answered by one staff member rather than requiring them to be

passed to several members of staff, or by tenants self-serving via the new online tenant portal.

There have been discussions with EDDC about sharing system support officers in particular the costs of the team lead. At this point EDDC were not willing to enter into such an agreement but were happy to reconsider the position once we had completed the implementation stage.

Therefore we are looking to recruit to the posts on a fixed term basis (23 months) and then revisit this option as it will allow for a reduction of staffing costs for both Authorities and will be able to share good practise with flexible working across both teams during busy periods. It also allows for us to consider whether different skilled officers would be required for implementation in comparison to ongoing improvements and training.

The estimated increased staff costs per year would be as follows

1 FTE at Grade 10 (subject to JE)

Salary	£32,486
On-costs	£8,316
Total	£40,802

2 x FTE at Grade 7 (subject to JE)

Salary	£46,796
On-costs	£11,980
Total	£58,776

Total £99,578

The Housing I.T. System Team Lead post will be supervised by the Service Lead Performance, Strategy and Resources.

The Housing I.T. System Team Lead will directly line manage the 2 x Housing I.T. Systems Officers.

As these are new posts there will be no staff placed at risk or risk of redundancy. It is anticipated that we would be looking for these new posts to have some understanding of the services a housing service provides and will therefore look to recruit potentially from internal resources if at all possible.

Increased hardware costs

There are no increased hardware costs associated with this proposal. The only additional costs the service may incur is if any new smartphones or tablets are required as the TotalMobile mobile working solution is rolled out within Housing likely in the second half of the implementation programme.

We will be required to purchase a license for each of the servers which will host the database. The SQL Server Standard Core All Language SA Pack MVL 2 License core License will costs £1,209.34 per annum (2 x £604.67).

Provision of a new telephone system

The council's legacy PABX analogue phone system will be replaced by digital Skype for Business telephony. This will be available to all users of the Global Desktop meaning staff can receive and make calls from wherever they are logged on. This change in telephony systems is already budgeted by each of the 3 partner councils. A proposed plan for rollout to Exeter City Council will be developed early into the new-year following learning from an initial pilot implementation for staff at Exmouth Town Hall during 2017.

2. Role of the System Administrators and Strata Service Solutions

As previously stated the current I.T. housing management system has been in place since 1997. During that time there have been a number of upgrades but these have been limited and not kept pace with our ways of working, changes in policy or government legislation or technology. This has in part been due to a lack of expertise within the housing team on such matters and an understanding of the roles of system officers in the housing team and that of Strata Service Solutions (and ECC I.T. before them)

Strata Service Solutions in terms of day to day systems support is primarily to provide, maintain, and support the technical infrastructure that the council's IT systems operate on. This includes, but is not limited, to aspects such as computer networking, servers, databases and software. Occasionally this support role extends into system administration duties, e.g. maintaining user access and permissions to a system, but typically this system admin role is best suited to residing within the relevant business unit.

Systems Administration such as the team being proposed typically covers aspects such as maintaining user access and permissions within the system, management of some system configuration and system parameters, creation and maintenance of system reports, and configuration of system processes e.g. workflow.

The nature of some aspects of work, e.g. maintenance of processes or reporting or upgrades, means there is typically a close relationship between the IT support analysts and the system admin group. The distinction between these two teams in simple terms is that tasks which can be performed through the front end use of the application are typically undertaken by the system administrators, whereas tasks needing to be performed on the underlying technical infrastructure, database or software are very much the domain of the IT service.

System administration is best situated within the business unit so they can day to day be responsive and accountable to business needs. There is also opportunity for the system administrator group to be an integral and driving force for process and improvement within the business unit.

Currently there is no focussed system admin capability within the Exeter Housing service. Base system admin duties such as user permissions and reporting for the Academy Housing system are dispersed across a couple of staff within the Housing service as an add-on to their core housing roles. Whilst this has been sufficient to keep the service operational it has not been successful in moving use of the system or the Housing service forward in line with modern demands for process, service, and technology efficiencies.

4. Conclusion

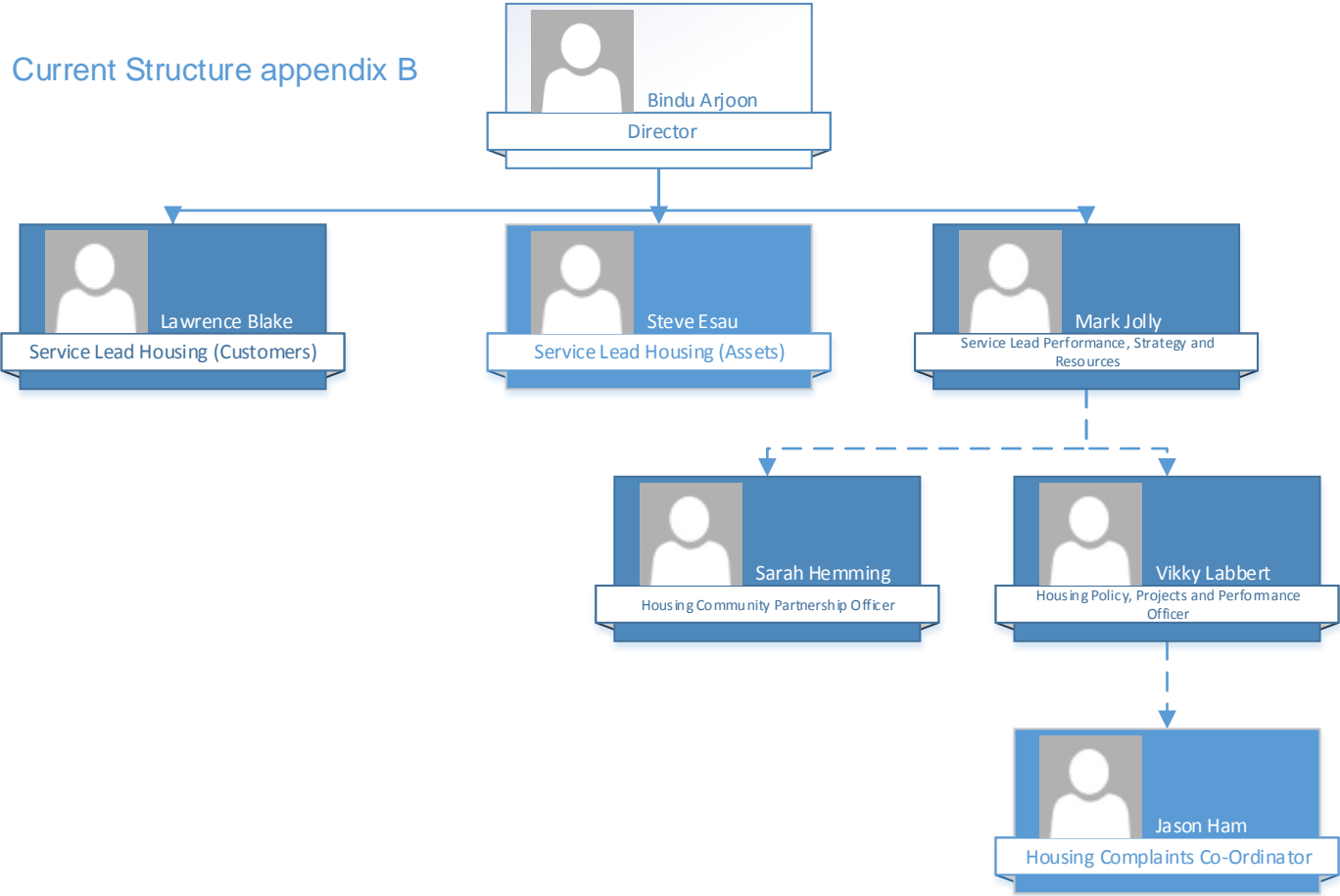
Implementation of the new housing management system, Capita OPENHousing, will require focussed resource for system configuration and process design drawing on expertise business and process knowledge from within the Housing service. This will be achieved through a partnership between the assigned Strata system analysts, the Housing system

administrators, and system champions drawn at appropriate times from each of the operational teams within Housing.

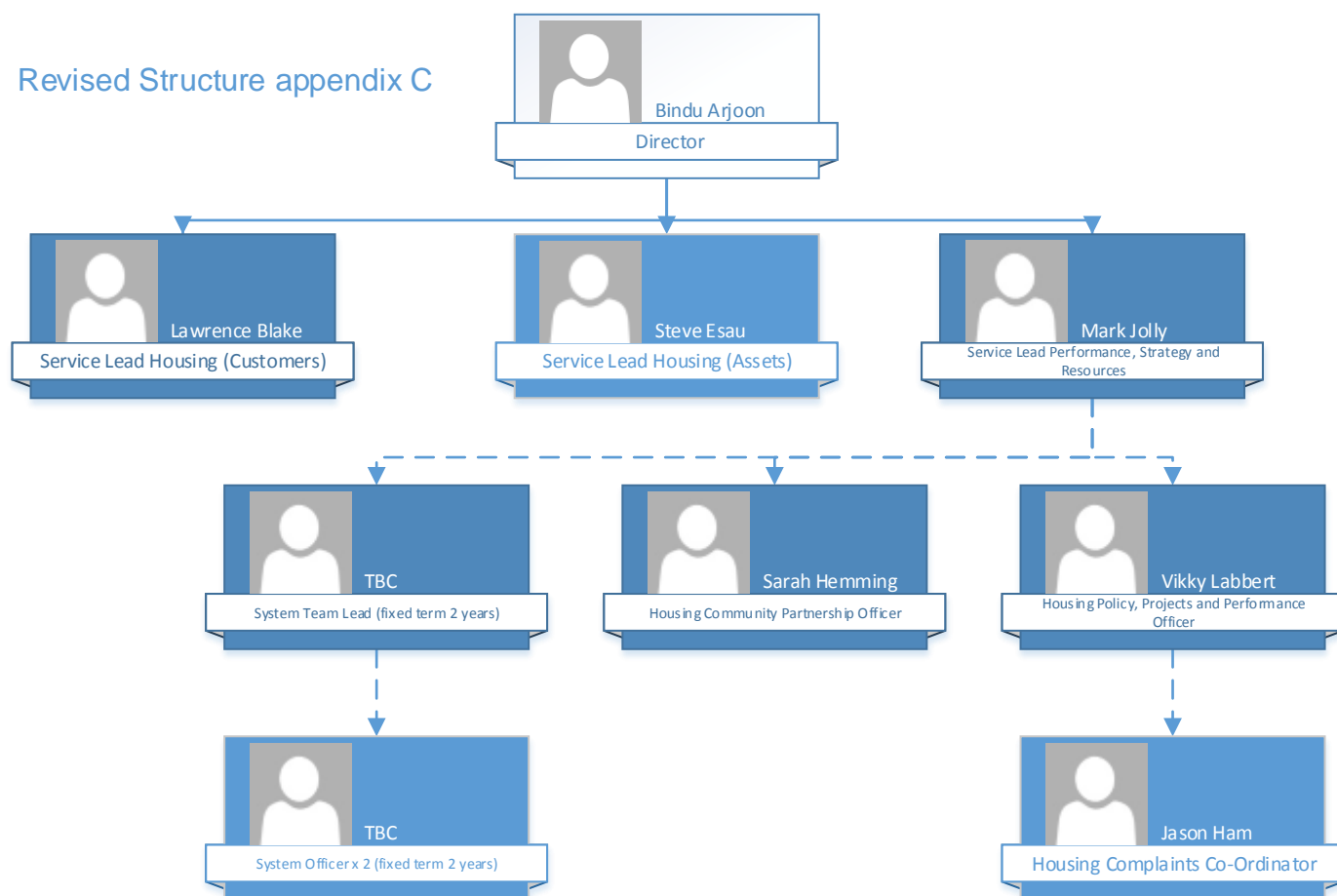
The scale of the implementation, design, configuration, and testing of processes, will require focussed and dedicated attention from a core system administration group. This provides opportunity to review the current system administration capability within Housing, forming a focussed team for the implementation, and also to consider the role of the team as a driving force for change and improvement going forwards.

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Current Structure appendix B



Revised Structure appendix C





EXETER CITY COUNCIL

Job Description

JOB TITLE	:	Housing I.T. System Team Lead
GRADE	:	Grade 10 (TBC)
POST NO	:	
SERVICE	:	Housing
UNIT	:	Housing
REPORTS TO	:	Service Lead Performance, Strategy and Resources
RESPONSIBLE FOR	:	2 x Housing I.T. System Officers
LIAISON WITH	:	Housing Payment and Collections Housing Options Staff throughout the Council Strata Service Solutions Contractors (Capita) and other external agencies in the public and private sectors The Project Board

PURPOSE OF JOB

1. Ensure the effective and timely implementation of the new housing management system
2. Provide housing system administration, support and training to all staff
3. Make sure the system is designed and implemented for use by the service as a whole
4. The provision of processes and procedures in relation to the I.T. system to ensure effective and consistent approaches to demands on the service
5. Work closely with the housing teams, Strata Service Solutions and the suppliers during implementation being the system champion and specialist housing technical lead

MAIN ACTIVITIES

Project management

1. Project manage the implementation of the new OPENHousing I.T. system ensuring we optimise the use of the software features by:
 - Drawing up in conjunction with other parties a programme for delivery of the project
 - Ensuring that the system is delivered within the agreed timescales
 - Managing the relationship between the supplier, Strata Service Solutions and housing teams
 - Provide manuals and procedures on the system for pre and post implementation
 - Develop the use of self service for customers and contractors and mobile working through the project
 - Managing the training and support function for new and existing staff to enable staff to know how to use the system and maximise capability

2. Ensure systems are reconciled as necessary and system security and integrity is maintained and ensure data is clean and maintained at all times
3. Be responsible for the accuracy of system output and assisting with the production of Government returns, statistics, management reports and other information for both internal and external use in conjunction with managers
4. Reconcile the system to other systems, ensuring the integrity of all systems
5. Participate in the housing software user groups when required, taking an active role in the special interest groups where possible in the interests of ECC
6. Assist the Housing Managers in ensuring compliance with Data Protection, Freedom of Information and Human Rights requirements.

Staff management

1. Provide effective leadership and strong performance management of the team using service planning and measurement, regular one to ones and team meetings.

Project delivery, budget control and performance management

1. Ensure that the regular data analysis is used to inform performance management, policy and financial planning
2. Contribute to the development and review of effective policies and procedures
3. Take responsibility for controlling budgets relevant to the project and role. Ensure there are effective systems for proactively identifying and responding to potential budget risks
4. Monitor performance and make any recommendations for change as necessary
5. Support the work of the Performance Scrutiny Partnership in scrutinising the work of the Housing Service and encourage involvement from a cross-section of residents

Internal and external communication

1. Provide timely and effective communication in relation to the delivery and implementation of the project
2. Maintain and develop good working relationships both internally with other services and externally with other local authorities, housing associations and other stakeholders
3. Contribute to the development of the Council's online and social media programmes to aid communication and conduct customer transactions

IT (additional)

1. Act as System Administrator
2. Promote mobile working in the Team

Other

1. Ensure that risk to the health and safety of employees, customers and others, is minimised
2. Follow and promote the Council's Equal Opportunities Policy
3. Work to enhance the Council's reputation and that of the sector as a whole
4. Lead on the resolution of service complaints
5. Attend out of hours meetings as necessary
6. Carry out any other duties commensurate with the role

DATE LAST UPDATED: August 2017

EXETER CITY COUNCIL

Person Specification

JOB TITLE : Housing I.T. System Team Lead

GRADE : TBC

POST NO :

SERVICE : Housing

UNIT : Housing

<u>SELECTION CRITERIA</u>	<u>ESSENTIAL</u> ✓	<u>DESIRABLE</u> ✓	<u>CATEGORY</u>
<u>QUALIFICATIONS</u>			
Educated to GCSE level in five subjects including English and Maths or equivalent experience	✓		C
A degree either in a housing or technical area relevant to the post	✓		C
<u>EXPERIENCE/KNOWLEDGE SKILL</u>			
Experience of project delivery	✓		A I
Experience of effective team management	✓		A I T
Knowledge of current issues in housing and local government	✓		A I
Knowledge/ Experience of software implementation, upgrading and testing	✓		A I
The ability to self-motivate, organise and prioritise a heavy workload	✓		A I T
The ability to communicate well both orally and in writing with a variety of audiences in order to impart or discover relevant information	✓		A I
The confidence and assertiveness to be able to deliver potentially unwelcome decisions		✓	A I
A willingness to learn from training		✓	A I
Analytical and logical skills to problem solve system and technical issues and provide solutions with an ability and capacity to be innovative with a broad outlook and strategic way of thinking	✓		A I T

Excellent organisational and project delivery skills and able to work on own initiative as well as part of a team	✓		A I
Accuracy and attention to detail particularly when working to tight deadlines	✓		A I
IT experience in relevant programmes (for example SQL or a housing management application)	✓		A I
An understanding of, and commitment to, the principles of equality and diversity and their application to the work of the Housing service	✓		A I
Knowledge of relevant health and safety considerations	✓		A I
<u>SPECIAL REQUIREMENTS/ATTITUDE</u>			
A positive 'can-do' attitude	✓		A I
A high level of personal resilience	✓		A I
Must be prepared to travel to various sites and venues and potentially attend meetings outside of normal office hours	✓		A I
<u>OTHER</u>			

COMPLETED BY: Service Lead Housing (Customers)



Exeter City Council

EXETER CITY COUNCIL

Job Description

JOB TITLE	:	Housing I.T. System Officer x 2
GRADE	:	Grade (TBC)
POST NO	:	
SERVICE	:	Housing
UNIT	:	Housing
REPORTS TO	:	Housing System Team Lead (HSTL)
RESPONSIBLE FOR	:	N/A
LIAISON WITH	:	Housing Payment and Collections Housing Options Staff throughout the Council Strata Service Solutions Contractors (Capita) and other external agencies in the public and private sectors The Project Board

PURPOSE OF JOB

6. Support the HSTL in ensuring the effective and timely implementation of the new housing management system
7. Provide housing system administration, support and training to all staff
8. Support the HSTL in making sure the system is designed and implemented for use by the service as a whole
9. Assist in devising processes and procedures in relation to the I.T. system to ensure effective and consistent approaches to demands on the service
10. Work closely with the housing teams, Strata Service Solutions and the suppliers during implementation of the system

MAIN ACTIVITIES

Project implementation

7. Support the HSTL deliver on the implementation of the new OPENHousing I.T. system ensuring we optimise the use of the software features by:
 - Ensuring that the system is delivered within the agreed timescales and project plan
 - Liaise with the supplier, Strata Service Solutions and housing teams
 - Draft manuals and procedures on the system for pre and post implementation
 - Promote the use of self service for customers and contractors and mobile working through the project

- Provide the training and support for new and existing staff to enable staff to know how to use the system and maximise capability
- 8. Assist the HSTL in ensuring systems are reconciled as necessary and system security/integrity is maintained. Ensuring data is clean and maintained at all times
- 9. Ensure the accuracy of system output and assisting with the production of Government returns, statistics, management reports and other information for both internal and external use in conjunction with managers
- 10. Support in the reconciliation of the system to other systems, ensuring the integrity of all systems
- 11. Participate in the housing software user groups when required, taking an active role in the special interest groups where possible in the interests of ECC
- 12. Assist the Housing Managers in ensuring compliance with Data Protection, Freedom of Information and Human Rights requirements.

Project delivery, budget control and performance management

- 6. Ensure that the regular data analysis is used to inform performance management, policy and financial planning
- 7. Contribute to the development and review of effective policies and procedures
- 8. Take responsibility for controlling budgets relevant to the project and role. Ensure there are effective systems for proactively identifying and responding to potential budget risks
- 9. Monitor performance and make any recommendations for change as necessary
- 10. Support the work of the Performance Scrutiny Partnership in scrutinising the work of the Housing Service and encourage involvement from a cross-section of residents

Internal and external communication

- 4. Support the HSTL in the provision of timely and effective communication in relation to the delivery and implementation of the project
- 5. Maintain and develop good working relationships both internally with other services and externally
- 6. Support the development of the Council's online and social media programmes to aid communication and conduct customer transactions

IT (additional)

- 3. Act as a System Administrator
- 4. Promote mobile working in the Team

Other

- 7. Ensure that risk to the health and safety of employees, customers and others, is minimised
- 8. Follow and promote the Council's Equal Opportunities Policy
- 9. Work to enhance the Council's reputation and that of the sector as a whole
- 10. Attend out of hours meetings as necessary
- 11. Carry out any other duties commensurate with the role

DATE LAST UPDATED: August 2017

EXETER CITY COUNCIL

Person Specification

JOB TITLE : Housing I.T. System Officers x 2

GRADE : TBC

POST NO :

SERVICE : Housing

UNIT : Housing

<u>SELECTION CRITERIA</u>	<u>ESSENTIAL</u> ✓	<u>DESIRABLE</u> ✓	<u>CATEGORY</u>
<u>QUALIFICATIONS</u>			
Educated to GCSE level in five subjects including English and Maths or equivalent experience	✓		C
A diploma or equivalent qualification either in a housing or technical area relevant to the post		✓	C
<u>EXPERIENCE/KNOWLEDGE SKILL</u>			
Experience of project delivery	✓		A I
Knowledge of current issues in housing and local government	✓		A I T
Knowledge of software implementation, upgrading and testing	✓		A I
The ability to self-motivate, organise and prioritise a heavy workload	✓		A I
The ability to communicate well both orally and in writing with a variety of audiences in order to impart or discover relevant information	✓		A I T
A willingness to learn from training		✓	A I
Analytical and logical skills to problem solve system and technical issues		✓	A I
Organisational and project delivery skills and able to work on own initiative as well as part of a team	✓		A I T
Accuracy and attention to detail particularly when working to tight deadlines	✓		A I
	✓		A I

IT experience in relevant programmes (for example SQL or a housing management application)	✓		A I
An understanding of, and commitment to, the principles of equality and diversity and their application to the work of the Housing service	✓		A I
Knowledge of relevant health and safety considerations			
<u>SPECIAL REQUIREMENTS/ATTITUDE</u>			
A positive 'can-do' attitude	✓		A I
A high level of personal resilience	✓		A I
Must be prepared to travel to various sites and venues and potentially attend meetings outside of normal office hours	✓		A I
<u>OTHER</u>			

COMPLETED BY: Service Lead Housing (Customers)

DATE: August 2017

Equality Impact Assessment: Recruitment of staff (fixed term contracts) for the implementation of new Housing Management System		
1.	<p>Describe the piece of work you are assessing and the reason it is being carried out. Are you:</p> <ul style="list-style-type: none"> ○ Making a strategic budget proposal ○ Developing a new policy, strategy or project ○ Reviewing and revising a policy, strategy or project ○ Reviewing a function or a service ○ Restructuring a service. <p>Include any options appraisal and if you have a preferred option explain why. See the section in the Introduction on “What types of activities need an EQIA?”</p>	<p>This is the introduction of 3 x fixed term posts for 23 months to ensure we successfully introduce the new housing management system effectively.</p> <p>Please see the business case for full details including recommendations and why those recommendations are being made.</p>
2.	<p>Who is leading on the piece of work being assessed? See the section in the Introduction on “Who is responsible for carrying out EQIAs?”</p>	Lawrence Blake: Service Lead Housing (Customers)
3.	<p>What are the timescales for completing the work? Are there any committee deadlines you have to meet?</p>	Providing Members approve, implementation of the new proposals will take place in November 2017.
4.	<p>What are the aims and objectives of the work? How do these link to wider council or strategic objectives.</p>	<p>The purpose of these proposals is to suggest how we can ensure that we implement a new housing management system so that we can deliver services to our tenants and leaseholders. This includes services such as repairs and tackling anti-social behaviour.</p> <p>The proposals link to the Council’s corporate priorities of: Provide services to meet customers’ needs and, specifically, the aim to work closely with other organisations to provide joined up services for the customer.</p> <p>Working with greater information all held in one system will allow us to take a more holistic approach and contribute to the aim of supporting Exeter’s Communities.</p>
5.	<p>Who will be the main beneficiaries of the piece of work and in what way? All people in Exeter? Council staff? A</p>	These proposed new system will in many ways be a benefit to staff giving them access and the ability to update

	specific stakeholder group? A combination of these?	information and complete functions whilst working on site. It will also benefit tenants and leaseholders as their data in relation to the tenancy and property they live in will be held on one system allowing staff to deal with any housing related matters in one go
6.	Do you have any data on how different groups would be affected by the work?	We do not have hard data as the new housing management system has yet to be implemented, although we will be monitoring its success. We did contact other similar housing providers for their experiences of the implementation of this new system. This information helped inform the business case. Likewise we conducted a number of consultation exercises with our staff to understand their views and opinions.
7.	Have any research studies or reports been carried out in other areas of the country or nationally that provide information about the likely impact of your work on equality target groups?	We are not aware of any studies in relation to this.
8.	What consultation has taken place or is planned with customers (individuals and groups) from equality target groups?	Consultation with staff took place about the system we are implementing however not considered relevant to consult residents on this issue.
9.	What does the consultation indicate about any differential positive or negative impact(s) of this piece of work?	N/A
10.	If there are gaps in your previous or planned consultation and research are there any experts/relevant groups that can be contacted to get further views or evidence on the issues? If so please explain who they are and how you will obtain their views.	N/A
11.	Could there be a positive or negative impact on community relations or equal opportunities?	We believe the new system will have a positive impact in giving officers more access and data on issues such as protected characteristics allowing better decisions on service delivery to be made.
12.	If you have indicated there is a negative impact on any group, is that impact Legal; Intended; of high or low impact?	No negative effects

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

		2. Add leaseholder data to the same management system 3. Allow the officers to update and operate whilst out on visits.
20.	How will this monitoring/evaluation further assess the impact on the equality target groups/ensure the strategy/policy/project is non-discriminatory?	We will make sure issues of equality are included in any monitoring arrangements.
21.	Please provide an action plan showing any recommendations that have arisen from the assessment and how you plan to take them forward. Are your actions SMART (specific, measurable, achievable, relevant and time-based).	Not appropriate at this stage.
22.	When will you next review this work and the impact assessment?	December 2020

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