

PEOPLE SCRUTINY COMMITTEE

Date: Thursday 6 September 2018

Time: 5.30 pm

Venue: Rennes Room - Civic Centre

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

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

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

Membership -

Councillors Wardle (Chair), Foale (Deputy Chair), Foggin, Holland, Owen, Pattison, Pierce, Robson, Vizard N and Wright

Agenda

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

1 Apologies

To receive apologies for absence from Committee members.

2 Minutes

To approve and sign the minutes of the meeting held on 7 June 2018.

(Pages 5 -
12)

3 Declaration of Interests

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

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

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

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

5 Questions from the Public under Standing Order 19

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

6 Questions from Members of the Council under Standing Order 20

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

PRESENTATION TO COMMITTEE

7 Portfolio Holders Report 2017/18 - Year End Report

Councillors Packham (Portfolio Holder for the Housing Revenue Account), Morse (Portfolio Holder for People) and Bialyk (Portfolio Holder for Health and Wellbeing, Communities and Sport) to present year end reports for 2017/18. (Pages 13 - 28)

ITEMS FOR DISCUSSION

8 RA 2018/19 Budget Monitoring Report - Quarter 1

To consider the report of the Chief Finance Officer. (Pages 29 - 44)

9 People 2018/19 Budget Monitoring Report - Quarter I

To consider the report of the Chief Finance Officer. (Pages 45 - 54)

ITEMS FOR INFORMATION ONLY

10 Performance Scrutiny Partnership - Minutes of the meetings held on 16 April and 21 May 2018 (Pages 55 - 60)

Date of Next Meeting

The next scheduled meeting of the People Scrutiny Committee will be held on **Thursday** 1 November 2018 at 5.30 pm in the Civic Centre.

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) 265107 for further information.

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PEOPLE SCRUTINY COMMITTEE

Thursday 7 June 2018

Present:

Councillor Wardle (Chair)
Councillors Foale, Holland, Owen, Pattison, Pierce, Robson, Vizard N and Wright

Apologies:

Councillors Foggin

Also present:

Director (BA), Environmental Health and Licensing Manager, Service Lead Housing (Assets), Housing Solutions Lead, Principal Accountant Corporate, Technical Accounting Manager and Democratic Services Officer

In Attendance:

Councillor Philip Bialyk	- Exeter City Council
Councillor Emma Morse	- Portfolio Holder for People
Councillor Hannah Packham	- Portfolio Holder for Housing Revenue Account

19

MINUTES

The minutes of the meeting of People Scrutiny Committee held on 12 March 2018 were approved and signed by the Chair as correct.

20

TASK AND FINISH GROUPS

The Chair requested Members to advise the Scrutiny Programme Officer of any potential topics for consideration by a Task and Finish Group.

21

DECLARATION OF INTERESTS

No declarations of disclosable pecuniary interest were made.

22

WHAT IS CITIZENSHIP - ACCESSIBILITY AND INCLUSION

The Chair welcomed Sally O'Donnell, Sophie Holmes and Robert Hawken to the meeting.

Robert Hawken, Engagement Officer and Co-Chair of the Devon Learning Disability Partnership Board and Sophie Holmes, the Senior Commissioning Officer and Co-Chair of the Devon Learning Disability Partnership Board made a joint presentation on citizenship. They spoke about the work of the Board in partnership with stakeholders and its support of the challenges faced by adults with a learning disability to lead fulfilling and rewarding lives with the same opportunities as everyone else. The presentation included details of the seven key themes around citizenship as well as details of a web site for more general information on welfare reform:-

www.centreforwelfarereform.org a free on-line resource from The Centre of Welfare Reform Limited

Robert Hawken referred to the importance of understanding the challenges that people with learning and other disabilities had. He detailed the numbers of people with a Learning Disability in Devon, which was estimated to be 14,720. Of that number, approximately 3,238 people with a learning disability were known to services, although that did not mean they were all receiving services from Devon County Council. He added that, of the overall number, 11,482 people with a learning disability living in Devon relied on being able to access Universal Services in their communities to live their life, but that being able to access community life was important to their long term independence and wellbeing reducing the need for a call on the statutory services.

Mr Hawken explained that following changes to the Disability Living Allowance he had been offered a position by Devon County Council as an engagement officer, as well as holding a position as a Co-Chair of the Devon Learning Disability Partnership Board. He explained that the job had enabled him to earn his own money, gain new skills, make new friends and have a sense of purpose. He finished the presentation by stating that Citizenship was for everyone, it was about celebrating differences, being a member of the community and enabling all to fulfil their potential in life.

Responding to Members he felt that improvements could be made to improve accessing information for the disabled such as easier to read literature and he undertook to feed back to the City Council any improvements he could identify in its services from the point of view of the disabled.

Sophie Holmes referred to a Ready When You Are Campaign to be shortly launched focussing on employers across Devon as part of a five year Strategy including consideration of apprenticeships for individuals with learning disabilities with ongoing dialogue with other large employers as well as regular engagement with Job Centre Plus, all with a view to assist individuals with disabilities gain experience in the workforce. It was important to encourage as many businesses to get on board.

The Chairman thanked Robert Hawken and Sophie Holmes for their informative presentation and hoped that the City Council would assist with their ongoing work.

ITEMS FOR DISCUSSION

23

HOUSING REVENUE ACCOUNT - 2017/18 BUDGET MONITORING REPORT - OUTTURN

The Technical Accounting Manager advised Members of any major differences, by management unit, between the approved budget and the outturn for the financial year up to 31 March 2018 in respect of the Housing Revenue Account (HRA) and the Council's new build schemes. An outturn update in respect of the HRA Capital Programme was also incorporated in the report in order to help provide a comprehensive financial update in respect of the Housing Revenue Account.

The 2017/18 financial year had ended with an overall net surplus of £1,644,790. This represented a movement of 4,132,405 compared to the budgeted deficit of £2,487,615 with, most notably, £2,700,000 attributable to delays with the St Loyes Extra Care Scheme.

A projected under-spend of £3,667,716 had previously been reported to Scrutiny Committee - People as part of the quarterly budget monitoring updates. The

variances in the final quarter of the financial year had therefore resulted in further savings of £464,689, of which Executive approval to carry forward £335,000 into 2018/19 would be sought.

The total amount of HRA capital expenditure for 2017/18 was £6,264,876, which equated to 84.5% of the revised approved capital programme.

In respect of a Committee Member's questions submitted in advance of the meeting, the Planned Repairs Lead reported a total budget variance of over £200,000 in the out-turn compared with the expectation three months earlier and that this reflected a lower than expected number of empty properties such as at Rennes House and Laings properties and delays in the rollout of the Universal Credit Full Service. Rental income from dwellings was monitored by officers on a fortnightly basis, but the total for the year was not fully known until the accounts were closed due to the impact of delays in planned capital works and the fortnight free periods late in the financial year - one at Christmas and one at the end of March. For this reason, the rental income from dwellings was reported to committee as a budgetary risk throughout the year, as a minor percentage budget variance resulted in a significant amount of money against a £19 million budget. Regarding the forecast variance of £20,000 at quarter three, the Technical Accounting Manager advised that this figure related to rent from garages rather than rental income from dwellings, as this could be quantified with reasonable certainty.

The Planned Repairs Lead provided updated statistics on the backlog of repairs. The contract had 18 months to run and he and the Director (BA) confirmed that officers were in regular contact with representatives of Mears in monitoring the work and that a meeting had recently been held with the Regional Director of Mears. There was a shortage of relevant skilled workers in Exeter and Mears had recently sent one of their teams based in Milton Keynes to assist in reducing the backlog.

In respect of the sheltered housing at Nelson Close, Topsham, the Local Member stated that residents had been concerned about maintenance issues and the Planned Repairs Lead undertook to investigate this further as well as assess conditions generally on site. He also confirmed that a focus group meeting had been held at the Nelson Close community room in April when residents had raised a number of issues in relation to repairs and maintenance, an increased presence on site of the Police Community Support Officers etc. As a result, an 18 point action plan had been drawn up and repairs etc. were now being instigated.

The Director (BA) advised Members that savings identified in housing assets and training in respect of the housing management system were due to post vacancies and staff recruited who had yet to start. Responding to a Member, she undertook to ensure that timetable details were provided on the four HRA estates within the estate regeneration programme.

The Technical Accounting Manager advised that the report design was to be revised following on from a recent meeting of the Financial Reporting Task and Finish Working Group.

People - Scrutiny Committee noted the report.

The Principal Accountant advised Members of any major differences, by management unit, between the approved budget and the outturn for the financial year up to 31 March 2018 in respect of People - Scrutiny Committee. An outturn

update in respect of the People Capital Programme was also incorporated in the report in order to help provide a comprehensive financial update in respect of the People - Scrutiny Committee budgets.

It was noted that the final outturn had been calculated and the report highlighted the major differences by management unit from the approved annual budget after adjusting for supplementary budgets. The total variance for the year showed a deficit of £449,548 after transfers from reserves. This represented a variation of 15.36% from the revised budget.

The People Capital Programme showed a total spend of £959,437 in 2017/18 with £408,823 of the programme deferred until 2018/19.

Responding to a Member, the Environmental Health and Licensing Manager stated that the change in the operation of the Disabilities Facilities Grant through the introduction of the Better Care Fund had resulted in funding increasing from £350,000 per annum to £680,000 in 2017/18 and was likely to increase further to some £800,000. This was allowing the Council to be more innovative in its approach to grant spending of the Council's Better Care Fund Allocation.

The People - Scrutiny Committee noted the report.

ITEM FOR CONSIDERATION BY EXECUTIVE

25

FINANCIAL ASSISTANCE POLICY FOR THE BETTER CARE FUND

The Environmental Health and Licensing Manager presented the report setting out a revised Financial Assistance Policy under Article 4 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 to ensure policies were in place to maximise grant spending of the Council's Better Care Fund Allocation. It was noted that the policy had been developed by both the County and District Councils to ensure a consistent approach across Devon.

The report set out the impact of increased Government Funding for Disabled Facilities Grants, administered through the Better Care Fund. The Council was now able to broaden its ability to support those disabled persons who fell out of the mandatory Disabled Facilities Grant system by providing financial assistance to undertake preventive measures to reduce hospital admissions and reduce delayed hospital discharges and by working in collaboration with health services to provide funding to remove housing related obstacles preventing discharge.

Better Care Fund money could be used to assist disabled residents to remain in their own homes through supporting the provision of adaptations, safeguard the health and well-being of vulnerable residents by removing unnecessary hazards in the home, provide adaptations and assist vulnerable people to afford to heat their homes through appropriate energy efficiency and heating measures.

The Environmental Health and Licensing Manager responded as follows to Members' queries:-

- the Government had changed the funding mechanisms in an attempt to bring health and social care together in an integrated way with a key aspect being to ensure, as far as possible, that vulnerable individuals could remain safe and healthy in their homes thus reducing the burden on social services and the NHS;
- the funding was primarily for Disabled Facilities Grants but could be used flexibly to meet the Better Care Fund objectives. The 2017/18 allocation for the

City Council was £660,128 with the 2018/19 allocation likely to be around £800,000 which included the underspend money from the previous year;

- the Accessible Homes Grant enabled an enhanced offer in addition to the Mandatory Disabled Facilities Grant. For example, topping up a mandatory grant where the cost of the work exceeded £30,000 - possibly up to £50,000 and funding works beyond the scope of a Disabled Facilities Grant to make a property safe for the disabled occupant; and
- individuals were largely identified from home visits by adult and children social care staff. The City Council also identified those requiring assistance, for example, many mobile homes were of a poor standard and 25% had received grants for insulation and boiler replacement. Contributions were also being made in respect of properties found to be in a poor/squalid condition.

People - Scrutiny Committee noted and supported the report and recommended Executive to:-

- (1) approve the proposed Financial Assistance Policy in order to ensure increased funding provided via the Better Care Fund would be delivered to those who had not previously been able to obtain financial assistance;
- (2) recommend Council to approve the proposed Financial Assistance Policy in order to ensure increased funding provided via the Better Care Fund would be delivered to those who had not previously been able to obtain financial assistance; and
- (3) request Executive to recommend that Council adopt the Financial Assistance Policy.

ITEMS FOR INFORMATION ONLY

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IMPLEMENTATION PLAN AND IMPACT OF THE HOMELESSNESS REDUCTION ACT

The Interim System Lead - Housing Needs presented the report summarizing the main changes and measures being introduced as part of the Homelessness Reduction Act 2017 (which had come into effect on 3 April 2018) and updated on the implementation of measures, challenges and impact for the Council in meeting the legal requirements of the Act (HRA 2017) to date.

The Act placed more emphasis on homelessness prevention activities by placing new legal duties on local authorities to provide meaningful support to everyone who was homeless or at risk of homelessness. A more robust approach was required and, once a local authority was satisfied that someone was eligible for assistance and homeless or threatened with homelessness, an assessment would be carried out including the circumstances that had caused homelessness/potential homelessness, the housing and other support needs of the applicant and their household and a personalized plan (PHP) setting out steps for the applicant and the Council to take to ensure accommodation is secured and/or retained.

He responded as follows to Members' queries:-

- the additional staff being recruited to the team comprised of approximately six full time and three part time staff across advice and prevention, temporary accommodation and resettlement;
- direct enquiries regarding homelessness could be made at the Civic Centre with the relevant duty officer and/or an appointment made for an interview and

advice was also available over the phone - 265726 or by email housing.advice@exeter.gov.uk;

- the Government had made £70 million available to help address homelessness nationwide, much being taken up by the London authorities. The City Council had adopted a preventative approach to service delivery over recent years and had provided additional resources to assist with the transition to the new requirements;
- the Act gave applicants the right to request a review of decisions made by the local authority. It was anticipated that the greatest number of requests would be in respect of initial decisions that the applicant was intentionally homeless which would enable housing to be provided during a review and on the content of the Personal Housing Plan. Other reviews could be in respect of the steps set out in assessment plans, giving notice to withdraw prevention or relief duties and the suitability of accommodation offered; and
- in respect of severe weather conditions, additional support was being given to Gabriel House to provide emergency bedding during the winter. A bid had also been submitted to the Government for revenue support towards a Night Shelter for the six month period, October to March, which would have a similar or improved capacity than the Safe Sleep initiative.

People Scrutiny Committee noted the progress and actions undertaken to date and further plans to develop the service in accordance with the Act.

27

PERFORMANCE SCRUTINY PARTNERSHIP - MINUTES OF THE MEETING HELD ON 19 FEBRUARY AND 12 MARCH 2018

In respect of a Committee Member's questions submitted in advance of the meeting relating to an advertising leaflet to be used in helping recruit new members and in respect of the number of Performance Scrutiny Partnership (PSP) members etc. the Portfolio Holder for the HRA providing the following information:-

- there were currently four members of the PSP with the possibility of one more joining in the near future. The quorum was three;
- the leaflet had been produced with the involvement of the PSP themselves in both the design and content and was handed out to all new tenants when they sign their tenancy agreements with Lettings Officers. Housing Officers also distributed them during their regular tenancy audit visits,
- a recruitment video had been produced that could be accessed via Facebook and Facebook was regularly used to advertise the PSP,
- a recruitment letter was sent to all tenants with annual rent statements;
- regular articles included in issues of Insight, the tenant and leaseholder quarterly newsletter; and
- the first information/training sessions for all new Exeter City Council tenants would be held in September giving officers the opportunity to explain exactly what being a tenant means in terms of the benefits and responsibilities on both sides and to explain services offered. The work of the PSP would also be raised.

Further methods would be looked into on how the Council could become more accessible and relevant. A review was to be undertaken of the approach to resident involvement and community development and the resources needed to deliver a modern approach and this was to be undertaken through the Housing Tenant Involvement Task and Finish Group.

People - Scrutiny Committee noted the minutes of the meetings of the Performance Scrutiny Partnership of 19 February and 12 March 2018.

**EXETER COMMUNITY, HEALTH AND WELLBEING BOARD - MINUTES OF THE
MEETING HELD ON 26 FEBRUARY 2018**

People - Scrutiny Committee noted the minutes of the meeting of the Exeter Health and Wellbeing Board of 26 February 2018.

(The meeting commenced at 5.30 pm and closed at 7.17 pm)

Chair

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PEOPLE SCRUTINY COMMITTEE

6 SEPTEMBER 2018

Portfolio Holder Priorities 2017/18 – Year end report

End of year updates against priorities for all Portfolio Holders are included within this report.

Members will note that some Portfolio Holders report to a different scrutiny committee and are unable to take questions at all committees.

2017/18 Leader of the Council: Councillor Peter Edwards

	Priority	Update
PH1	Work with partners on a devolution city deal that meets the needs of Exeter	We have continued to work on a Heart of the South West devolution deal (productivity strategy). We have also worked with our partners in the city on a pitch to government. Initial meetings have been held with senior government officials.
PH2	Set up a new vehicle for delivering housing and commercial schemes	Work is reaching a conclusion on the full business case for the formation of a new trading company, with subsidiary companies, to enable the delivery of residential and commercial developments. The business case and business plan for the first trading year will go to Full Council on 24 th July 2018 and if approved will commence trading from 25 th July 2018 with the first developments under construction in September 2018.
PH3	Introduce a pan-council performance framework	New corporate priorities have been set in the 2018-22 Corporate Plan. When agreed a full set of metrics will be compiled to monitor progress on both these and service delivery.
PH30	Progress the publication of a new development plan (Greater Exeter Strategic Plan) and address securing a future five year housing supply	The plan is progressing well and an enormous amount of the supporting evidence has been completed by the cross-authority dedicated team working in the Civic Centre and commissioned consultants. This evidence includes reports on housing demand, infrastructure requirements, landscape assessment, transport and a Low Carbon Strategy. Notwithstanding this work the overall timetable for the GESP has slipped by approximately 12 months for a number of reasons. This is due to a number of factors including the need to respond to emerging Government policy on housing; a higher than expected response to the “Call for Sites”; and a need to more work on the Transportation Strategy. Whilst this is disappointing it is not entirely unexpected given the aspirational nature of the original timetable and the complexities of inter-authority working.
PH32	Establish governance arrangements for the CIL and	The CIL Governance Board has now met twice under the chairmanship of the Council Leader and current Portfolio Holder for Growth and City

	Priority	Update															
	an infrastructure fund for the 3 authorities	<p>Development. Terms of Reference have been developed, and the Board has discussed future CIL spend. Amongst other issues, the Board will need to consider reviewing the CIL Regulation 123 and, potentially, the CIL Charging Schedule, seeking Executive and Council approval as necessary.</p> <p>Closer working with neighbouring authorities under the auspices of the Greater Exeter Strategic Plan (GESP) has given fresh impetus to discussions focused on establishing a joint infrastructure fund across administrative boundaries. The Government's Ministry of Housing, Communities and Local Government has consulted on proposals to allow for Strategic Infrastructure Tariffs to be introduced (in addition to authority-specific CIL) where combined authorities or joint planning committees have been delegated with strategic planning powers, and the establishment of a joint planning committee for Greater Exeter is under consideration. This would cover Exeter, East Devon, Mid Devon and Teignbridge districts.</p>															
PH33	Meet government targets for time taken to determining planning applications	<table border="1"> <thead> <tr> <th>Quarter</th><th>Majors %</th><th>Non-majors %</th></tr> </thead> <tbody> <tr> <td>Apr-Jun 17</td><td>75</td><td>72</td></tr> <tr> <td>Jul- Sep 17</td><td>50</td><td>57</td></tr> <tr> <td>Oct- Dec 17</td><td>80</td><td>73</td></tr> <tr> <td>Jan-Mar 18</td><td>56</td><td>88</td></tr> </tbody> </table> <p>Government target: Majors (60%), Non majors (70%)</p>	Quarter	Majors %	Non-majors %	Apr-Jun 17	75	72	Jul- Sep 17	50	57	Oct- Dec 17	80	73	Jan-Mar 18	56	88
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2017/18 Portfolio Holder for Support Services: Councillor Ollie Pearson

	Priority	Update
PH4	Produce and implement a digital customer platform and maximise opportunities for shifting customers to digital services	The digital customer platform (Firmstep) is in place and enhanced, digital services are being added on a weekly basis. A single account for customers will be introduced shortly when security and privacy issues have been resolved.
PH5	Introduce a new communication and marketing strategy	<p>Marketing and communication spend has been centralised creating £68,000 and dealing with 300+ new marketing requests. A restructure is underway due for completion in July to deal with 'resilience and capacity' issues outlined in the Peer Review. Comms and Marketing strategies are being created and deployed on a departmental and project case by-case basis.</p> <p>A yearly plan will be created once the restructure is in place, to coincide with the corporate plan, which will be updated annually. Brand architecture is being established and defined with regards to Visit Exeter/Exeter City Council/waste/Dev Co/Sport England Pilot/Invest. Exeter Live Better will form the central pillar of the civic pride and inward investment element of the communications plan for the next 6 months – it has already secured £250,000k plus for in kind partner sponsorship/exposure and is due for a 1st July soft launch.</p>
PH6	Oversee prioritisation of the council's IT requirements and effective and efficient delivery by Strata Solutions	The Exeter Internal Review Board meets monthly to address issues. A new process for prioritising IT projects and business change requests has been introduced. A regular, joint meeting with East Devon and Teignbridge is now taking place to ensure alignment of priorities and identification of common issues.
PH7	Take forward the Asset Management Plan	The Corporate Property Maintenance Strategy 2018-23 has been put in place. Alongside that drafting of the new Asset Management Plan is progressing and an Asset Challenge initiative is being proposed to identify and realise early wins. The City Surveyor is engaged with Devon One Public Estate to identify opportunities within the public estate in and around Exeter.
PH8	Introduce new procurement arrangements	Following significant issues with recruitment a successful interim appointment was made in April 2018,

	Priority	Update
		<p>who is now working to the original delivery plan. Significant progress is being made on ensuring our purchase of goods and services is efficient, effective and sustainable. The interim procurement lead for housing post has been extended until September 2018 whilst the development plan is implemented. Benefits realisation is being built into the 2018/19 improvement delivery programme.</p>

2017/18 Portfolio Holder for People: Councillor Emma Morse

	Priority	Update
PH9	Investigate and deliver more cost effective and responsive temporary accommodation to meet housing needs	<p>Purchase of 25 Queens Rd (7 beds) completed 26 February 2018 without negative impact on occupants. Re-contracted support and housing management for the service pending appointment of Council staff to provide the same at a lower cost. Recruitment underway with two of three posts filled and one advertised the week beginning 11 June 2018.</p> <p>15 supported severe weather bed spaces have been negotiated with Gabriel House at no cost to department budgets. Government funding has been applied for, for a night shelter on Safesleep model for 18/19. A lease offer on an empty building is pending an agreement.</p> <p>Housing First launch of five initial units agreed for Autumn 2018. Support and risk management for contracted temporary accommodation providers reviewed and remodelled to accommodate higher risk complex needs clients where feasible.</p>
PH10	Implement the action plan for the Homelessness Strategy	<p>Year 1 Strategy Review report issued in January 2018. Key deliverables achieved include:</p> <ul style="list-style-type: none"> - Trailblazer funded work on prevention through an appointed tenancy rescue officer working across Exeter and Teignbridge; - Recruitment to private rented housing access service in Exeter; - Bringing online three properties for a local charity to develop accommodation service (St Petrocks); - Establishing a supported lodgings protocol for young persons (16-17 year olds and care leavers) plus a joint homelessness prevention protocol with Devon County Council and district housing authorities. <p>Preparation for implementation of the Homelessness Reduction Act continues with a joint action plan between Exeter and Teignbridge. Systems and processes have been updated in accordance with the new Code of Guidance in readiness to meet revised statutory obligations going forward from 3 April implementation date.</p>
PH11	Ensure the City Council is taking an active role in developing and monitoring the priorities of Integrated Care Exeter (ICE) and the Council's interest on CoLab	<p>Continued high percentage of ICE clients in Exeter's temporary accommodation with tenancies being maintained under new complex need accommodation support team – jointly with Sanctuary Supported Living.</p> <p>Additional six months of service (from 1 April 2018) agreed by Stewardship Group but awaiting funding options (costs to be reduced</p>

	Priority	Update
		<p>and management to be resourced in-house by the Council).</p> <p>Models of pooled funding / joint-commissioning tabled for exploration for 18/19 re-procurement of homelessness outreach services exercise for April 2019 onwards.</p> <p>The Council is leading the IDT & management team and service plan through System Lead and Complex Needs Caseworker. Undertaking liaison with MEAM to report on strategic and operational service development delivery.</p>
PH12	Consult on and implement the new Local Council Tax Support Scheme for 2017/18	Task completed in full
PH13	Work with partners to support the development of money management skills	<p>The Council has agreed to deliver budgeting advice and assisted digital support to Universal Credit claimants on behalf of the DWP for a further year from April 2018.</p> <p>Meetings have been held with both Plymouth Credit Union and Westcountry Savings and Loans, as both have extended their common bond to cover Devon, and a briefing note is being prepared for consideration by the Director and Portfolio Holder.</p> <p>The Budgeting & Money Management contract is in its' fourth quarter, and to date has assisted 85 customers with money advice, budgeting support, and debt remedies including agreeing sustainable payment arrangements and drawing down extra income totalling over £21k. An options appraisal is being pulled together for consideration in preparation for the contract ending this December.</p>
PH14	Ensure that the impact of Welfare Reform on residents and the Council is identified and mitigated where possible	<p>The Low Income Family Tracker Dashboard is being utilised to case work struggling households, as well as those that could be impacted by the full service rollout of Universal Credit in September 2018.</p> <p>The Benefits & Budgeting Calculator has been purchased and is being trialled by the Universal Support Team when customers apply for Discretionary Housing Payments (DHP). The Calculator links to job search and highlights excessive expenditure, and can also be used for "what ifs" e.g. how much better off would the household be if the earner increased their working hours per week from 20 to 25.</p>
PH15	Continue to focus on the recovery of funds due to the Council, based on principles of understanding customers' ability to pay	We were able to help businesses affected by the revaluation conducted by the Valuation Officer Agency (VOA) with £352k of financial support through our local Business Rates Discretionary Scheme.

	Priority	Update
		<p>Council Tax collection for 2017/18 ended 0.3% above target.</p> <p>With regard to Rent (HRA), collection has continued to improve with the outstanding debt for 2017/18 as a percentage of net rent charge being 1.55% compared to 1.71% for 2016/17 and 1.81% for 2015/16.</p> <p>Housing Benefit overpayment collection has also continued to improve with overall collection of both old and new debt for 2017/18 being 72.1% compared to 70.4% in 2016/17 and 67.3% in 2015/16.</p>
PH49	Investigate alternatives to current Council Tax Support Scheme	<p>An alternative Council Tax Support (CTS) Scheme needs to be informed by data analysis, therefore we will be procuring a resource for this in 2018/19. Our Council Tax Support Scheme is a means-tested scheme that closely mirrors its' predecessor, Council Tax Benefit. That makes it expensive to administer. However CTS is a council tax discount and with the administration funding for the scheme being cut each year, some local authorities are moving away from means testing. The Devon Benefit Officers Group (DBOG) has been monitoring and learning from changes already made to schemes throughout the country, and we will combine this learning with our data analysis in 2018.</p>

2017/18 Portfolio Holder for Housing Revenue Account: Councillor Hannah Packham

	Priority	Update
PH16	Set up a HRA Management Board	Currently under discussion with Portfolio Holder to determine if a Board with a wider remit would be more useful.
PH17	Maximise value from contractors	The Housing Service is currently employing a temporary procurement specialist to look at existing and pending contracts. The consultant is successfully working with Service Leads and Managers to improve the quality of the contracts and contract management. A renewed and more proactive approach to our work with our contractors has been introduced with a focus on Health & Safety and key performance indicators. We are at the early stages of developing our specification for the Reactive Repairs contracts due for renewal in 2020.
PH18	Ensure that the efficiency and effectiveness of the housing function matches, or aims to match that of best-in-class providers	We continue to benchmark our performance with a range of comparable housing providers throughout the country. Where performance in key areas fails to be in the top quartile we take remedial actions. These actions are recorded and monitored through service plans and operational meetings.
PH19	Propose and consult on a new model for supporting residents of our older persons' accommodation	Now in place and completed.
PH20	Undertake a comprehensive survey of our housing stock in order to understand future investment requirements and inform budget planning	The stock condition survey has been completed and so for the first time, we have a comprehensive view of the condition of this valuable asset for the Council. Its findings will inform our Asset Management Strategy due for completion in the autumn of this year.

2017/18 Portfolio Holder for Place & Commercialisation: Councillor David Harvey

	Priority	Update
PH23	Improve the recycling rate	<p>We await confirmation of garden waste and waste disposal figures before a final recycling rate and waste composition for the year is known. However, performance during quarters 1 – 3 indicate no substantial increase in recycling rate. Long term factors affecting our recycling rate remain:</p> <ul style="list-style-type: none"> • 'Lightweighting' of packaging materials • Decline in newsprint consumption • Growth in commercial student housing • Lack of new services to engage residents • Drop in voluntary group recycling <p>Recycling rate and full analysis due in June 2018.</p>
PH24	Improve cleansing of the city centre (to achieve A grade in the city centre and B grade elsewhere)	<p>Achieved. Grades consistently within A grade in the city centre, and B grade elsewhere.</p> <p>City Centre average for 2018 was 63% A, 37% B rating.</p> <p>Residential areas for 2018 was, 56.5% A, 42.5% B, 2% C rating to date.</p> <p>We are refocussing resources to more closely meet the agreed performance profile.</p>
PH25	Complete the business case for doorstep food waste collections and analyse options	This was completed and the results presented to Place Scrutiny Committee and Executive in March 2018. The recommendations, to continue the current service but to review the business case annually, were accepted.
PH43	Progress a solution for management of the Exe Estuary Harbour, canal and waterways	Report presented to Scrutiny Committee on 14 June 2018.
PH50	Carry out the recommendations of the Play Audit	<p>The Play Audit has been incorporated into the Sport England Delivery pilot to ensure an integrated approach to all green spaces, sports pitches and leisure facilities.</p> <p>Implementation will be coordinated with the Sport England work.</p>
PH51	Feasibility study on moving Belle Isle to Exton Road	Initial feasibility study was undertaken in 2017. Faithfull & Gould have been instructed to develop proposals for redesign of Exton Road to accommodate Belle Isle services.
PH52	Dog fouling / litter enforcement trial	Pre-contract meeting held with councillor involvement. The trial is likely to commence in July 2018.

2017/18 Portfolio Holder for City Transformation: Councillor Rosie Denham

	Priority	Update
PH26a	Lead the Council's work with Exeter City Futures, including explaining how new technology can help to tackle congestion. Reduce congestion from base data by 20% by 2025	Exeter City Futures have been formally adopted as part of the Council's transformation plans for the city. This consolidates the partnership and enables Exeter City Futures to work more closely with the Council to tackle problems of urbanisation in ways that reduce social inequality and boost economic growth within the region. Liz O'Driscoll has been seconded to the City Council, into the post of Programme Director for Exeter City Futures, and will be working closely with the senior management team to establish a clear delivery plan as well as objectives and deliverables.
PH26b	Lead the Council's work with Exeter City Futures, including explaining how new technology can help to achieve energy independence	
PH26c	Lead the Council's work with Exeter City Futures, including explaining how new technology can help to progress a smart city agenda, including digital technology infrastructure	
PH28	Work with local residents and businesses to explore ideas for future investment in South Street and the wider West Quarter, including options for a new city-centre performance venue	Lacey Hickie & Caley Ltd have been engaged to produce urban analysis and proposals for improvements. Early consultation held. Draft report under review with further consultation to follow and report to Members in the summer. New venue report completed and now out for public consultation.
PH40a	Improve cycle routes – including promoting good design	The Council has improved its links with the Exeter Cycling Campaign who are now consulted and comment on scores of major planning applications to ensure that development schemes optimise opportunities for improving cycling facilities and participation. A very well attended workshop hosted by the Campaign and with both City and County Members and Officers met in November to share good practice and improve engagement in the future. In its role as Planning Authority the Council has continued to ensure that all new major developments provide ample cycle parking and contribute towards improving the network wherever possible.
PH40b	Provide more cycle parking around St Sidwell's Point	Enhanced cycling facilities are built into the design and approved planning application.
PH46	Exeter Vision 2040	A draft of 'The Exeter Promise – A Vision for 2040' has been prepared for comments from key partners, with a view to launching this in September 2018. 'Exeter Live Better' will be rolled out as a brand for the city and ownership and take up will be reviewed.
PH48	Low Carbon Task Force	The Low Carbon Task Force continues to meet and co-ordinate a number of low carbon projects. Revised terms of reference for the group are in the process of being prepared including considering the relationship with

	Priority	Update
		Exeter City Future's energy independence objective. These will be considered by the Greater Exeter Growth and Development Board in September.

2017/18 Portfolio Holder for Health and Wellbeing, Communities & Sport:
Councillor Phil Bialyk

	Priority	Update
PH21	Work with the Community Safety Partnership to solve emerging threats and trends	<p>A review of the Community Safety Partnership has taken place looking at both the structure and priorities going into the 2018/19 financial year.</p> <p>The review of the structure has resulted in the terms of reference being amended to introduce a second deputy chair and a management group that is able to co-ordinate the activities of the CSP between the Executive Group meetings. This has resulted in Exeter City Council taking the chair supported by the Police and Fire Service in the deputy chair roles.</p> <p>An agreed set of priorities will be agreed at the July Community Safety Partnership Executive meeting and will link to other key projects such as delivering active and healthy communities through the Sport England Local Delivery Programme and Wellbeing Exeter.</p>
PH22	Develop and implement strategies that provide public reassurance and reduces the root causes of antisocial behaviour (ASB)	<p>The coordination of multi-agency solutions to ASB has continued throughout 2017/18 to address the root causes of problems as and when they arise.</p> <p>During 2017/18, 342 ASB cases were dealt with by Environmental Health and Licensing in conjunction with other agencies. As a result 11 community protection warnings and one notice was served.</p> <p>59 cases were referred to the ASB Action Team for multi-agency discussion.</p> <p>2017/18 saw the implementation of the Public Spaces Protection Order which involved the fixing of signage in 90 different locations throughout the city. Training for police officers was carried out to ensure consistency of enforcement of the PSPO requirements. Since 1 August 2017 there have been 71 breaches of the PSPO prohibitions reported. There have been 6 prosecutions taken by the Crown Prosecution Service against those who have persistently breached the order.</p> <p>Staff from Environmental Health and Licensing supported the Police, Exeter University, Students Guild, residents and Licensed Premises to welcome the new student intake to the city at the start of the academic year. This was largely a proactive engagement to educate, support and prevent issues arising, but where necessary respond quickly to matters when needed. Initiatives included enforcing the Public</p>

	Priority	Update
		Spaces Protection Order, joint residential patrols with University Patrol, working with licensed premises to ensure effective management around premises and taking councillors and residents out to see the partnership in operation.
PH34	Oversee implementation of the community strategy	Plans for review of community grants and development of ECC Community Development Strategy through 2018/19.
PH35	Explore how Asset Based Community Development (ABCD) can be introduced across the council and in key services	See PH34 update.
PH36	Work with partners to improve the health and wellbeing of Exeter's communities	This is now delivered through Wellbeing Exeter.
PH37	Implement the council's Equality and Diversity Policy	A revised policy is due to go to Corporate Services Scrutiny committee on 28 June. Work has begun on revising the committee report format to include a separate section on equality and diversity.
PH38	Renew Exeter's Fairtrade City status and seek additional partners and new support for this initiative	Exeter renewed its Fairtrade City Status successfully in November 2016 and this will be due again in November 2018. The group has continued to campaign on Fairtrade attending community events such as Respect, Exeter Green Fair and Exeter Festival of South West Food and Drink. During Fairtrade Fortnight the Portfolio Holder held a Twitter competition encouraging the public to see how many Fairtrade products they could purchase during that time. The group now has representation from the Economy team which is helping to provide links with local businesses.
PH39	Take forward the St Sidwell's Point and bus station developments, including procurement of operators	Work is ongoing by way of a formal tender for the construction works. The two-stage tender process is scheduled to conclude by October 2018 ahead of a start on site in January 2019. Tendering preparation works continue to proceed with regard to the procurement of the operator for St Sidwell's Point. Formal tenders are anticipated to be issued to Leisure Operators late 2018 / early 2019.
PH41	Apply to become a Sport England Local Delivery Pilot Partner Agree a physical activity and Sports Strategy for the City	Successful bid notified in December 2017 High level concept discussed and this will be developed during 2018/19
PH42	Continue working with partners to make Exeter the most active city in the South West by 2018	See PH41 update.

2017/18 Portfolio Holder for Economy & Culture: Councillor Rachel Sutton

	Priority	Update
PH27	Support Innovation Exeter programme with the University and others to develop the knowledge economy and to drive productivity growth across the Greater Exeter sub region	<p>The work of Innovation Exeter has been incorporated into the corporate plan for Growth & Enterprise. It is also being fed into the emerging HOSW Productivity Strategy Delivery Plan, as well as the work around developing a growth corridor for Plymouth, Exeter and Torbay.</p> <p>The University of Exeter is pursuing options around the recommendations of the South West Science & Innovation Audit for Exeter.</p> <p>A submission has been submitted to central government to establish an Institute of Technology within the city, with Exeter College and the University of Exeter as partners. Additional FE & HE establishments from across Devon, Cornwall & Somerset are also included within the bid – hub (Exeter) and spoke (everywhere else) model is being recommended. The Bid has now been successful at stage one.</p> <p>A Digital Skills Partnership Pilot has been launched in the HOSW. Which is a national pilot to help identify gaps in digital skills provision, encourage partners to work strategically together to address them and attract investment from outside bodies. Officers from the City Council are directly involved with the pilot, to address digital skills gaps within Exeter.</p>
PH44	Drive transformational economic growth by directing business support at innovation and entrepreneurship (as identified in the Innovation Exeter Programme and including Exeter City Futures accelerators)	<p>Support has continued for the Exeter Velocities programme, which was launched this year to support a second cohort of new business start-ups which enable them to test their ideas and innovations.</p> <p>Exeter City Futures have been formally adopted as part of the Council's transformation plans for the city. This consolidates the partnership and enables Exeter City Futures to work more closely with the Council to tackle problems of urbanisation in ways that reduce social inequality and boost economic growth within the region. Liz O'Driscoll has been seconded to the City Council, into the post of Programme Director for Exeter City Futures, and will be working closely with the senior management team to establish a clear delivery plan as well as objectives and deliverables.</p> <p>Limited funding has been provided to the Heat of the South West Growth Hub, which will enable bespoke and face to face business support to be provided to new business start-ups and grow on businesses within Exeter.</p>

	Priority	Update
		An audit of what business support is available to businesses within Exeter has been undertaken. Recommendations on a way forward to support transformational economic growth to be discussed at Place Scrutiny Committee.
PH45	Inclusive Growth	<p>The Inclusive Growth agenda is now a focus of activity for the Growth & Enterprise team and is incorporated into our annual service plan, with the objective being: <i>“Enabling as many people as possible to contribute and benefit from growth and to tackle placed based social inequalities - Inclusive Growth”</i>.</p> <p>Inclusive Growth activity is broken down into three activity areas: skills & learning, jobs and public sector procurement. The new Skills Officer is leading on the delivery of this work.</p> <p>A pre-apprentice programme has been developed, to be piloted in a small number of schools this autumn to determine proof of concept. The programme is aimed at young people in school, who have no desire to attend university, and to open their eyes to the wide range of employment and training options to them.</p>

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REPORT TO: PEOPLE SCRUTINY COMMITTEE
DATE OF MEETING: 6 September 2018
REPORT OF: Chief Finance Officer
TITLE: 2018/19 HRA Budget Monitoring Report – Quarter 1

Is this a Key Decision?

No

Is this an Executive or Council Function?

No

1. What is the report about?

To advise Members of any major differences, by management unit, between the approved budget and the outturn forecast at the first quarter stage of the financial year in respect of the Housing Revenue Account and the Council's new build schemes.

A budget monitoring update in respect of the HRA Capital Programme is also incorporated into this report in order to help provide a comprehensive financial update in respect of the Housing Revenue Account.

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

2. Recommendations:

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

3. Reasons for the recommendation:

The Housing Revenue Account is a statutory account and local housing authorities have a duty to keep an HRA in accordance with proper accounting practices and to review the account throughout the year. This is the first quarterly financial update in respect of the HRA for 2018-19.

4. What are the resource implications including non financial resources

The financial resources required to deliver both housing services to Council tenants and to invest in new and existing housing stock during 2018-19 are set out in the body of this report.

5. Section 151 Officer comments:

Overall, the HRA is broadly on track however there are some notable variances. Members may wish to assure themselves that the overall impact on service is not significant, where projects and work will not be completed as planned during the year.

6. What are the legal aspects?

The Housing Revenue Account is framed by the Local Government and Housing Act 1989. This Act created the ring-fence and the structure within which the HRA operates and covers

the detailed operation of the HRA, including the credits (income) and debits (expenditure) which make up the account.

7. Monitoring Officer Comments:

This report raises no issues for the Monitoring Officer.

8. Report Details:

HRA BUDGET MONITORING – QUARTER 1

8.1 Background to the HRA

The Housing Revenue Account (HRA) records expenditure and income relating to council dwellings and the provision of services to tenants. Housing authorities have a statutory duty to maintain a HRA account, which is primarily a landlord account, in order to account to their tenants for income and expenditure on council housing separately from other functions and services of the Council.

8.2 Projected Surplus/Deficit

During this period the total budget variances indicate that there will be a net deficit of £3,977,827 in 2018-19. This represents a movement of £119,318 compared to the revised budgeted deficit of £4,097,145 for 2018-19. The key budget deviations are explained below. Please also refer to Appendix 2.

Budget Heading	Forecast Outturn Budget Variance at Quarter 1 (Under)/Overspend	Explanation
Budgeted Deficit	£3,762,145	
Supplementary budgets	£335,000	<ul style="list-style-type: none"> Supplementary budgets comprise: £10,000 for staff training, £45,000 for continuation of stock condition survey, £40,000 for tenant decants to facilitate asbestos removal, £100,000 for asbestos removal costs, £30,000 for low maintenance and painting, £100,000 for general reactive repairs and £10,000 for monthly emergency lights and fire alarm testing. <p>Executive approved 10 July 2018</p>
Revised Budgeted Deficit	£4,097,145	
Management Costs	£35,000	<ul style="list-style-type: none"> £75K additional recharge is forecast in respect of Corporate Procurement, due to formation of a new Council-wide Procurement function and continuation of the temporary HRA Procurement Manager appointment. (£40K) Forecast savings in employee costs, partly due to two 23 month fixed term IT

		System Officers starting in August, in order to help implement the new Housing Management system. Their contracts will now fall into 2020/21 and will be factored into the budget process for that financial year.
Housing Customers	(£7,000)	<ul style="list-style-type: none"> • Forecast saving in respect of contract cleaning costs due to lower inflationary rises.
Sundry Land Maintenance	(£65,000)	<ul style="list-style-type: none"> • (£60k) Following the restructure of Public Realm, a new Tree Manager and Technical Officer (Trees) have been appointed and started in August. It is anticipated that slippage will occur in respect of works to HRA trees, whilst works are prioritised and access issues resolved. • (£5k) Savings are expected in respect of the Garden Assistance Scheme following lower inflationary rises in contract costs and a review of eligibility.
Repairs and Maintenance Programme	(£200,000)	<ul style="list-style-type: none"> • The contract for external painting and low maintenance works in respect of flats is currently being procured and a new contractor will be appointed in the summer. Slippage in the programme is forecast to reflect a transition period between contractors.
Capital Charges	£187,682	<ul style="list-style-type: none"> • Depreciation charges are higher than budgeted due to a rise in the valuation of council dwellings. <p>Depreciation is a real cost to the HRA as it represents the amount of money which needs to be set aside in the Major Repairs Reserve to provide for future capital works or to repay debt.</p>
Housing Assets	(£70,000)	<ul style="list-style-type: none"> • (£54k) savings in employee costs are expected due to various vacant posts within the Housing Assets team, of which several posts have recently been appointed to, including: Service Lead – Housing Assets and two 18 month fixed term contract Fire Safety Implementation officers. • (£16k) A budget provision of £8k per property was allowed for the decant of tenants in ten LAINGS properties whilst a major demolish and re-build programme is undertaken. Two properties have naturally become void since the budgets were approved and a saving is therefore reported.

Total budget variances	(£119,318)	
Projected HRA deficit	£3,977,827	Transfer from HRA Working Balance

8.3 Impact on HRA Working Balance

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

The forecast balance, as at 31 March 2019, is set out below:

Movement	2018/19
Opening HRA Working Balance, as at 1/4/18	£10,212,244
Forecast deficit for 2018/19	(£3,977,827)
Balance resolved to be retained (HRA contingency)	(£4,000,000)
Balance Available, as at 31/3/19	£2,234,417

8.4 Higher Value Assets Levy

Since 2016-17 the HRA has been reporting a financial risk in respect of the High Value Assets Levy, as the Government introduced legislation within the Housing and Planning Act 2016 to allow for its introduction. The Act enabled the government to define 'higher value' homes and place a duty on local authorities to make a payment to the Government in respect of its 'high value' homes. In order to help mitigate against this risk the HRA contingency was increased from £3,000,000 to £4,000,000 over the medium term (as set out above).

In August 2018, the Government announced that it will not bring the Higher Value Assets Levy into effect and will be seeking to repeal the legislation. Officers will therefore review the HRA contingency, as part of the 2019/20 estimates process, in order to consider the optimum prudent provision.

8.5 HRA Available Resources over the Medium Term

The forecast HRA available resources for delivering both housing services and capital investment are set out in Appendix 3 for the period to 2021/22.

Following Council approval for the establishment of Exeter City Living Limited, the Year 1 Business Plan provides for certain HRA sites in Heavitree to be disposed to the new development company at open market value. The capital receipts from these disposals are not yet reflected in the available resources to the HRA, whilst final offers are agreed.

Financial appraisals are undertaken to ensure that such disposals do not have a detrimental financial impact on the HRA over a 30 year period. The proposed disposals to date, with the inclusion of Vaughan Road, do not have a detrimental financial impact. Future disposals will continue to be appraised on a site by site basis.

8.6 HRA Capital Programme

The 2018-19 HRA Capital Programme was approved by Council on 20 February 2018. Since that meeting the following changes have been made that have increased the programme.

Description	2018/19	Approval / Funding
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HRA Capital Programme	£18,177,220	
Budgets carried forward from 2017/18 HRA Capital Programme	£2,807,720 £938,079	Executive 10 April 2018 Executive 10 July 2018
Budgets deferred to future financial years	(£2,754,367)	Executive 10 July 2018
Revised HRA Capital Programme	£19,168,652	

8.7 Performance

The current HRA Capital Programme is detailed in Appendix 4. The appendix shows a total forecast spend of £17,327,852 compared to the £19,168,652 approved programme; a reduction of £1,840,800.

Officers are aware that the planned investment in existing stock for 2018/19 is significant and the deliverability of key schemes (e.g. window, kitchen, bathroom and door replacements) is largely dependent upon the appointed contractor's ability to deliver the full-year programme in an accelerated time-frame, following their planned appointments in September. An update will be provided in the HRA budget monitoring report for Quarter 2.

8.8 Capital Budget Variances

The details of key variances from budget are set out below.

Scheme	Forecast Overspend / (Underspend)	Explanation
LAINGS Refurbishments	(£11,000)	The contingency provision for this project has been reduced to offset additional employee costs being incurred in the revenue accounts. The Housing Community Partnership Officer is working additional contracted hours to assist with resident liaison and tenant decants.
Smoke/Fire Alarms – Older Persons	(£15,724)	This budget was carried forward from 2017/18 as a contingency sum for acquiring further dispersed alarm units. However, the project completed successfully without incurring any additional costs.
Electrical re-wiring	(£276,000)	The forecast saving comprises (£90k) in respect of re-wiring domestic properties and (£186k) re-wiring communal areas. The move from 10 yearly electrical tests to 5 yearly has resulted in less extensive remedial works

		<p>being identified in domestic properties, due to the shorter repairs period.</p> <p>The saving in respect of communal areas relates to labour costs. The in-house electricians undertake these works, rather than sub-contractors, and therefore the budget only needs to provide for materials. The cost of the in-house team are held in the revenue accounts.</p>
Scheme	Budget to be deferred to 2019/20	Explanation
Adaptations	£75,000	Based on current levels of referrals it is anticipated that an under-spend may occur. However, any under-spend will be sought to be carried forward to provide resilience against a surge in referrals due to pressures of an aging population.
Rennes House Structural Works	£1,850,000	Lift improvements have been prioritised for the first stage of the refurbishment programme. The lifts will be upgraded, one at a time, in order to maintain service provision. Each lift is scheduled to take 16 weeks, all other works will follow and the budget has been profiled accordingly.
St Loyes Extra Care Scheme	(£776,924)	Council approved a revised scheme cost of £14m on 24 July, which has enabled the project team to progress the appointment of a main contractor. It is hoped that the contractor can start on site in Quarter 2 of 2018/19 and the budget has been profiled accordingly.
Acquisition of Social Housing – Section 106	£390,000	Due to the time-lag between Section 106 negotiations and new homes completing on site (often 2-3 years) it is forecast that slippage of the budget will occur, including £240k specifically for acquiring flats at The Chasse development.

9. COUNCIL OWN BUILD BUDGET MONITORING – QUARTER 1

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

9.1 Projected Surplus/Deficit

There are no projected variances to report at the end of Quarter 1. The budgeted net surplus of £16,630 is still projected to be achieved during 2018-19.

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

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

11. 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. Appendix 1 sets out the risks identified, at Quarter 1.

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

The budgeted revenue service costs for the year will help the HRA provide tenancy management services and maintain the condition of council dwellings, which has a positive impact on the health and well-being of Council tenants. In the delivery of services, housing officers are able to identify and manage issues relating to safe-guarding, vulnerabilities and community safety.

In terms of capital expenditure, the 2018/19 capital programme provides for enhancements to existing dwelling stock to be undertaken and help support the provision of new housing, both of which will have a positive impact on those in housing need.

13. Are there any other options?

No

DAVE HODGSON
Chief Finance Officer

Author:
Michelle White

Local Government (Access to Information) Act 1972 (as amended)
Background papers used in compiling this report:
None

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AREAS OF BUDGETARY RISK**APPENDIX 1**

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

Budget Title	Approved Budget	Risk
General Maintenance	£1,792,390 (revenue)	The volatility of the level of reported faults due to factors beyond the control of the Council, for example adverse weather conditions represent a budgetary risk. The impact of property inspections undertaken by the Housing Customer Team may also lead to the identification of additional repairs.
Repairs to Void Properties	£1,195,550 (revenue)	Property turnover and the varying condition of properties when returned to the Council represent a budgetary risk.
Rental Income from Dwellings	£18,600,000 (revenue)	Right to Buy sales, number of new tenancies set at convergence rent levels, number of days lost through major works, rent lost in respect of void properties and welfare reform changes (for which an increased bad debt provision has been made) all impact on the annual rental income. However, rental income after the first 3 months is currently in line with budget expectations.

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HOUSING REVENUE ACCOUNTS BUDGET MONITORING 2018-19

APPENDIX 2

QUARTER 1

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ACTUAL TO DATE				YEAR END FORECAST			
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	Code		APPROVED BUDGET	Qrt 1 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£			£	£	£
227,000	141,928	(85,072)	85A1	MANAGEMENT	1,270,275	35,000	1,305,275
298,105	273,416	(24,689)	85A2	HOUSING CUSTOMERS	1,393,120	(7,000)	1,386,120
117,519	67,535	(49,984)	85A3	SUNDRY LAND MAINTENANCE	561,710	(65,000)	496,710
1,684,886	1,071,732	(613,154)	85A4	REPAIRS & MAINTENANCE PROGRAMME	6,312,360	(200,000)	6,112,360
0	0	0	85A5	REVENUE CONTRIBUTION TO CAPITAL	7,196,550	0	7,196,550
0	0	0	85A6	CAPITAL CHARGES	3,006,450	187,682	3,194,132
341,091	254,762	(86,329)	85A7	HOUSING ASSETS	1,653,960	(70,000)	1,583,960
(7,172,658)	(7,178,849)	(6,191)	85A8	RENTS	(19,127,090)	0	(19,127,090)
0	0	0	85B2	INTEREST	1,829,810	0	1,829,810
			85B4	MOVEMENT TO/(FROM) WORKING BALANCE	(4,097,145)	119,318	(3,977,827)
				Net Expenditure	0	0	0
				Working Balance	10,212,244	31 March 2019	6,234,417
				1 April 2018			

COUNCIL OWN BUILD SITES

PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	Code	APPROVED BUDGET	Qrt 1 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£		£	£	£
7,012	7,206	194	H005 MANAGEMENT	32,670	0	32,670
(2,587)	(2,700)	(113)	H006 ROWAN HOUSE	(10,350)	0	(10,350)
(14,722)	(16,145)	(1,423)	H007 KNIGHTS PLACE	(58,400)	0	(58,400)
0	0	0	H008 INTEREST	6,070	0	6,070
0	0	0	H009 CAPITAL CHARGES	13,380	0	13,380
			H010 MOVEMENT TO/(FROM) WORKING BALANCE	16,630	0	16,630
			Net Expenditure	0	0	0
			Working Balance 1 April 2018	256,943	31 March 2019	273,573

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APPENDIX 3

HRA AVAILABLE RESOURCES

HOUSING REVENUE ACCOUNT	2018-19 £	2019-20 £	2020-21 £	2021-22 £	TOTAL £
CAPITAL RESOURCES AVAILABLE					
Usable Receipts Brought Forward					7,704,749
Major Repairs Reserve Brought Forward					11,169,004
Other HRA Sales	472,000	0	0	0	472,000
RTB sales	1,067,691	500,000	400,000	400,000	2,367,691
Surrender back to DCLG - pending investment in replacement affordable housing	(1,097,567)	0	0	0	(1,097,567)
Major Repairs Reserve	3,194,132	3,194,132	3,194,132	3,194,132	12,776,528
Revenue Contributions to Capital	7,196,555	2,500,000	3,000,000	4,500,000	17,196,555
External contributions	364,000	228,424	0	0	592,424
Grant funding - Estate Regeneration Funding	756,257	0	0	0	756,257
Grant funding - Zero Energy Buildings Project	216,000	0	0	0	216,000
Commutated sums	1,447,742	5,219,432	0	0	6,667,174
Total Resources available	13,616,810	11,641,988	6,594,132	8,094,132	58,820,815
CAPITAL PROGRAMME					
HRA Capital Programme	19,168,652	16,812,447	7,954,902	9,059,688	52,995,689
St Loyes Extra Care approved budget increase	776,924	2,140,000	233,076		3,150,000
Quarter 1 - Overspends / (Savings)	(302,724)				(302,724)
Quarter 1 - Slippage / Re-profiling	(2,315,000)	815,000	1,500,000		0
Total Housing Revenue Account	17,327,852	19,767,447	9,687,978	9,059,688	55,842,965

UNCOMMITTED CAPITAL RESOURCES:					
Usable Receipts Brought Forward	7,704,749	5,541,873	3,011,305	1,521,873	7,704,749
Major Repairs Reserve Brought Forward	11,169,004	9,620,838	4,025,947	2,421,533	11,169,004
Resources in Year	13,616,810	11,641,988	6,594,132	8,094,132	39,947,062
Less Estimated Spend	(17,327,852)	(19,767,447)	(9,687,978)	(9,059,688)	(55,842,965)
Uncommitted Capital Resources	15,162,711	7,037,252	3,943,406	2,977,850	2,977,850

WORKING BALANCE RESOURCES:					
Balance Brought Forward	10,212,244	6,234,417	6,319,353	6,490,362	8,567,454
HRA Balance Transfer - Surplus/(Deficit)	(4,097,145)	472,618	398,191	(623,006)	(2,204,552)
Quarter 1 budget monitoring - forecast variances	119,318	(387,682)	(227,182)	(187,682)	(683,228)
Balance Carried Forward	6,234,417	6,319,353	6,490,362	5,679,674	5,679,674
Balance Resolved to be Retained	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)
Uncommitted HRA Working Balance	2,234,417	2,319,353	2,490,362	1,679,674	1,679,674

TOTAL AVAILABLE CAPITAL RESOURCES	17,397,128	9,356,605	6,433,768	4,657,524	4,657,524
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APPENDIX 4

2018-19
CAPITAL MONITORING - QUARTER 1

	2018-19 Capital Programme	2018-19 Spend	2018-19 Forecast Spend	2018-19 Budget to be Carried Forward to Future Years	2018-19 Programme Variances Under ()
	£	£	£	£	£
HRA CAPITAL					
EVERYONE HAS A HOME					
Adaptations	495,975	40,475	420,975	75,000	0
Environmental Improvements - General	218,395	4,750	218,395		0
Programmed Re-roofing	280,590	0	280,590		0
Energy Conservation	100,000	0	100,000		0
Garage Upgrades	74,000	0	74,000		0
LAINGS Refurbishments	1,947,000	0	1,936,000		(11,000)
Kitchen Replacement Programme	1,059,950	183,568	1,059,950		0
Balcony Walkway Improvements	210,000	0	210,000		0
Bathroom Replacements Programme	693,760	122,330	693,760		0
Door Replacements (including Outbuildings)	122,000	0	122,000		0
Fire Precautionary Works to Flats	28,530	2,951	28,530		0
Communal Area Improvements	97,893	0	97,893		0
Structural Repairs	294,280	779	294,280		0
Rennes House Structural Works	2,200,000	0	350,000	1,850,000	0
Common Area Footpath/Wall Improvements	350,000	0	350,000		0
Soil Vent Pipe Replacement	77,530	0	77,530		0
Electrical Central Heating	36,935	6,591	36,935		0
Smoke/Fire Alarms - Older Persons	15,724	0	0		(15,724)
Electrical Re-wiring	826,250	57,719	550,250		(276,000)
Central Heating and Boiler Replacement Programme	560,000	28,281	560,000		0
Communal Door & Screens	331,000	0	331,000		0
Fire Risk Assessment Works	476,810	4,655	476,810		0
Loft and Cavity Insulation	50,000	0	50,000		0
Whipton Barton House Water Mains	50,000	0	50,000		0
Re-roofing Works Shilhay	164,800	107,912	164,800		0
Window Replacements	954,300	0	954,300		0
Replacement Housing Management System	175,096	175,096	175,096		0
Porch Canopies	102,000	0	102,000		0
Zebcat Project	480,000	1,800	480,000		0
HOUSING REVENUE ACCOUNT TOTAL	12,472,818	736,907	10,245,094	1,925,000	(302,724)
COUNCIL OWN BUILD CAPITAL					
COB Wave 2 - Rennes Car Park	271,500	142,229	271,500		0
St Loyes ExtraCare	4,323,076	204	5,100,000	(776,924)	0
Acquisition of Social Housing - Section 106	490,000	0	100,000	390,000	0
Acquisition of Social Housing - Open Market	855,000	142,999	855,000		0
Estate Regeneration - Heavitree (COB Wave III)	59,860	33,885	59,860		0
Estate Regeneration - Heavitree (Clifford Close)	141,956	5	141,956		0
Estate Regeneration - Heavitree (Vaughan Road)	321,320	4,415	321,320		0
Estate Regeneration - Heavitree (South Street)	233,122	25,330	233,122		0
COUNCIL OWN BUILD TOTAL	6,695,834	349,067	7,082,758	(386,924)	0
OVERALL HOUSING REVENUE ACCOUNT TOTAL	19,168,652	1,085,974	17,327,852	1,538,076	(302,724)

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REPORT TO: PEOPLE SCRUTINY COMMITTEE
Date of Meeting: 6 SEPTEMBER 2018
Report of: Chief Finance Officer
Title: 2018/19 Budget Monitoring Report – Quarter 1

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

This report advises Members of any material differences, by management unit, between the 2018/19 approved budget and the current outturn forecast in respect of the People Scrutiny Committee revenue and capital budgets.

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

2. Recommendations:

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

3. Reasons for the recommendation:

Local authorities have a statutory duty to set and monitor their budgets during the year and to take any actions necessary because of potential overspending or potential shortfalls in income. Members are therefore presented with a quarterly financial update in respect of People Services.

4. What are the resource implications including non financial resources

The financial resources required to deliver People Services during 2018/19 are set out in the body of this report.

5. Section 151 Officer comments:

There are no significant variances to report. Close monitoring will continue throughout the year and any issues brought to Members attention at the earliest opportunity. Members are reminded that it is their responsibility to take action where there are variations from budget, which will impact on the financial position of the Council.

6. What are the legal aspects?

Part 2 of the Local Government Act 2003 provides the legislative framework for the process of setting and managing budgets. In particular, Section 28 of the 2003 Act requires local authorities to monitor their budgets during the financial year.

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring Officer.

8. Report Details:

Budget Monitoring – Quarter 1

8.1 Key Variations from Budget

No significant variances or issues concerning expenditure or income have arisen for this committee this quarter.

9. Capital Budget Monitoring – First Quarter

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

9.1 Revisions to the People Capital Programme

The 2018/19 Capital Programme was last reported to Corporate Services Scrutiny Committee on 28 June 2018. Since that meeting the following changes have been made to the programme:

Description	£	Approval/Funding
Capital Programme, as reported to Corporate Services Scrutiny Committee, 28 June 2018	1,187,770	
Disabled Facilities Grants	4,890	Adjust budget to match actual funding awarded from the Better Care Fund
Revised Capital Programme	1,192,660	

9.2 Performance

The current People Capital Programme is detailed in Appendix 2. The appendix shows a total spend of £93,392 in 2018/19 during the first three months of the year.

9.3 Capital Variances from Budget

No significant variances or issues concerning expenditure have arisen for this committee.

9.4 Capital Budgets Deferred to 2019/20

No significant amounts have been identified as being wholly or partly deferred to 2019/20 and beyond.

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

People Committee contributes to 5 key purposes, as set out in the Corporate Plan:
Customer access to help me with my housing and financial problem, make it easy for me to pay, provide suitable housing and be a good landlord.

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

Areas of budgetary risk are highlighted in this report. The key areas of budgetary risks within People Scrutiny Committee are attached as Appendix 3, for reference.

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

The revenue service costs reported to this Committee help support the provision of temporary accommodation, housing advice, licensing of houses of multiple occupation, new

affordable housing within the City and the administration of housing benefits. All these services have a positive impact on the health and wellbeing of residents, in particular those in housing need.

In terms of capital expenditure, the 2018/19 capital programme helps facilitate disabled adaptations and provide loans to return properties to a habitable standard. The capital schemes have a positive impact of the health and wellbeing of residents.

13. Are there any other options?

No

DAVE HODGSON
Chief Finance Officer

Authors:

Nicola Matthews-Morley and Michelle White

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

Background papers used in compiling this report:

None

Contact for enquiries:

Democratic Services (Committees)

Room 2.3

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PEOPLE SCRUTINY COMMITTEE
2018/19 BUDGET MONITORING

QUARTER 1

ACTUAL TO DATE

YEAR END FORECAST

PROFIED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE
£	£	£
(50,657)	(106,451)	(55,794)
108,826	93,418	(15,408)
(91,517)	(73,292)	18,225
89,980	89,980	0
229,274	220,986	(8,288)
607,384	574,833	(32,551)
893,290	799,474	(93,816)

CODE

81C2 ADVISORY SERVICES
81C3 AFFORDABLE HOUSING DEVELOPMENT
81C4 PRIVATE SECTOR HOUSING
81C5 SUNDRY LANDS MAINTENANCE
81E1 GF HOUSING - PROPERTY
86A1 REVENUE COLLECTION/BENEFITS

NET EXPENDITURE

APPROVED BUDGET	CURRENT OUTTURN FORECAST	FORECAST VARIANCE
£	£	£
975,340	975,340	0
196,270	196,270	0
116,030	116,030	0
89,980	89,980	0
235,530	235,530	0
1,901,290	1,901,290	0
3,514,440	3,514,440	0

TRANSFERS TO / (FROM) EARMARKED RESERVES

0

OVERALL FORECAST EXPENDITURE FOR THE YEAR AFTER MOVEMENTS TO/FROM RESERVES
REVISED BUDGETS
ADJUSTED OUTTURN VARIANCE

3,514,440

3,514,440

0

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PEOPLE SCRUTINY COMMITTEE
2018/19 CAPITAL MONITORING - QUARTER 1

	2018/19 Capital Programme	2018/19 Spend to 30 June	2018/19 Forecast Spend	2018/19 Budget to be Carried Forward to 2019/20 and Beyond	2018/19 Programme Variances (Under)/Over
	£	£	£	£	£
PEOPLE					
<i>HELP ME FIND SOMEWHERE TO LIVE</i>					
Disabled Facility Grants	810,960	68,228	810,960		
Wessex Loan Scheme	79,030	24,888	79,030		
WHIL Empty Properties	194,000	0	194,000		
Temporary Accommodation Purchase	108,670	276	108,670		
PEOPLE TOTAL	1,192,660	93,392	1,192,660	0	0

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AREAS OF BUDGETARY RISK

The table below identifies areas that have been identified as a budgetary risk within the People Scrutiny Committee revenue budgets.

The revenue budget areas of risk are:

Budget Title	Approved Budget	Risk
Revenue Collection/Benefits – Housing Benefit Subsidy	£35,232,600	The Council administers over £35 million of Housing Benefit Subsidy for rent allowances and rent rebates. The claiming of subsidy is based on cost and administering within timescales varied from time to time by the Government. If timescales are not met, administrative errors minimised and overpayments reduced, there is a risk of paying out for Housing Benefit and only receiving a partial reimbursement of subsidy.

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Meeting Title:	PSP Minutes
Date:	16 th April 2018
Time:	5:30pm
Location:	Empty Homes meeting room

Present:	Cindy, Debbie, Donna and Jan
In attendance:	Vicky Labbett, Jason Ham and Barry Bennett
Apologies:	None

	Minutes	Owner
1.	<p>Welcome and matters arising</p> <p>Cindy opened the meeting and welcomed all those present.</p> <p>Vicky agreed to contact former PSP member Sim and request that the redundant Doodle Poll is closed.</p>	Vicky
2.	<p>Universal Credit presentation and discussion</p> <p>PSP members were joined by Barry Bennett (Senior Benefits & Welfare Officer) who provided the following overview of Universal Credit (UC), and how Exeter City Council (ECC) were going to help support tenants with the UC rollout.</p> <ul style="list-style-type: none"> • UC has been gradually phased in across the country since 2013. UC is coming to Exeter in September. • UC was devised to simplify the benefit system by merging all the separate benefits, except for Council Tax support. • UC is intended to replicate the working payment cycle i.e. a monthly payment cycle with payments made on the same date each month. • Registration, enrolment and payment will all be processed online which can represent a potential accessibility barrier. The government recognises this and has developed two tiers of assistance for those who may be vulnerable and need support. Tier one factors includes – people who are affected by drug/alcohol abuse, people who have learning difficulties, people who are in debt and recent care leavers. Tier two factors include- people with a history of rent arrears and those who are recently bereaved. 	

	Minutes	Owner
	<ul style="list-style-type: none"> Initial payments will take five weeks to process and will be made and in arrears. However advanced payments can be made which can be recouped from future payments. ECC is working closely with other agencies including the Job Centre, Citizen Advice Bureau and Food Bank charities in order to make sure people who might struggle with the transition are identified and supported. ECC will have access to a discretionary housing payment pot The Citizen Advice Bureau has a Local Welfare Support Case Worker. Free internet access will be available at the Civic Centre. <p>The group were pleased to learn that ECC were in the process of planning drop in sessions for anyone who would like to know more about UC and how ECC can help support them.</p> <p>The PSP discussed whether the Council could ask tenants to make small over payments in their rent payments in the coming months so that they can build up a reserve for the transition period. Barry informed the group that ECC had no plans to do this and proposed supporting the tenants via the drop in sessions.</p> <p>The PSP members agreed that whilst this session had been a fact finding event for them, they would be happy to be consulted further in the future should it be of help. All members thanked Barry for attending the meeting.</p>	
3.	<p>Recruitment update</p> <p>Vicky updated the group that she had followed up an expression of interest she received via Facebook. Unfortunately the tenant had decided to not pursue her enquiry any further.</p> <p>The PSP member's requested that the recruitment leaflet be brought to the next meeting for review.</p>	Vicky
	<p>Tenant Annual Report</p> <p>Because of time constraints the group decided to defer this agenda item until the next meeting but make it the priority at the next meeting.</p>	Vicky
	<p>AOB</p> <p>Donna requested a copy of the Code of Conduct.</p>	Vicky

	Minutes	Owner
	Cindy thanked all PSP members and Barry for their attendance. The date of the next meeting was agreed for 21 st May (venue to be confirmed)	Vicky

Signed by Chair:	
Print name:	
Date:	

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Meeting Title:	PSP Minutes
Date:	21 st May 2018
Time:	5:30pm
Location:	Empty Homes meeting room

Present:	Cindy, Debbie, Donna and Jan
In attendance:	Vicky Labbett and Sarah Hemming
Apologies:	None

	Minutes	Owner
1.	Welcome and matters arising Cindy opened the meeting and welcomed all those present.	
2.	Tenant Annual Report The group reviewed a number of tenant annual reports from other Local Authorities in order to get inspiration for this year's annual report which is due to be published later in the year. The PSP agreed the following points: <ul style="list-style-type: none"> - To keep it simple with infographics - Include a section on 'who are we' - Include breakdown on rental income usage - Average rent/service charge - How many properties delivered (what do you mean by this 'delivered?') and refurbished - Number of adaptations made - General performance data on our services 	
3.	Recruitment Vicky updated the group that she had received an expression of interest to join the PSP from a tenant. Cindy and Vicky agreed to follow this up by holding an informal meeting to discuss the PSP with the tenant. Sarah updated the group with details about a potential new initiative. Group 'welcome meetings' could be held for new tenants to discuss tenancy and property matters. This initiative could be expanded to include areas such as tenant involvement which would include the PSP. The feasibility of these meetings was currently being considered and the outcome would be reported in due course.	Vicky asap Sarah

	Minutes	Owner
	<p>The group discussed how they would like to recruit a Leaseholder to the PSP in order to ensure general leaseholder interests are represented.</p> <p>A photo was taken of Cindy to be published in the next edition of the InSight magazine along with an accompanying article in order to publicise the PSP.</p>	Vicky
	<p>Training feedback</p> <p>Cindy, Debbie and Donna provided feedback on a recent TPAS seminar they had attended. The training was on scrutiny methods in which they reviewed how to effectively challenge organisations by asking probing questions. The attendees agreed that the training had been useful and worthwhile attending.</p> <p>The group discussed future training opportunities and a possible training event which had been discussed during the TPAS scrutiny session. Vicky agreed she would investigate this further.</p>	Vicky
	<p>AOB</p> <p>The group noted that they would like to hold a follow up meeting with Adrian (Planned Repairs Lead) and Mark (Response Repairs Lead) towards the end of the year.</p> <p>The date of the next meeting was agreed for 2nd of July.</p>	Vicky

Signed by Chair:	
Print name:	
Date:	

EXETER COMMUNITY HEALTH AND WELLBEING BOARD

Tuesday 10 July 2018

Present:-

Councillors Bialyk, Edwards, Leadbetter and Morse

Also Present

Chris Broadbent, Gillian Champion, Matt Evans, Maggie Gordon, Dr Virginia Pearson, Julian Tagg, Martha Wilkinson, Simon Lane and James Bogue

APOLOGIES

These were received from:-

Cllr Sara Randall Johnson

Diana Moore

Adel Jones

Jo Yelland

APPOINTMENT OF CHAIR

RESOLVED that:-

- (1) **Councillor Bialyk of Exeter City Council** be appointed Chair of the Board for the next 12 months.

MINUTES OF THE MEETING HELD ON 26 FEBRUARY 2018

The minutes of the meeting held on 26 February 2018 were taken as read and correct.

In respect of the Terms of Reference it was agreed that Paragraph 2 under point (2) "Function", would require updating. The Active and Healthy People Programme Lead (ECC) would revise this paragraph and the amended Terms of Reference would be submitted for approval at the next meeting.

WELLBEING EXETER

The Chief Executive of the Devon Community Foundation provided an update on Wellbeing Exeter as follows:-

- The first quarter had been very busy with the project expanding. There were now 16 GP practices involved in addition to 12 Community Builders and 17 Community Connectors all working across Exeter – so there is a substantial team of people.

- 139 individual GP's have made referrals and that reflects 82% of the GP's in Exeter. This illustrates that the message is beginning to get across.
- Overall the scheme has developed very well providing an inclusive service with access to a wide range of people providing services ranging from emotional support to debt management.
- The core offer of the Scheme is the access to a number of contacts.
- Feedback is positive – for example, a 74 year old lady who is diabetic was not engaging with her GP Practice and it was subsequently discovered that the reason for this was because she couldn't afford a battery for her wheelchair. The Community Connector helped to sort this out and now the lady goes to the Practice regularly for checks.
- The best way of monitoring and valuing activity across the City is through a shared database.
- A concern is the rate of referral which appears to be dropping although more surgeries are in place. There is a need to encourage Practices to improve upon that and it doesn't have to be the GP's themselves who refer, it can be the Practice generally. GP Practices are the only route for referrals at present.
- A contributing factor is that referrals seem to be changing. Although there is no-one on the waiting list, people are presenting with a lot more complex issues. The focus also needs to adjust to how people exit and the time frame for that. Currently the working average is 70 days which is longer than was initially expected.
- The open referral target is 290 at any one time and currently the figure is 347 with 1747 referrals so far.
- The aspiration is to achieve a better outcome which will also save public money – it is an experimental journey.
- Strategic links with a wide range of stake holders and Sport England are essential with statutory and community sector partnerships becoming stronger with a shared vision and purpose.
- Evaluation is complex - attempts are being made to measure the benefit to the NHS. Information is being analysed on an anonymous basis with usage based on NHS numbers before, during and after for a period of 5 years. The Public Health Team is currently assisting and by Autumn 2018 there should be some results.
- The next phase will be to look at other aspects to improve and offer an integrated system and efforts are continuing to obtain further funding.

SPORT ENGLAND LOCAL DELIVERY PILOT

The Active and Healthy People Programme Lead (ECC) presented a powerpoint presentation (attached).

The salient points were as follows:-

- There has been significant progress and development since the February meeting.
- Out of 113 applications, 19 made it to Stage 2 and Exeter and Cranbrook was one of 12 that were successful.
- £100 million ring fenced funding has been provided over the 12 areas.
- Sport England have invested in a broad mix of places from cities, rural areas and coastal towns to ensure a wide range of learning across places with a mix of outcomes and audiences.
- Exeter and Cranbrook was the only successful bid in the South West and only place with healthy new town status. To put into context, the next pilot areas are located at Birmingham/London for instance.

- The aspirational target is to help 10,000 residents to become active with focussed outcomes on:-
 - Physical activity
 - Health
 - Congestion
 - An improved sense of community
 - Access to activities
 - An analytical approach
- Emerging programme themes are:-
 - Active communities
 - Active school communities
 - Activity ambassadors
 - Active workplaces
 - Active travel
- The LPD Programme Board draft governance was presented.
- Putting the Programme Delivery Team in place is a current priority with the appointment of senior officers to work streams covering digital strategy, communication and marketing, evaluation and learning from innovative examples.
- Development funding has been awarded which provides core capacity funding until March 2021 and two posts out of three have been successfully filled (Data Manager and Programme Administrator).
- The post of Programme Manager is open for recruitment.
- Areas of priority are continuing engagement, work with stakeholders and holding theme designed workshops together with developing people's understanding and insight to improve engagement through focus groups, community events, Community Builders and Community Connectors.
- The aimed timeframe for the next programme submission is by November/December 2018.

Questions were received from members including areas regarding:-

- National context
- When will we see practical delivery and action?
- Focus on people with LTHC.
- Links to WE and Community Builders.
- How well are we doing against the other 12 areas?

Responses to these questions are outlined below:-

- We were the first wave of pilots to access the development award.
- There is a national engagement hub – the indications are that some places are ahead of us in respect of community engagement but we can learn from them.
- Networking opportunities are being explored through the idea of a “South Hub” which would include Essex, Hackney and Southwark.
- There is an opportunity to align with Public Health, NHS and Department for Transport for instance.
- During the early part of 2019 we should see things practically in place with better signage in respect of parks and open spaces for instance (which is what communities say that they want).
- Partnership working is essential to ensure successful delivery of initiatives.

- It is envisaged that there will be lots of different projects and initiatives varying in size and scale with a blend of different approaches. Essential components will be changes in behaviour and securing a range of partners.
- There has to be a clear line of sight in terms of projects on the ground and how they fit in with the people we want to reach. This will be a work in progress over the next 6 to 9 months.
- The focus is on people with several long term conditions and those with frailties so there are two main strands:-
 - Health and Equality (frailty)
 - More people cycling and walking (aimed particularly at commuters for instance).
- Community builders ensure that feedback is obtained on a regular basis – it's important that people and communities feel part of the initiative.

It was agreed that the Sport England Local Delivery Pilot should be a standing item on the Agenda for this Group.

EXETER YOUTH VOICE

The Programme Manager Communities (ECC) provided an update as follows:-

- The project was launched earlier this year via the Exeter Strategic Board.
- The first stage of the Youth Strategy work was to produce a booklet around Exeter being a youth friendly City.
- A consultation took place and six themes have been established:-
 - Voice in the City
 - Places to go and things to do
 - Environmental issues
 - Parks and green spaces
 - Access to the City (public transport)
 - Bullying and violence
 - Mental health
 - Economy
- In connection with Young Devon the Exeter Youth Voice has been launched which is jointly funded between DCC and ECC.
- Youth workers are engaging with youngsters in schools, communities and at festivals and finding out how they want to engage.
- Social media seems to be the preference and #exeteryouthvoice allows us to find out the things that are important to youngsters.
- The Member Champion for Young People (ECC) is working with Young Devon.
- The aspiration is to create a Youth Forum which could hold presentations around health and wellbeing, mental health and the economy for instance. It is also an opportunity to get partners around the table to talk about how young people can impact on organisations.
- There is a distinction between this work and the SPACE work which focuses on St Thomas and the Cowick area. The 12 months' funding for this project will run out in the summer and feedback on achievements will be submitted to Exeter Strategic Board.
- It is imperative to further consider how the change from old style youth provision to new style is working but there will be no additional resource from DCC although it is important to carry out this piece of work.

- It was noted that the Devon Youth Games finals took place on Saturday 7th July in Dawlish and that 5 new girls' rugby clubs participated. The plan is that the finals will take place in Exeter next year.

ANY OTHER BUSINESS

Given the Social Care aspect, it was agreed that the following individuals should be invited to become members of the Group:-

- Maggie Gordon, Assistant Director of Health and Social Care (DCC)
- Stephen Spratling, Community Service Manager for Exeter (DCC & RD&E)

DATES OF FUTURE MEETINGS

11 September 2018
30 October 2018
29 January 2019

(The meeting commenced at 2.00 pm and closed at 3.30 pm)

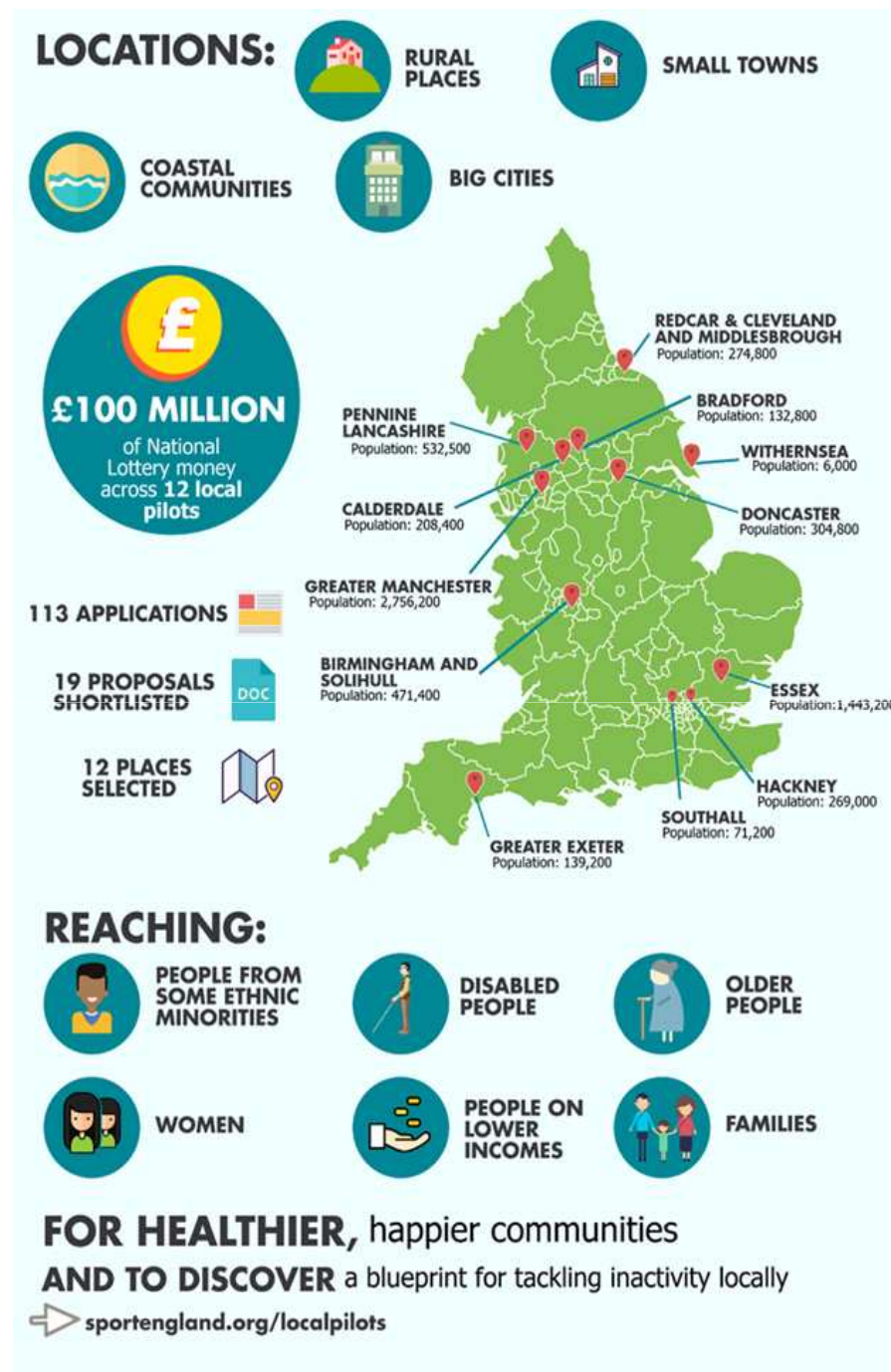
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Sport England Local Delivery Pilot

EXETER & CRANBROOK

Exeter Community Health & Wellbeing Board

Sport England Local Delivery Pilots



Exeter & Cranbrook Outcomes

We will encourage 10,000 of our least active residents to lead regular active lifestyles

BY.....

- Narrowing stubborn health inequality by encouraging those least likely to take part in activity to lead active lifestyles
- Improved inclusivity and sense of community connectivity and belonging,
- A reduction in congestion and improved air quality influenced by more people walking and cycling
- An embedded analytical approach, using integrated data to inform decisions and share learning.

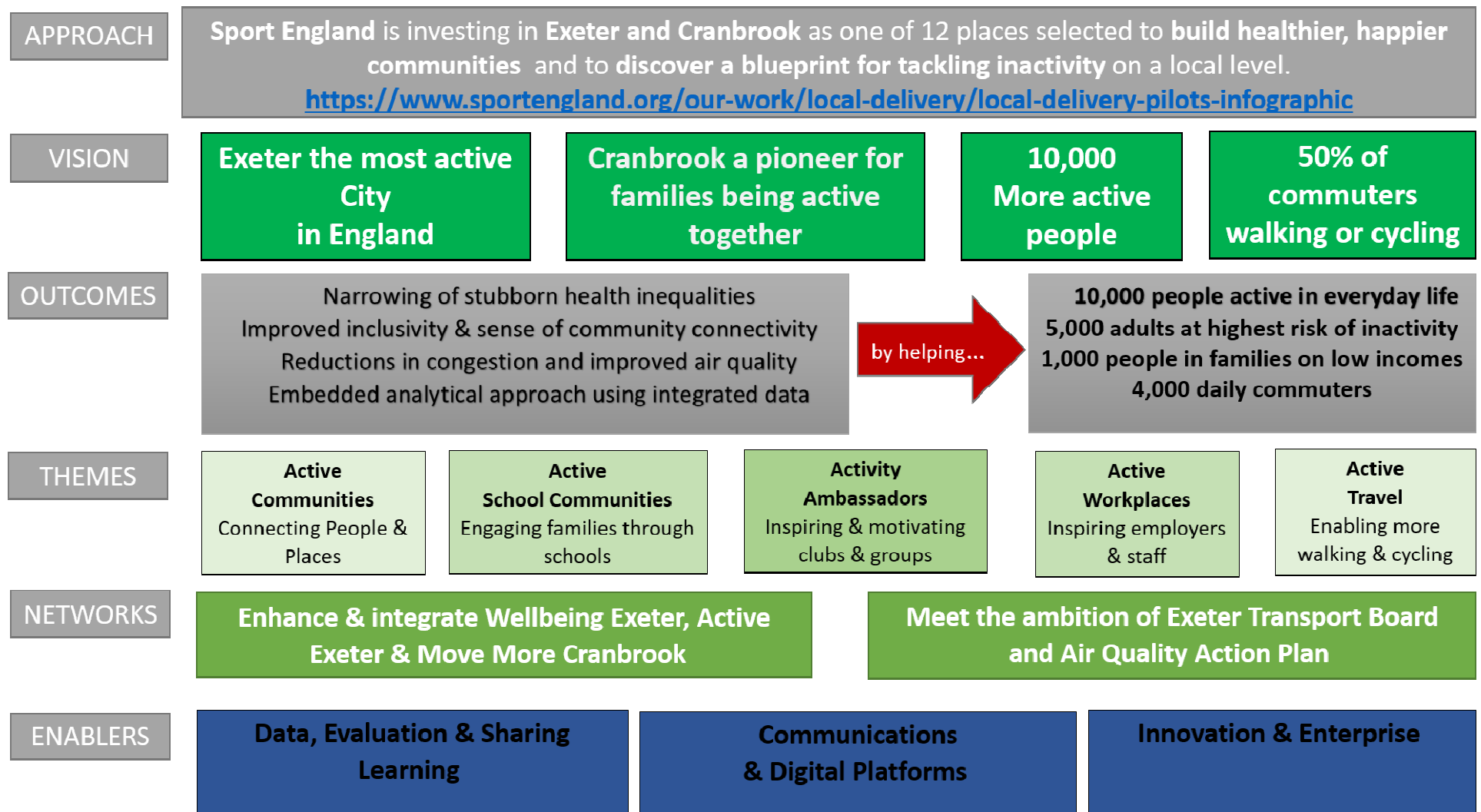
10,000 more
active people

6,000 people
at highest risk
of inactivity
becoming
active

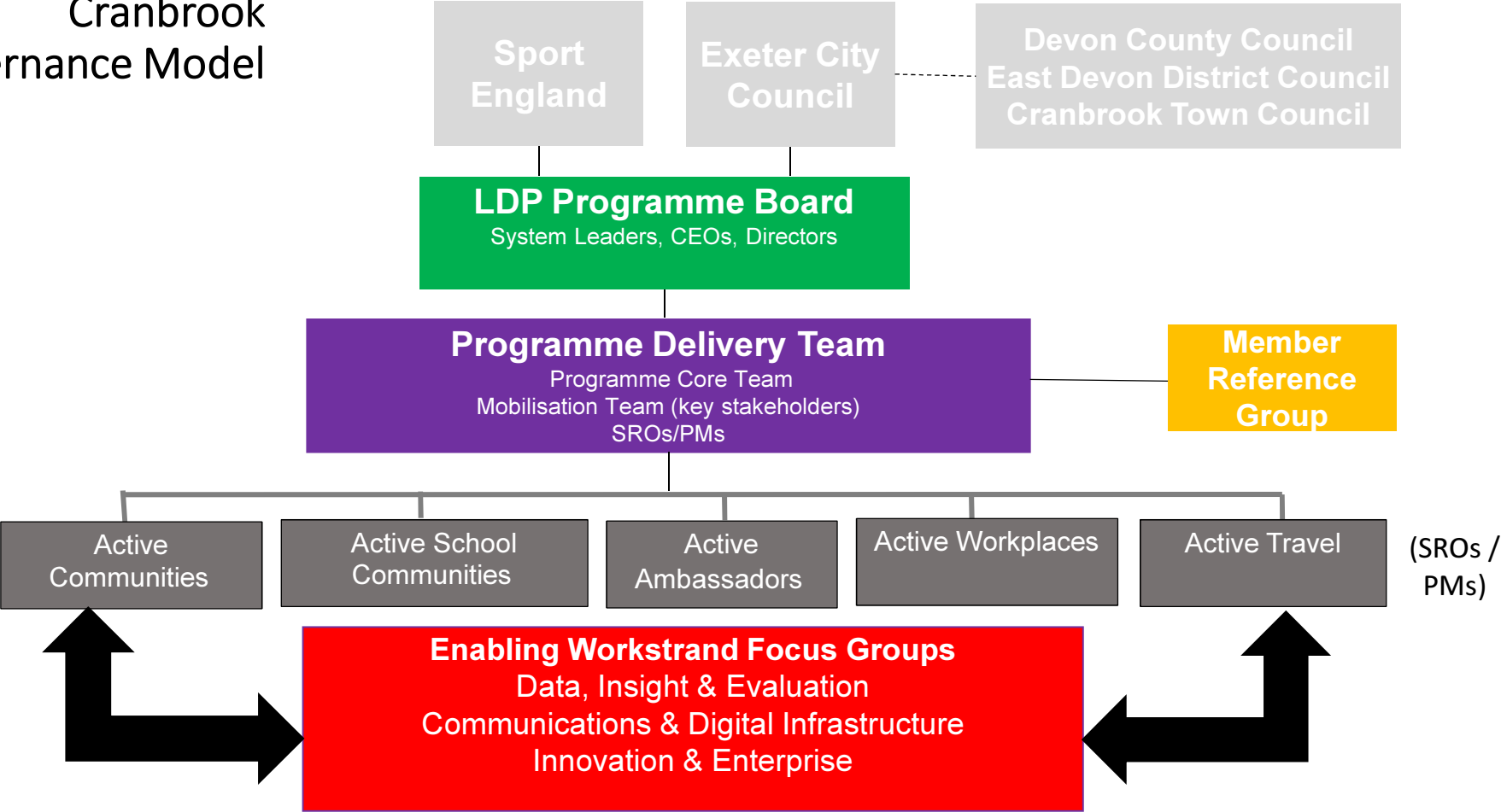
4,200 more
people
choosing
active travel
for work

Exeter & Cranbrook “Plan On A Page”

Page 70



Exeter &
Cranbrook
Governance Model



DEVELOPMENTS in 2018

- Appointment of Programme Lead – James Bogue, formal permanent start July 2018
- Allocation of Sport England capacity:
 - Adam Rigarlsford - Strategic Lead
 - James Watmough – Pilot Manager
- Successful Development Award
 - C.£900k: core capacity (3 years), community engagement, programme & evaluation development
- Mobilisation group established
- Core Team Recruitment underway
 - Programme Administrator
 - Data, Insight & Evaluation Manager
 - Wellbeing Exeter Programme Development Manager

KEY DEVELOPMENT AWARD AREAS OF PRIORITY

Stakeholder Engagement

- Themed Design Workshops (September-October) including...
- ***Active Communities:*** Wellbeing Exeter, Active Exeter, Move More Cranbrook, ***Active Travel, Active Workplaces***

Monitoring & Evaluation

- Draft Evaluation Framework Development
- Establish Evaluation Steering group
- Evaluation Specification Development

Governance

- Draft ToR, Programme Board recruitment
- Inaugural meeting (September-October)

Community Engagement

- Ongoing stakeholder input for draft community engagement strategy
- Insight development through listening, focus groups, community events with target audiences (August-December)

Working towards a timeframe of November-December for full programme submission to Sport England

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