

CORPORATE SERVICES SCRUTINY COMMITTEE

Date: Thursday 26 September 2019

Time: 5.30 pm

Venue: Rennes Room, Civic Centre, Paris Street, Exeter

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

If you have an enquiry regarding any items on this agenda, please contact Mark Devin, Democratic Services Officer on 01392 265477.

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

Membership -

Councillors Sheldon (Chair), Buswell (Deputy Chair), Hannaford, Mrs Henson, Lamb, Mitchell, M, Moore, D, Quance, A, Vizard and Warwick

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 27 June 2019.

(Pages 5 -
12)

3 Declarations 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.

ITEMS FOR CONSIDERATION BY THE EXECUTIVE

7 **Overview of the General Fund Revenue Budget**

To consider the report of the Chief Finance Officer.

(Pages 13
- 30)

8 **General Fund Capital Monitoring**

To consider the report of the Chief Finance Officer.

(Pages 31
- 48)

9 **HRA Budget Monitoring Report – Quarter 1**

To consider the report of the Chief Finance Officer.

(Pages 49
- 62)

10 **Annual Health & Safety Report**

To consider the report of the Director (JY).

(Pages 63
- 96)

Date of Next Meeting

The next scheduled meeting of the Corporate Services Scrutiny Committee will be held on **Thursday** 21 November 2019 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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CORPORATE SERVICES SCRUTINY COMMITTEE

Thursday 27 June 2019

Present:

Councillor Sheldon (Chair)
Councillors Buswell, Hannaford, Mrs Henson, Lamb, Mitchell, M, Moore, D, Quance, A,
Vizard and Warwick

Also present:

Chief Finance Officer, Policy Officer (MP-J), Corporate Manager Democratic and Civic
Support and Democratic Services Officer (MD)

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MINUTES

The minutes of the meeting held on 28 March 2019 were taken as read, approved
and signed by the Chair as correct.

19

DECLARATIONS OF INTERESTS

No declarations of disclosable interest were made.

20

QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER 19

No questions from members of the public were received.

21

QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER 20

No questions from Members were received.

22

MODERN SLAVERY TRANSPARENCY STATEMENT

The Policy Officer presented the report, requesting that the Council adopt a Modern
Slavery Transparency Statement and to authorise the Council Leader and Chief
Executive and Growth Director to update and republish the document on an annual
basis.

She explained to Members that Section 54 of the Modern Slavery Act 2015, which
came into effect in October 2015, required commercial organisations with an annual
turnover of more than £36 million, to produce a modern slavery transparency
statement each financial year. Although there was no legal obligation for local
authorities to publish a statement, many had chosen to do so, to encourage ethical
business practices and policies and to protect employees from exploitation. The
publishing of the Statement represented a good practice, and set out what Exeter
City Council would do to protect its employees and contractors from exploitation.

Members were informed that other Local Authorities were also being encouraged to
publish transparency statements and that 86 Councils had currently done so.

In response to questions from Members, the Policy Officer explained that

- If modern slavery was identified in the city, Council staff were obligated to contact one of the Safeguarding leads who would call the Police and also contact the Environmental Health department. Environmental Health would carefully monitor the situation, however, it would be a resource intensive area. Modern Slavery will form part of the Safeguarding training provided to all staff.
- The Migrant Worker Action Group (MIGWAG), was comprised of various organisations, including Devon and Cornwall Police, Devon County Council and Exeter City Council. They provided support to people coming into the UK, who could be forced to work in illicit trades.
- The requirement was for suppliers with annual turnovers of more than £36 million to implement modern slavery related procedures. The figure had been set by central Government. The reasoning for that figure, could be confirmed by the Procurement Team, who would provide a response.
- The action requiring suppliers of goods and services to implement due diligence in relation to their own suppliers was only in relation to sub-contractors whose annual turnover exceeded £36 million. Confirmation could be confirmed by the Procurement Team.
- The figures for instances of modern slavery in Exeter and how they compared to other areas, would be provided by the Policy Officer.
- There was no legal requirement to adopt the statement, but it would be good practice to do so. Various local authorities who had adopted the statement had undertaken it differently, but its overall design was to protect people from exploitation. There would be no legal issues for the Council.
- The legislation commencement date would be confirmed to Members.

The Chair commented on the safeguarding training provided to all Licenced taxi drivers in Exeter, and the positive impact it had achieved. He explained that all discussion points raised during the agenda item would be provided to the Executive on 9 July.

The Corporate Services Scrutiny Committee noted the report and requested Executive approve:

- (1) The adoption of the Modern Slavery Transparency Statement 2019-20; and
- (2) The Leader and the Chief Executive be authorised to update and amend the document and republish on an annual basis.

23

OVERVIEW OF REVENUE BUDGET

The Chief Finance Officer presented the report for the Overview of Revenue Budget which advised Members of the overall financial position of the HRA & General Fund Revenue Budgets for the 2018/19 financial year. The report also sought approval for the General Fund working balance, HRA working balance, a number of supplementary budgets and the creation of new earmarked reserves.

Members were referred to the Housing Revenue Account (HRA) balance, which showed a deficit of £186,889 with an overall balance of £10,025,355, at 31 March 2019. The Chief Finance Officer confirmed that there had been less spending, no borrowing and changes made to the Capital Programme.

He referred to the General Fund balance, which showed an under-spend of £2,149,518 against the revised budget of £15,288,840 for Service Committees. There had been two major issues which had impacted on the under-spend during the financial year:-

- The Council had won an appeal for the business rates for the Royal Albert Memorial Museum (RAMM), earning £1million. The Valuation Office, then appealed against this appeal, resulting in the £1million being put on hold, until the outcome of the appeal.
- The agreed transfer of the Valley Parks to the Devon Wildlife Trust (DWT) and the fact that the legal paperwork could not be completed in the last financial year, delayed the agreed payment of £425,000. This had now been resolved.

He discussed the business rate income for the previous financial year, which was based on the 100% business rate pilot, and had generated £950,000 for the Council. The Government hadn't allowed for a second year for the 100% business rate for Devon local authorities. The Chief Finance Officer referred Members to the request for £2,344,257 supplementary budget detailed in the report, providing an overview for the request.

In response to questions from Members, the Chief Finance Officer explained that:-

- There were Section 106 agreements in place for some of the City's Parks and Green Spaces, however the matter was a legal issue. Members could address concerns about the closure of the City's Parks and Green Spaces, where Section 106 agreements were in place to the City Solicitor & Head of HR. A report was also being presented to Executive in July 2019 on the outcome of the consultation.
- The funding for the Council was part of the Government Fair Funding review and would be included as a risk in the Medium Term Financial Plan.
- The Accounts team would be notified about amending the details of the job roles listed in the report.
- Permanent Procurement Officers were now in post, meaning there should be no need for further consultancy spend.
- The £2,149,518 reported underspend partly related to the RAMM appeal, which was currently on hold. Once the outcome was known, it may then be used for potential key services across the city. The legal fees for the appeal may be up to £30,000.
- The £100,000 saving for play areas, was a standalone saving, following the advice from last year, for Council staff to look at ways of reducing expenditure. The current budget would not be reduced to take account of the under-spend from the previous year.
- The Leisure Compensation report would be presented to the Executive Committee on 9 July as a Part 2 item.
- Council Tax was not covered under the Chief Finance Officers area of responsibility, and following changes made to the accounting standards, there

had had been an increase to the bad debt provision. This was not a result of changes in performance of the teams, merely an accounting adjustment.

- The costs for the £50,807 unallocated Central Services, were placed there at the end of the financial year and were not considered to be a significant issue and had not been allocated.

A Member enquired about the terminology of a 'Key Decision' in the reports, which he considered to be misleading. Whilst it was confirmed that in general, key decisions only applied to decisions being taken by the Executive, it was agreed that the terminology used in the committee reports be considered as part of the forthcoming Governance Review.

Corporate Services Scrutiny Committee noted the report and requested Executive and Council to note and approve:

- (1) That the net transfer of £1,717,058 to Earmarked Reserves as detailed in paragraph 9.3.6 is approved;
- (2) That supplementary budgets of £2,344,257 be approved as detailed in paragraph 9.3.8;
- (3) That Earmarked Reserves at 31 March 2019 be noted;
- (4) That the Council Tax account and collection rate be noted;
- (5) That the outstanding sundry debt, aged debt analysis and debt write-off figures be noted;
- (6) That the creditor payments performance be noted;
- (7) By taking into account the overall financial position of the Council, the General Fund working balance at 31 March 2019, be approved at £4,395,024; and
- (8) That the Housing Revenue Account working balance at 31 March 2019 is approved at £10,025,355 and the Council Own Build working balance is approved at £274,855.

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CAPITAL OUTTURN

The Chief Finance Officer presented the report which advised Members of the Council's overall financial performance of the capital programme for the 2018/19 financial year and sought approval of the 2019/20 revised capital programme. Local authorities were required to estimate the total of capital expenditure that it planned to incur during the financial year. Capital expenditure was a significant source of risk and uncertainty, with cost variations, delays and changing specifications being often features of large and complex capital projects. The annual capital programme was updated every three months to show cost variations, changes or acceleration of projects, to help manage risk.

Members were referred to the changes to the Capital Programme since March 2019, listed in the report, highlighting that the in-year capital expenditure was £17,033,202 and had been reduced by £3million from budget. The capital expenditure had been divided into £10,835,944 for the General Fund Total and £6,197,258 for the Housing Revenue Account (HRA) Total.

The Chief Finance Officer highlighted the deferred schemes detailed in the report noting that Members could speak to the Project Managers to explain why a scheme was deferred. He referred Members to the requests for additional funding and explained each as follows:-

- £150,000 for the Energy Saving Projects, to support the new oil boiler replacement at the Corn Exchange and the LED lighting at John Lewis/Leighton

Terrace Car Park. These would be financed by Salix Finance Ltd who provided interest-free Government funding to the public sector to improve their energy efficiency.

- £50,000 for the agile and flexible working project, as part of the EX1 Internal Transformational Change Programme. It was proposed that the money be funded by Revenue Contribution to Capital Outlay, which was already set aside in the Transformation Fund.
- £11,000 to upgrade the Oracle Weblogic, to ensure Exeter City Council was in line with the PSN (Public Services Network) requirements and allow for required maintenance and updates.

He explained, that there was an additional request, which was not shown in the report, to approve an additional budget of £10million from the Capital Fund, to invest in potential commercial opportunities. The existing investment budget was being used and would provide support to the local economy and generate an expected annual income of £591,000, to the Council.

In response to questions from Members, the Chief Finance Officer and the Corporate Manager Democratic & Civic Support responded, that:-

- The purchase of the commercial office block, would be a multiple tenant building that would provide a good return on the investment. The capital receipts would partially offset the cost and allow for a smaller amount of borrowing.
- The Leisure Complex and Bus Station Construction had provisions in place and was carefully monitored, in the event that the contractors change. Contractors were never paid in advance, only upon completion of stages of the work.
- Council had previously approved £100,000 to the Pinhoe Community Hub and had paid £10,000 upfront. Further payments would be made to top up the float, until the work was completed, and the final invoices would then be received. This would ensure work was completed before future payments could be made. The Audit Managers could provide Members with receipts for the Pinhoe Community Hub.
- The Council did not usually purchase commercial properties, but there was a limited amount of commercial accommodation available in the city and wider considerations had been measured. The Council is only interested in investing in Properties that directly impact on the City and its Citizens.
- The additional budget request for the agile & flexible working project, covered the cost for providing suitable networking, as well as office furniture to create flexible working stations for staff, moving to the phase 2 building block.
- The loan from Salix Finance Ltd would be interest free to the Council.
- The cost of the Mallinson Bridge scheme, was more than what was currently budgeted for. Additional funding was being negotiated with Devon County Council, in which the Director (DB) could provide Members with additional information.

Members voted on the recommendations with one Member abstaining from voting on recommendations 1 and 2.

Corporate Services Scrutiny Committee noted the report and requested Executive and Council approve the following:-

- (1) The overall financial position for the 2018/19 annual capital programme;
- (2) The amendments and further funding requests to the Council's annual capital programme for 2019/20; and
- (3) An additional £10 Million to allow consideration of any further potential commercial opportunities if they arise.

25

TREASURY MANAGEMENT

The Chief Finance Officer presented the report on the current Treasury Management performance for the 2018/19 financial year, and the position of investments and borrowings at 31 March 2019. There was a statutory requirement to publish regular reports on Treasury Management to Council, which included an annual Treasury Management Strategy, half yearly reports and a year-end report as a minimum requirement.

The Chief Finance Officer referred Members to the General Fund net interest position, highlighting that that £80,515 actual interest had been paid. He explained the savings made, stating that it had been a positive financial year, and that the Council could use the borrowing and repayment dates, to monitor repayments.

In response to questions from Members, the Chief Finance Officer explained that the Council only invested in fixed term amounts from banks. However who these banks dealt with, was a matter for themselves and as such could include third parties who dealt in fossil fuels. Other companies Exeter City Council were involved with, were Exeter City Living, Exeter Science Park, Strata and the Exeter Business Centre. The Council itself did not directly invest in Companies involved in fossil fuels.

Corporate Services Scrutiny Committee noted the Treasury Management report for the 2018/19 financial year and recommended the Executive and Council note the content of the report.

26

BUDGET MONITORING REPORT

The Chief Finance Officer presented the 2018/19 budget monitoring report which advised Members of the material differences, by management unit, between the approved 2018/19 budget and the actual outturn for the Corporate Scrutiny Committee. The Council had a statutory responsibility to present a quarterly financial update, which set and monitored budgets during the financial year and to take required action as needed. He stated that the total variance for the year was £253,786, after transfers from reserves, which equated to 3.17% from the revised budget, and included £677,590 of the supplementary budgets agreed by Council.

The Chief Finance Officer stated that he would stop providing the budget monitoring report to future meetings and instead divide the Overview and Revenue Budget into two reports, covering the General Fund and HRA.

Corporate Services Scrutiny Committee noted the report and were assured that satisfactory actions were being undertaken by Officers to address the key areas of budgetary pressure, as highlighted in the report.

27

MEMBERS' ALLOWANCES

The Corporate Manager Democratic & Civic Support presented the report on the allowances paid to Elected Members in 2018/19, as the Council had a statutory obligation to publish all allowances paid, and expenses claimed by Members each financial year. In response to a question from a Member, the Corporate Manager Democratic & Civic Support, explained that:-

- The figures provided in the report covered two municipal years and therefore showed figures for Councillors who had lost or given up their seats in May 2018; as well as those who were first elected at that time. This meant that there were more than 39 individuals listed, who had received a basic allowance, or partial allowance during the year.
- The number of Special Responsibility Allowances, paid during the year was less than 50% of the overall number of Councillors. It was noted that this was in-line with good practice and also with the recommendations of the Council's Independent Remuneration Panel.

Corporate Services Scrutiny Committee noted the allowances paid and the expenses claimed by Members in 2018/19.

(The meeting commenced at 5.30 pm and closed at 7.12 pm)

Chair

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REPORT TO CORPORATE SERVICES SCRUTINY COMMITTEE

Date of Meeting: 26 September 2019

REPORT TO EXECUTIVE

Date of Meeting: 8 October 2019

REPORT TO COUNCIL

Date of Meeting: 16 October 2019

Report of: Chief Finance Officer

Title: OVERVIEW OF GENERAL FUND REVENUE BUDGET 2019/20 – QUARTER 1

Is this a Key Decision?

No

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

Is this an Executive or Council Function?

Council

1. What is the report about?

- 1.1 To advise Members of the overall projected financial position of the General Fund Revenue Budgets for the 2019/20 financial year after three months.

2. Recommendations:

- 2.1 It is recommended that Members of Corporate Services Scrutiny Committee and the Executive note the report and Council notes and approves (where applicable):
- i. The General Fund forecast financial position for the 2019/20 financial year;
 - ii. The supplementary budgets of £493,930 and budget virements as detailed in paragraph 9.10
 - iii. The outstanding Sundry Debt position as at June 2019.
 - iv. The creditors' payments performance.

3. Reasons for the recommendation:

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

4. What are the equality and diversity impacts of this decision?

- 4.1 There are no significant equality and diversity impacts associated with this decision.

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

- 5.1 The impact on the General Fund working balance is set out in sections 9.9.
- 5.2 The financial position has stabilised and the General Fund Working Balance is projected to stand at £3.823 million at year end.

6. Section 151 Officer comments:

6.1 At the end of the first quarter, the General Fund is on track to deliver on budget. There are still a significant number of supplementary budgets arising although the impact on the General Fund balance is low.

7. What are the legal aspects?

7.1 Section 28 of the Local Government Act 2003 imposes a statutory duty on the Council to monitor during the financial year its expenditure and income against the budget calculations. If the monitoring establishes that the budgetary situation has deteriorated, the Council must take such action as it considers necessary to deal with the situation. This might include, for instance, action to reduce spending in the rest of the year, or to increase income, or to finance the shortfall from reserves.

8. Monitoring Officer's comments:

8.1 The report raises no issue for the Monitoring Officer.

9. Report details:

OVERVIEW OF GENERAL FUND REVENUE BUDGET 2019/20 – QUARTER 1

9.1 Financial Summary

FUND	Planned Transfer (to) / from Working Balance	Budget Variance Over / (under)	Outturn Transfer 2019/20
	£	£	£
General Fund	(601,840)	29,808	(572,032)

9.2 General Fund (Appendix 1 & Appendix 2)

The current forecasts show an overall projected underspend of £120,500 against a revised budget of £19,966,520. This includes supplementary budgets of £1,394,660 already agreed by Council (23 July 2019).

Variances of more than +/- £30,000 are detailed below:

9.3 Chief Executive & Growth Director

Budget Heading	Over / (Underspend)
IT Services	(£88,000)
The 2018/19 refund to shareholders was higher than anticipated and contract savings have been identified in 2019/20. The combined figure of these two savings will more than outweigh the expected drop in return due in 2019/20 that has been identified by the company.	

9.4 **Communities Health, Well Being, Sport & Leisure**

Budget Heading	Over / (Underspend)
Private Sector Housing	(£34,000)
<p>Responsible Officer: Environmental Health and Licensing Manager</p> <p>The forecast underspend reflects the capitalisation of officer time in respect of Disabled Facility Grants and Warm Up Exeter, which can be met from the Better Care Fund in accordance with proper accounting practice.</p>	

9.5 **Strategic Housing, City Development, Housing Needs & Homelessness, Customer Services, Welfare Reform, Revenues, Benefits & Business Rates and Democratic Services**

Budget Heading	Over / (Underspend)
Building Control	(£94,600)
Planning Services	£34,200
<p>Responsible Officer: City Development Manager</p> <p>The self-financing Building Control and Land Charges functions are forecast to achieve a surplus which will be transferred to earmarked reserves held to balance these functions in years when they fail to achieve breakeven positions.</p> <p>Planning Fee income has dipped significantly over the summer months compared to last year and the assumed fee increase budget relating to the 20% uplift introduced in 2017 is not expected to be achieved in the current year.</p>	
Civic Ceremonials	£57,100
<p>Responsible Officer: Corporate Manager Democratic and Civic Support</p> <p>The shop attached to the Guildhall is expected to remain unlet for the whole of the year. However, savings in staff costs and postage are forecast within Elections, Democratic Representation and Corporate Support to offset this loss of income.</p>	

9.6 **Environment and City Management**

Budget Heading	Over / (Underspend)
Parking Services	(£91,000)
<p>Responsible Officer: Community Safety & Enforcement Service Manager</p> <p>A National Non Domestic Rates (NNDR) refund of £60,000 has been received following a revaluation of one of the multi storey car parks.</p> <p>Net car parking income is expected to exceed the budget by £31,000</p>	
Waterways	£34,000
<p>Responsible Officer: Community Safety & Enforcement Service Manager</p> <p>Long term sickness is expected to result in additional pay costs of £12,500.</p> <p>A consultancy contract has expired which will result in a saving of £3,500</p> <p>Income from Canal Licences is expected to be £25,000 less than the budget</p>	
Parks & Green Spaces	£42,500
<p>Responsible Officer: Public & Green Space Operations Manager</p> <p>Pay costs are expected to exceed the budget by £12,500 as a result of backdated Job Evaluation results</p> <p>Increased premises costs of £10,000 have arisen in respect of refuse collection and legionella testing.</p> <p>Fleet costs are expected to exceed the budget by £20,000</p>	

9.7 **Chief Finance Officer**

Budget Heading	Over / (Underspend)
Financial Services	(£63,000)
Procurement	£129,800
Unapportionable Overheads	(£24,300)
<p>Responsible Officer: Chief Finance Officer</p> <p>Delays in recruitment to the new Financial Services team structure are generating savings for the first half of the year.</p>	

Identifying the achievement of savings from the work undertaken by the Procurement department is still a work in progress. The current forecast reports the position, assuming this area of uncertainty still exists as it is unlikely that whichever areas have benefited from the service's work will not have reflected increased costs over any awarded contract. It is expected that, by the time the half year position is to be reported, this work will have provided a position to monitor against for the remainder of the financial year

The budget for additional superannuation contributions remained at the level set last year, even though expenditure did not reach that level. There are no anticipated strain payments within the current forecast position.

9.8 Other Financial Variations

Budget Heading	Over / (Underspend)
Repayment of Debt	(£155,580)
Responsible Officer: Chief Finance Officer	
A lower than forecast need to borrow has resulted in a reduced repayment of debt calculation.	

9.9 General Fund Balance

In 2019/20 it is projected that there will be an overall net contribution from the General Fund Balance of £572,032. The minimum requirement for the General Fund working balance was approved by Council in February 2019 at £3 million and it is projected that the balance will be comfortably above this level.

Movement	2019/20
Opening Balance	£4,395,024
Deficit	(£572,032))
Projected balance at year end	£3,822,992

9.10 Supplementary Budgets and Virements

It is proposed that supplementary budgets totalling £493,930 identified in Appendix 3 are approved and added to the 2019/20 budget. These will be financed from CIL (£44,180), Earmarked Reserves (£371,250) and the General Fund working balance (£78,500).

The impact on the projected General Fund working balance will be to reduce it to £3,744,492.

Appendix 3 also lists proposed budget virements which have been identified where budgets need to be transferred from one service area to another.

9.11 OUTSTANDING SUNDRY DEBT

An aged debt analysis of the Council's sundry debts is shown in the table below. The latest data shown is to the end of July.

Age of Debt	August 2018	March 2019	July 2019
Up to 29 days (current)	£575,078	£1,356,559	£972,699
30 days – 1 Year	£1,398,705	£1,613,514	£1,335,417
1 – 2 years	£742,745	£647,966	£649,309
2 –3 years	£402,966	£617,436	£340,601
3 – 4 years	£593,665	£511,466	£338,520
4 – 5 years	£246,335	£275,815	£423,102
5 + years	£498,729	£583,089	£640,358
Total	£4,458,223	£5,605,845	£4,700,006

9.12 DEBT WRITE-OFFS

The following amounts have been written-off during 2019/20:

	2018/19	2019/20 (Qtr 1)
• Council Tax	£351,917	£45,004
• Business Rates	£73,387	£0
• Sundry Debt	£52,786	£0
• Housing Rents	£65,824	£18,891
• Non-HRA Rents	£167,125	£2,035
• HB Overpayments	£195,758	£26,350

9.13 CREDITOR PAYMENTS PERFORMANCE

Creditors' payments continue to be monitored in spite of the withdrawal of statutory performance indicator BVPI8. The percentage paid within 30 days was 95.09% for the first three months of 2019/20 compared with 97.83% for 2018/19.

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

10.1 This is a statement of the projected financial position to the end of the 2019/20.

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

11.1 The risks relate to overspending the Council budget and are mitigated by regular reporting to the Strategic Management Board and Members. Members have a legal responsibility to take action where balances are projected to reach an unsustainable level and the Strategic Management Board are working to address the current projected shortfall in reserves.

Areas of budgetary risk are highlighted in this report. The key areas of budgetary risks are attached as Appendix 4, 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?

12.1 Not applicable

13. What other options are there, and why have they been dismissed?

13.1 Not applicable

DAVE HODGSON
Chief Finance Officer

Authors:

Nicola Matthews-Morley, Michelle White, Sally Reeve, Adrian Rutter and Mark Neville-Smith

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

Background papers used in compiling this report:-

None

Contact for enquires:
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01392 265275

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2019/20 GENERAL FUND BUDGET MONITORING - DETAIL

QUARTER 1

ACTUAL TO DATE			YEAR END FORECAST			
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	APPROVED BUDGET	CURRENT OUTTURN FORECAST	FORECAST VARIANCE	
£	£	£	£	£	£	
6,986,634	7,066,819	75,226	TOTAL GENERAL FUND NET EXPENDITURE			
			19,966,520	19,846,020	(120,500)	
Chief Executive & Growth Director						
1,112,170	1,003,690	(108,480)	IT SERVICES	1,742,430	1,654,430	(88,000)
163,744	177,746	14,002	STRATEGIC MANAGEMENT	661,800	675,300	13,500
68,267	50,724	(17,543)	CENTRAL SUPPORT	290,700	290,700	0
1,344,181	1,232,160	(112,021)	NET EXPENDITURE	2,694,930	2,620,430	(74,500)
Communities, Health, Well Being, Sport & Leisure						
84,028	88,527	4,499	ENVIRONMENTAL PROTECTION	340,370	340,370	0
54,224	67,092	12,868	LICENCING, FOOD, HEALTH & SAFETY	260,200	260,200	0
(93,264)	(124,241)	(30,977)	PRIVATE SECTOR HOUSING	142,780	108,780	(34,000)
20,301	214,588	194,287	LEISURE & SPORT	3,550,660	3,575,960	25,300
(42,017)	(66,294)	(24,277)	ACTIVE & HEALTHY PEOPLE	200,910	199,410	(1,500)
52,870	22,700	(30,170)	ST SIDWELLS POINT	212,620	212,620	0
334,623	339,993	5,370	GRANTS/SOCIAL INCLUSION	505,265	505,265	0
410,765	542,365	131,600	NET EXPENDITURE	5,212,805	5,202,605	(10,200)
Strategic Housing, City Development, Housing Needs & Homelessness, Customer Services, Welfare Reform, Revenues, Benefits & Business Rates, Democratic Services						
273,980	257,571	(16,409)	HOUSING NEEDS & HOMELESSNESS	1,090,880	1,090,880	0
89,980	89,980	0	SUNDRY LANDS MAINTENANCE	89,980	89,980	0
83,782	110,370	26,588	GF HOUSING - PROPERTY	195,340	195,340	0
(11,306)	(24,685)	(13,379)	BUILDING CONTROL	51,180	(43,420)	(94,600)
106,057	202,892	96,835	PLANNING SERVICES	538,180	572,380	34,200
610,700	649,274	38,574	REVENUES, BENEFITS & CUSTOMER ACCESS	1,937,910	1,937,910	0
167,115	166,528	(587)	ELECTIONS & ELECTORAL REG	372,490	354,490	(18,000)
159,860	152,784	(7,076)	DEMOCRATIC REPRESENTATION	595,100	577,600	(17,500)
46,845	68,583	21,738	CIVIC CEREMONIALS	207,090	264,190	57,100
329,606	312,827	(16,779)	CORPORATE SUPPORT	675,890	654,290	(21,600)
1,856,619	1,986,124	129,505	NET EXPENDITURE	5,754,040	5,693,640	(60,400)
Communications, Tourism & Culture						
76,853	64,825	(12,028)	CULTURE	172,640	172,640	0
31,436	58,135	26,699	TOURISM	114,990	114,990	0
(87,093)	(67,314)	19,779	MARKETS & HALLS	(439,850)	(442,850)	(3,000)
724,430	723,696	(734)	MUSEUM SERVICE	2,281,630	2,281,630	0
67,473	73,722	6,250	VISITOR FACILITIES	189,330	189,330	0
128,840	131,089	2,249	COMMUNICATIONS	502,465	502,465	0
941,938	984,152	42,214	NET EXPENDITURE	2,821,205	2,818,205	(3,000)
Environment and City Management						
(21,360)	(8,659)	12,701	PUBLIC SAFETY	230,320	227,320	(3,000)
826,134	858,133	31,999	PARKS & GREEN SPACES	2,061,700	2,104,200	42,500
30,462	28,926	(1,536)	CEMETERIES OPERATIONAL	72,400	72,400	0
0	6,133	6,133	AFFORDABLE HOUSING DEVELOPMENT	0	9,800	9,800
453,086	465,384	12,298	DOMESTIC REFUSE COLLECTION	2,062,340	2,062,340	0
392,442	395,114	2,672	STREET CLEANING	1,559,150	1,550,150	(9,000)
52,063	58,824	6,761	PUBLIC CONVENIENCES	374,270	381,270	7,000
(94,632)	(91,576)	3,056	CLEANSING CHARGEABLE SERVICES	(316,850)	(316,850)	0
68,912	66,425	(2,487)	EXTON ROAD OVERHEADS AND FLEET	205,850	205,850	0
77,294	86,875	9,581	RECYCLING	131,970	131,970	0
(1,480,521)	(1,484,354)	(3,833)	CORPORATE PROPERTY - ESTATES	(2,681,610)	(2,681,610)	0
0	(10,403)	(10,403)	TRANSPORTATION	0	0	0
(522,084)	(625,846)	(103,762)	PARKING SERVICES	(6,090,070)	(6,181,070)	(91,000)
66,928	77,600	10,673	GROWTH & COMMERCIALISATION	267,710	267,710	0
111,297	81,743	(29,554)	ENGINEERING SERVICES	575,900	575,900	0
101,850	39,830	(62,020)	MAJOR PROJECTS	407,400	407,400	0
48,575	82,675	34,100	WATERWAYS	346,690	380,690	34,000
308,340	308,086	(254)	CORPORATE PROPERTY - ASSETS	1,193,200	1,193,200	0
26,235	26,099	(136)	CORPORATE PROPERTY - ENERGY	97,610	97,610	0
445,021	361,009	(84,012)	NET EXPENDITURE	497,980	488,280	(9,700)
CHIEF FINANCE OFFICER						
42,795	42,303	(492)	CORPORATE	(34,120)	(34,120)	0
1,426,039	1,417,652	(8,387)	UNAPPORTIONABLE OVERHEADS	1,515,180	1,490,880	(24,300)
161,878	133,274	(28,604)	FINANCIAL SERVICES	568,830	505,830	(63,000)
27,765	27,028	(737)	INTERNAL AUDIT	96,930	94,430	(2,500)
18,689	51,326	32,637	PROCUREMENT	22,730	152,530	129,800
1,677,166	1,671,583	(5,583)	NET EXPENDITURE	2,169,550	2,209,550	40,000
CITY SOLICITOR & HEAD OF HR						
170,123	149,997	(20,126)	HUMAN RESOURCES	600,660	600,660	0
140,821	139,429	(1,392)	LEGAL SERVICES	215,350	212,650	(2,700)
310,944	289,426	(21,518)	NET EXPENDITURE	816,010	813,310	(2,700)

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PROPOSED SUPPLEMENTARY BUDGETS & VIREMENTS

Supplementary Budgets

Description	£	Funded by:
Place Project Officer Post	40,000	General Fund Balance
BMS System Upgrade	(15,000)	General Fund Balance
Under-budget of Tourism posts	53,500	General Fund Balance
Rent Grants	44,180	Neighbourhood CIL
St Sidwells Point - Land Acquisition Project (reprofiling of approved multi-year budget to match projected expenditure)	8,750	Earmarked Reserve
St Sidwells Point - Tender (reprofiling of approved multi-year budget to match projected expenditure)	51,900	Earmarked Reserve
Growth & Commercialisation Policy Officer (1 year)	47,870	Transformation Reserve
Commercialisation Audit	6,400	Transformation Reserve
Canal Commercialisation Strategy	9,810	Transformation Reserve
CCTV Modernisation	30,000	Transformation Reserve
Commercialisation Website	70,000	Transformation Reserve
Agile & Flexible Working	11,070	Transformation Reserve
Community Grants Review	30,450	Transformation Reserve
MRF Commercialisation Study	10,000	Transformation Reserve
HR Staffing (iTrent)	65,000	Transformation Reserve
RAMM Future Options	30,000	Transformation Reserve
Grants to be paid - DCF Wellbeing Exeter Social Prescribing Grant	395,000	Self-financing
Grant from DCC - Funding of Social Prescribing Grant	(395,000)	Self-financing
Total	493,930	

Virements

Transfer £231,170 Clifton Hill residual budgets from Communities Health, Well Being, Sport & Leisure to Environment and City Management

Transfer £10,000 from Human Resources to Communications to reflect changed management responsibilities

Transfer £80,000 Grants funded from Neighbourhood CIL from Planning Services to Grants

Transfer £15,150 for the air handling unit maintenance contract from Corporate Property - Assets to RAMM

Transfer £10,500 for ad hoc repairs to air handling unit from Corporate Property - Assets to RAMM

Transfer £7,800 for the water hygiene maintenance contract from Corporate Property - Assets to RAMM

Transfer £13,260 for testing fire detection and suppression systems in car parks from Corporate Property - Assets to Car Parks

Transfer £20,790 re solar panels from Corporate Property - Assets to Corporate Property - Energy

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CORPORATE SERVICES SCRUTINY COMMITTEE
2019/20 BUDGET MONITORING
AREAS OF BUDGETARY RISK

The table below notes service-areas that, based on either experience last year or market factors this year, have been identified as having significant budgetary risk within the 2019/20 revenue and capital budgets.

The revenue budget areas of risk are:

Service	19/20 Approved Budget	Risk and mitigation
Strategic Housing, City Development, Housing Needs & Homelessness, Customer Services, Welfare Reform, Revenues, Benefits & Business Rates, Democratic Services		
Planning Services Revenue	£531,720	There has been a number of recent planning decisions which have been appealed. This generally results in a need for external consultancy and legal advice. Significant expenditure has been incurred in this area in previous financial years.
Revenues and Benefits Housing Benefit Subsidy	£36,123,870	The Council currently administers over £36 million of Housing Benefit payments for rent allowances and rent rebates. Not all expenditure can be claimed back as subsidy. Certain supported and temporary accommodation costs are not eligible for full subsidy; these claim types will remain in Housing Benefit and not move to Universal Credit. As more Housing Benefit claims move onto Universal Credit the amount of unsubsidised expenditure will be an increased proportion of total expenditure. Errors made by ECC officers are not subsidised in full if they go over a set percentage of total expenditure. As total expenditure reduces due to Universal Credit rollout, the margins within which error payments are subsidised will reduce, increasing the risk of a subsidy loss in this area.
Communications, Tourism & Culture		
Markets & Halls Revenue	(£439,850)	Income is from entrepreneurial activities at Matford and the Corn Exchange, and there is always a risk around individual activities. However, in each of the past 3 years the Service has successfully managed risk to the extent that it has brought in contributions of 11% to 16% (£47k to £80k) better than budgeted.

Service	19/20 Approved Budget	Risk and mitigation
Museum Service Revenue	£2,281,630	The Service is based in a distinctive Victorian building with some highly specialised environmental requirements, and much responsibility for its facilities management has recently been devolved from Corporate Property to the Service. The budget for all premises costs except business rates is £366,550 and this is likely to come under significant pressure as (for example) specialised maintenance and servicing costs are identified and planned.
Environment and City Management		
Cemeteries Revenue	£282,960	The income budgets include various sources such as interment fees, rights of burial and headstone fees. Historically the actual income has often been lower than the target, although it was slightly over target in 2018/19. Income levels will be monitored and the issue flagged to senior management if the trend of income continues as in previous years.
Cleansing Chargeable Services Revenue	(£316,850)	The majority of the £1,051,045 income is subject to local and national markets with many competitors, which creates significant commercial unpredictability.
Recycling Revenue	£131,970	Recycling income is budgeted at £1,247,400. Although the service actively seeks to trade at the most advantageous price available, this is a global market and can be very volatile with even small changes in world prices having a material impact here. In July 2019 Executive supported a move to weekly kerbside-sort recycling collection, incorporating glass and food waste collection with three weekly rubbish collection, alongside an investment in appropriate material sorting technology to maximise commercial recycling opportunities.
Corporate Property – Estates Rental Income	(£3,477,750)	Current High Street conditions are impacting the ability of the service to keep all rental properties let at full market rent. Income levels will be monitored and the issue flagged to senior management if material issues are identified.

Service	19/20 Approved Budget	Risk and mitigation
Car Parking Revenue	(£8,252,970)	Car Parking income can be volatile; a 3% shortfall in income would mean a shortfall of £250k against the budget. Income levels will be monitored and the issue flagged to senior management if a downturn is detected.

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REPORT TO CORPORATE SERVICES SCRUTINY COMMITTEE

Date of Meeting: 26 September 2019

REPORT TO EXECUTIVE

Date of Meeting: 8 October 2019

REPORT TO COUNCIL

Date of Meeting: 16 October 2019

Report of: Chief Finance Officer

Title: 2019/20 General Fund Capital Monitoring Statement – Quarter 1

Is this a Key Decision?

No

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

Is this an Executive or Council Function?

Council

1. What is the report about?

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

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

2. Recommendations:

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

(i) The revision of the annual capital programme to reflect the reported variations detailed in 9.1 and Appendix 1.

(ii) The additional budget request detailed in 9.7.

3. Reasons for the recommendation:

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

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

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

4. What are the equality and diversity impacts of the decision?

- 4.1 There are no significant equality and diversity impacts associated with this decision.

5. What are the resource implications including non financial resources

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

6. Section 151 Officer comments:

6.1 There are no areas of concern to bring to Councils attention at the end of the first quarter. The significant schemes are on site and progressing. The request for an additional budget will be funded from the Transformation Fund and will not impact upon the Council's borrowing requirement.

7. What are the legal aspects?

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

8. Monitoring Officer's comments:

8.1 The report raises no issue for the Monitoring Officer.

9. Report Details:

2019/20 GENERAL FUND CAPITAL MONITORING STATEMENT – QUARTER 1

9.1 REVISIONS TO THE CAPITAL PROGRAMME

The 2019/20 Capital Programme, including commitments brought forward from 2018/19, was last reported to Corporate Services Scrutiny Committee on 27 June 2019. Since that meeting the following changes have been made that have increased the programme:

Description	£	Approval/Funding
Capital Programme, as reported to Corporate Services Scrutiny Committee, 27 June 2019	41,615,310	
Energy Saving Projects	150,000	Approved by Council on 23 July 2019
Oracle Weblogic	11,000	
Agile Working	50,000	
Disabled Facility Grants	121,910	Actual grant higher than anticipated
Riverside	527,100	Insurance payment received
Miscellaneous Adjustments	1,400	
Revised Capital Programme	42,476,720	

9.2 PERFORMANCE

The revised capital programme for the current financial year is £42.477 million. During the first three months of the year the Council spent £5.492 million on the programme, which equates to 12.9% of the revised programme. This compares with £0.657 million (3.2%) being spent in the first three months of 2018/19.

The current programme is detailed in Appendix 1. The Appendix shows a total forecast spend for 2019/20 of £40.988 million with £1.288 million of the programme potentially being deferred to 2020/21 and beyond.

Appendix 2 shows the approved budgets for 2020/21 with the proposed 2019/20 budget to be carried forward to 2020/21 and beyond for Executive and Council to consider for approval.

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

9.3 AVAILABLE CAPITAL RESOURCES

The available capital resources for the General Fund for 2019/20 are £11.958 million. An estimated spend of £40.988 million is required of which £31.689 million will be funded from borrowing with £2.659 million capital receipts carried forward to 2020/21.

Appendix 4 sets out the forecast use of the resources available for the General Fund and the likely amounts of borrowing that will be necessary to fund the capital programme over the next three years.

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

	General Fund £
Balance as at 1 April 2019	5,374,625
New Receipts	57,155
Balance as at 30 June 2019	5,431,780

9.4 EXPENDITURE VARIANCES

The main variances and issues concerning expenditure are as follows:

Scheme	Estimated Overspend / (Underspend) £
Pyramids Essential Works	(138,330)
Leisure Centre Essential Enhancements	(733,520)
Leisure Centre Additional Enhancements	(231,860)
Sports Facilities Refurbishment	(96,290)
Riverside Leisure Centre	1,200,000
<p>Officer Responsible: Category Contracts Manager</p> <p>£1.2m underspends on the Pyramids, Leisure Centre Enhancements and Sport Facilities Refurbishment schemes are to be used to increase the Riverside Leisure Centre budget in accordance with the report to Council approved on 26 February 2019.</p>	
Disabled Facility Grants	(600,000)
Warm Up Exeter	600,000
<p>Officer Responsible: Environmental Health & Licensing Manager</p> <p>Both the Disabled Facility Grants and Warm Up Exeter schemes are funded from the Better Care Fund, it is proposed to transfer £600k budget from the Disabled Facility Grants budget to fund Warm Up Exeter Schemes in line with anticipated expenditure.</p>	
Exeter Flood Alleviation Scheme	(170,000)
<p>Officer Responsible: Commercial Operations Manager, Public Realm</p> <p>This scheme offered property level protection to properties not protected by the Environment Agency's main scheme. Take up has been lower than anticipated so the full budget is not required. All expenditure was to be funded by the Environment Agency.</p>	

9.5 SCHEMES TO BE DEFERRED TO 2020/21 AND BEYOND

Schemes which have been identified as being wholly or partly deferred to 2020/21 and beyond are:

Scheme	Budget to be Deferred £
Leisure Complex - Build	173,970
Bus Station Construction	852,250
<p>Officer Responsible: Director Communities, Health, Well Being, Sport & Leisure</p> <p>The budgets for St Sidwell's Point and the new Bus Station have been re-profiled in accordance with the latest expenditure projections. The final completion date of the projects have not changed.</p> <p>Good progress continues to be made on the construction of a major new leisure complex in Exeter. Throughout August activity on site has seen the pouring of concrete to form the pool boxes and the retaining walls that separate the eventual wet and dry sides of the leisure centre. The lift and staircase cores are also being formed. An 85-tonne piling rig (brought to site under police escort before morning rush hour) has returned to complete the dry side piled foundations and start the new bus station.</p>	
Repairs to Turf Lock Pier Head	60,000
Repairs to Walls at Farm Hill	60,000
<p>Officer Responsible: Service Manager, Community Safety & Enforcement</p> <p>Turf Locks Pier Head is a designated Site of Special Scientific Interest and therefore works can only be undertaken in the summer months and only when permission has been granted from Natural England & the Environment Agency. It is anticipated that the works will now commence next year.</p> <p>Works to structurally assess the walls at Farm Hill will be undertaken in this financial year, it is likely that actual repair works will commence in 2020/21.</p>	
Waste Infrastructure	115,200
<p>Officer Responsible: Cleansing & Fleet Manager</p> <p>The expected redesign of the kerbside recycling service to add food waste and glass will require a rethink regarding infrastructure for recycling collections; not likely to be in effect until 2021. However, there has been a successful trial of Metro Store communal bin stores with agreement from Housing to install at a further four locations in 2019/20</p>	

9.6 ACHIEVEMENTS

The following schemes have been completed during the first quarter of 2019/20:

Replacement of Kings Arms Swing Bridge

The new King's Arms swing bridge linking Haven Banks to the Kings Arms Isthmus – land that includes footpaths and cycle paths beside the Trews Weir Flood Relief Channel – has been installed and is now open to use.

The old bridge, which was first installed in 1972, had deteriorated over time and become rotten in places. The new bridge is almost identical but made of steel. Metalwork from the old bridge has been used on the new structure so that it remains in keeping with its surroundings.

Haven Road Car Park Resurfacing

Works to the car parking surfacing have been completed.

Replacement AV Equipment at the Civic Centre and Guildhall

The project has replaced the previously outdated and badly performing audio and visual presentation facilities at the Civic Centre's major meeting rooms, together with the Guildhall. Up to date large screens which can easily be linked to presenters laptops, or directly to the Council's system, have been installed and offer much better presentation facilities – this includes a mobile version for the Guildhall which enhances its ability to be used as a conference facility. Similarly, an up to date microphone system has been installed in the public meeting rooms and the Guildhall enhancing the audio quality available both at the meetings and for those watching public meetings on line.

9.7 FURTHER FUNDING REQUEST

Agile and Flexible Working (request for £600,000 additional budget)

It is proposed to add a budget of £600,000 to be funded from the Transformation Fund to enable agile and flexible working.

We are going through a period of significant change. The financial pressures facing the council and the scale of the financial savings that need to be made over the next few years mean that we need to take every opportunity to change the way the council currently operates. Transforming the way we work is vital to making sure that we can provide the services our customers expect and demand now and in the future.

The relocation of office-based staff to Phase 2 of the Civic Centre is one of the main ways we are looking to reduce our accommodation costs and increase income by letting out Phase 1 to other tenants. This relocation offers the opportunity to create an even better working environment and more flexible working arrangements.

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

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

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.

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 impact of each scheme is considered prior to approval. Any significant deviation from this will be noted within the body of this report.

13. What other options are there, and why have they been dismissed?

There are no other options.

DAVE HODGSON
Chief Finance Officer

Author:
Nicola Matthews-Morley

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

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2019/20 CAPITAL MONITORING - QUARTER 1

Responsible Officer	Scheme	2019/20 Capital Programme	2019/20 Spend to Date	2019/20 Forecast Spend	2019/20 Budget to be Carried Forward to 2020/21 and Beyond	2019/20 Programme Variances (Under)/Over
		£	£	£	£	£
Chief Executive & Growth Director						
Chief Executive & Growth Director	Customer Contact Platform	164,940	0	164,940		
	Annual Contribution to Strata	53,900	53,904	53,900		
	Idox System for Planning	100,500	0	100,500		
	HR System	20,550	1,838	20,550		
	Convergence Projects	271,650	14,663	271,650		
	DR VDI Infrastructure	53,900	0	53,900		
	ECC Cabinet & Network Replacement	93,090	10,183	93,090		
	Street Scene and Other Asset Management	35,940	0	35,940		
	Legal Case Management	23,360	0	23,360		
	ECM - Scoping Exercise	17,970	0	17,970		
Cash and Income Management	28,750	0	28,750			
Oracle Weblogic	11,000	1,252	11,000			
TOTAL		875,550	81,840	875,550	0	0
Communities, Health, Well Being, Sport & Leisure						
Category Contracts Manager	Pyramids Essential Works	138,330	0	0		(138,330)
	Leisure Centre Essential Enhancements	1,875,120	0	1,141,600		(733,520)
	Leisure Centre Additional Enhancements	231,860	0	0		(231,860)
	Sports Facilities Refurbishment	96,290	0	0		(96,290)
	Riverside Leisure Centre	4,647,710	402,990	5,847,710		1,200,000
Director	Leisure Complex - Build Project	14,550,470	1,913,214	14,376,500	173,970	
	Bus Station Construction	4,987,460	288,054	4,135,210	852,250	
	Pinhoe Community Hub	76,320	0	76,320		
	Belmont Park Enhanced Facilities	50,000	0	50,000		
	Newtown Community Association - Belmont Park Community Building	50,000	50,000	50,000		
Environmental Health & Licensing Manager	Disabled Facility Grants	1,108,850	80,508	508,850		(600,000)
	Warm Up Exeter/PLEA Scheme	12,950	163,639	612,950		600,000
	Wessex Loan Scheme	215,870	125,355	215,870		
	Air Quality Monitoring Equipment	35,630	0	35,630		
	Agile & Flexible Working Pilot	124,900	28,600	124,900		
TOTAL		28,201,760	3,052,359	27,175,540	1,026,220	0

Responsible Officer	Scheme	2019/20 Capital Programme	2019/20 Spend to Date	2019/20 Forecast Spend	2019/20 Budget to be Carried Forward to 2020/21 and Beyond	2019/20 Programme Variances (Under)/Over
		£	£	£	£	£
Environment and City Management						
Fleet Manager	Vehicle Replacement Programme	400,000	0	400,000		
Interim Public & Green Space Manager	Belle Isle Temporary Facilities	40,180	27,585	40,180		
	Mechanisation of Street Scene	136,330	92,370	136,330		
	Parks Infrastructure	311,810	0	311,810		
	Cemeteries & Churchyards Infrastructure Improvements	113,910	176	113,910		
City Surveyor	Passenger Lift at RAMM	71,780	0	71,780		
	Replace Lifts at Mary Arches MSCP	240,000	0	240,000		
	St Nicholas Priory	20,160	0	0		(20,160)
	RAMM Roof Access Improvement	47,470	0	47,470		
	Guildhall Fire Alarms	11,010	24	30		(10,980)
	Energy Saving Projects	2,152,380	4,655	2,152,380		
	Matford Centre Fire Alarm Replacement	9,870	0	9,870		
	Building Management System (BMS)	80,000	0	80,000		
	Civic Centre Air Conditioning Replacement	150,000	0	150,000		
	Civic Centre Kitchens Replacement	90,000	0	90,000		
	Livestock Market Drainage & Toilets	195,380	0	195,380		
Beacon Heath Martial Arts & Boxing Club - New Roof	14,650	0	14,650			
Commercial Operations Manager, Public Realm	Outdoor Leisure Facilities	228,800	6,676	228,800		
	Repair Canal Bank at M5	26,890	0	0	26,890	
	Car Park Surfacing - Haven Road	10,840	0	10,840		
	Kings Arms Bridge	300,150	11,174	300,150		
	City Wide Property Level Protection	46,660	0	46,660		
	Bowling Green Marshes Coastal Defence Scheme	28,900	0	28,900		
	Exeter Flood Alleviation Scheme	200,000	0	30,000		(170,000)
Replacement of Mallison Bridge (Exeter Quay)	332,600	0	332,600			
Service Manager, Community Safety & Enforcement	Car Park Resurfacing, Lining & Boundary Improvements	190,000	1,090	190,000		
	Purchase of Harbour Patrol Vessel for Exe Estuary	50,000	0	50,000		
	Improved Car Park Security Measures at King William Street & Arena Park	45,000	0	45,000		
	Repairs to Turf Lock Pier Head	73,500	0	13,500	60,000	
	Repairs to Salmonpool Bridge	45,000	0	45,000		
	Repair to Walls at Farm Hill	90,000	0	30,000	60,000	
	Bank Repairs & Stabilisation to Watercourses	15,010	0	15,010		
Cleansing & Fleet Manager	Waste Infrastructure	179,700	0	64,500	115,200	
	MRF CCTV & Alarm	15,000	14,946	14,946		(54)
Miscellaneous	Capitalised Staff Costs	100,000	0	100,000		
TOTAL		6,062,980	158,696	5,599,696	262,090	(201,194)

Responsible Officer	Scheme	2019/20 Capital Programme	2019/20 Spend to Date	2019/20 Forecast Spend	2019/20 Budget to be Carried Forward to 2020/21 and Beyond	2019/20 Programme Variances (Under)/Over
		£	£	£	£	£
Strategic Housing, Planning, Housing Needs & Homelessness, Customer Services, Welfare Reform, Revenues, Benefits & Business Rates						
System Lead, Housing Needs & Homelessness	Temporary Accommodation Purchase	89,200	10,254	89,200		
Corporate Manager, Democratic & Civic Support	Replacement Audio & Visual Equipment at the Civic Centre and Guildhall	38,000	39,093	39,093		1,093
TOTAL		127,200	49,346	128,293	0	1,093
Communications, Tourism & Culture						
Director	Council Signage Improvement	40,000	0	40,000		
RAMM, Operational Services Lead	RAMM World Culture Galleries	19,230	0	19,230		
TOTAL		59,230	0	59,230	0	0
Chief Finance Officer						
Chief Finance Officer	Loan to Exeter City Living	7,150,000	2,150,000	7,150,000		
TOTAL		7,150,000	2,150,000	7,150,000	0	0
GENERAL FUND SERVICES TOTAL		42,476,720	5,492,242	40,988,309	1,288,310	(200,101)

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BUDGETS CARRIED FORWARD TO 2020/21 AND BEYOND

		2020/21 Budget as per Budget Book/Council Approvals	Proposed Budget to be Carried Forward to 2020/21 and Beyond at Qtr 1	Budget Reprofiled to Future Years	Total 2020/21 Capital Programme	2022/23 Budget as per Budget Book/Council Approvals
		£	£	£	£	£
Chief Executive & Growth Director						
Chief Executive & Growth Director	Annual Contribution to Strata	53,900	0		53,900	53,900
TOTAL		53,900	0	0	53,900	53,900
Communities, Health, Well Being, Sport & Leisure						
Director	Leisure Complex - Build Project	20,238,560	173,970	(408,250)	20,004,280	14,000
	Bus Station Construction	1,439,020	852,250	412,200	2,703,470	25,000
Environmental Health & Licensing Manager	Disabled Facility Grants	500,000	0	0	500,000	500,000
TOTAL		22,177,580	1,026,220	3,950	23,207,750	539,000
Environment and City Management						
Fleet Manager	Vehicle Replacement Programme	400,000	0	0	400,000	400,000
Interim Public & Green Space Manager	Parks Infrastructure	100,000	0	0	100,000	0
	Cemeteries & Churchyards Infrastructure Improver	20,000	0	0	20,000	20,000
Commercial Operations Manager, Public Realm	Repair Canal Bank at M5	0	26,890	0	26,890	0
Service Manager, Community Safety & Enforcement	Repairs to Turf Lock Pier Head	0	60,000	0	60,000	0
	Repair to Walls at Farm Hill	0	60,000	0	60,000	0
	Bank Repairs & Stabilisation to Watercourses	20,000	0	0	20,000	0
Cleansing & Fleet Manager	Waste Infrastructure	144,000	115,200	0	259,200	144,000
Miscellaneous	Capitalised Staff Costs	100,000	0	0	100,000	100,000
TOTAL		784,000	262,090	0	1,046,090	664,000
Communications, Tourism & Culture						
Director	Council Signage Improvement	40,000	0	0	40,000	0
TOTAL		40,000	0	0	40,000	0
GENERAL FUND SERVICES TOTAL		23,055,480	1,288,310	3,950	24,347,740	1,256,900

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CAPITAL SCHEMES SPANNING MORE THAN ONE FINANCIAL YEAR

Responsible Officer	Scheme	Total Capital Budget £	Total Spend to Date £	2018/19 Programme Variances (Under)/Over £
Communities, Health, Well Being, Sport & Leisure				
Category Contracts Manager	Pyramids Essential Works	950,000	811,672	(138,330)
	Leisure Centre Essential Enhancements	2,000,000	124,882	(733,520)
	Leisure Centre Additional Enhancements	880,000	648,143	(231,860)
	Riverside Leisure Centre	4,647,710	682,379	1,200,000
Director	Leisure Complex - Build Project	41,591,750	9,110,184	0
	Bus Station Construction	8,458,300	1,882,673	0
	Pinhoe Community Hub	100,000	13,680	0
	Newtown Community Association - Belmont Park Community Building	250,000	250,007	0
	Air Quality Monitoring Equipment	90,000	53,932	0
TOTAL		58,967,760	13,577,552	96,290
Environment and City Management				
Interim Public & Green Space Manager	Belle Isle Temporary Facilities	255,000	242,403	0
	Mechanisation of Street Scene	150,000	106,045	0
	Parks Infrastructure	400,000	88,188	0
	Cemeteries & Churchyards Infrastructure Improvements	140,000	26,263	0
City Surveyor	Passenger Lift at RAMM	75,000	3,220	0
	St Nicholas Priory	115,000	94,832	(20,160)
	RAMM Roof Access Improvement	68,500	21,022	0
	Guildhall Fire Alarms	50,000	39,017	(10,980)
	Matford Centre Fire Alarm Replacement	50,000	40,125	0
	Livestock Market Drainage & Toilets	200,000	4,620	0
Commercial Operations Manager, Public Realm	Repair Canal Bank at M5	64,520	37,631	0
	Car Park Surfacing - Haven Road	12,350	1,511	0
	Kings Arms Bridge	410,000	121,029	0
	Replacement of Mallison Bridge (Exeter Quay)	350,000	17,407	0
Service Manager, Community Safety & Enforcement	Repairs to Turf Lock Pier Head	75,000	1,500	0
TOTAL		2,415,370	844,813	(31,140)
Strategic Housing, Planning, Housing Needs & Homelessness, Customer Services, Welfare Reform, Revenues, Benefits & Business Rates				
System Lead, Housing Needs & Homelessness	Temporary Accommodation Purchase	584,950	506,005	0
Corporate Manager, Democratic & Civic Support	Replacement Audio & Visual Equipment at the Civic Centre and Guildhall	65,000	66,090	1,093
TOTAL		649,950	572,095	1,093
Communications, Tourism & Culture				
RAMM, Operational Services Lead	RAMM World Culture Galleries	368,740	349,509	0
TOTAL		368,740	349,509	0
GENERAL FUND SERVICES TOTAL		62,401,820	15,343,969	66,243

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GENERAL FUND AVAILABLE RESOURCES

GENERAL FUND	2019-20 £	2020-21 £	2021-22 £	2022-23 £	TOTAL £
CAPITAL RESOURCES AVAILABLE					
Capital Receipts Brought Forward	5,374,625				5,374,625
GF Capital Receipts	69,155	0	0	0	69,155
Revenue Contributions to Capital Outlay	1,166,672	837,900	697,900	553,900	3,256,372
Disabled Facility Grant	1,121,799	500,000	500,000	500,000	2,621,799
New Homes Bonus	90,967	0	0	0	90,967
Community Infrastructure Levy	2,957,205	0	0	0	2,957,205
Other - Grants/External Funding/Reserves/S106	1,177,635	617,431	0	0	1,795,066
Total Resources Available	11,958,058	1,955,331	1,197,900	1,053,900	16,165,189
GENERAL FUND CAPITAL PROGRAMME					
Capital Programme	42,476,720	23,059,430	1,256,900	1,053,900	67,846,950
Overspends/(Savings)	(200,101)				(200,101)
Slippage	(1,288,310)	1,288,310			0
Total General Fund	40,988,309	24,347,740	1,256,900	1,053,900	67,646,849
UNCOMMITTED CAPITAL RESOURCES:					
Capital Receipts Brought Forward	5,374,625	2,658,546	1,387,400	1,387,400	5,374,625
Resources in Year	6,583,433	1,955,331	1,197,900	1,053,900	10,790,564
Less Capital Receipts to carry forward	(2,658,546)	(1,387,400)	(1,387,400)	(1,387,400)	(6,820,746)
Less Spend in Year	(40,988,309)	(24,347,740)	(1,256,900)	(1,053,900)	(67,646,849)
Borrowing Requirement	31,688,797	21,121,263	59,000	0	52,869,060

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REPORT TO: PEOPLE SCRUTINY COMMITTEE
Date of Meeting: 5 September 2019
REPORT TO: CORPORATE SCRUTINY COMMITTEE
Date of Meeting: 26 September 2019
REPORT TO: EXECUTIVE
Date of Meeting: 8 October 2019
REPORT TO: COUNCIL
Date of Meeting: 15 October 2019
REPORT OF: Chief Finance Officer

TITLE: 2019/20 HRA Budget Monitoring Report – Quarter 1

Is this a Key Decision?

No

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

Is this an Executive or Council Function?

Council

1. What is the report about?

- 1.1 To advise Members of the overall financial position of the HRA Revenue and Capital Budgets for the 2019/20 financial year after three months.

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:

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

- 2.1 The HRA forecast financial position for 2019/20 financial year;**
2.2 The revision of the HRA Capital Programme to reflect the reported variations detailed in Appendix 4

3. Reasons for the recommendation:

- 3.1 To formally note the HRA's projected financial position and to approve the reported variations to the HRA Capital Programme.

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 2019/20.

4. What are the equality and diversity impacts of the decision?

- 4.1 There are no significant equality and diversity impacts associated with this decision.

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

- 5.1 The financial resources required to deliver both housing services to Council tenants and to invest in new and existing housing stock during 2019/20 are set out in the body of this report.
- 5.2 The impact on the HRA's available financial resources are set out in Appendix 3.

6. Section 151 Officer comments:

- 6.1 There are no issues to bring to the attention of Councillors at this stage of the financial year.

7. What are the legal aspects?

- 7.1 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.

8. Monitoring Officer Comments:

- 8.1 This report raises no issues for the Monitoring Officer.

9. Report Details:

HRA BUDGET MONITORING – QUARTER 1

9.1 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.

9.2 Projected Surplus/Deficit

During this period the total budget variances indicate that there will be a net deficit of £1,453,485 in 2019/20. This represents a movement of £117,070 compared to the revised budgeted deficit of £1,336,415 for 2019/20. The key budget deviations are explained below. Please also refer to Appendix 2.

Budget Heading	Forecast Outturn Budget Variance at Quarter 1 (Under)/Overspend
Budgeted Deficit	£386,815
Supplementary budgets – Executive approved 10 July 2018	£949,600
Revised Budgeted Deficit	£1,336,415
Management Costs	(£75,000)
Officer Responsible: Service Lead – Housing Tenancy Services & Service Lead – Housing Assets	

<ul style="list-style-type: none"> • (£40K) Forecast savings in employee costs, predominantly due to two vacant Older Person Property Services officers' posts. • (£45k) Saving to be made in respect of general management consultancy costs, in order to offset the additional cost of consultants appointed to undertake asset management procurement options. • £10k Additional council tax payable in respect of long term empty council dwellings due to planned major works or redevelopment, held for disposal or general voids. 	
Housing Customers	(£71,000)
Officer Responsible: Service Lead – Housing Tenancy Services	
<ul style="list-style-type: none"> • (£61k) Forecast savings in employee costs, predominantly due to vacant posts within the Lettings and Leasehold team. • (£10k) Forecast saving in respect of contract cleaning costs due to lower inflationary rises. 	
Sundry Land Maintenance	(£104,930)
Officer Responsible: Service Lead – Housing Tenancy Services & Service Lead – Housing Assets	
<ul style="list-style-type: none"> • (£105k) An additional Tree Inspector commenced in June in order to assist the contractor with bringing tree inspections up to date. Officers within Public Realm oversee the delivery of works to HRA trees and the works identified by the surveys are currently being prioritised. It is anticipated that slippage will occur in respect of works to HRA trees, whilst the programme of works are programmed and access issues resolved. 	
Capital Charges	£329,000
Officer Responsible: not applicable (statutory accounting charge)	
<ul style="list-style-type: none"> • Depreciation charges are higher than budgeted due to a change in the assumed life expectancy of kitchens, from 30 years to 20 years, in line with Asset Management Plans. <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	£39,000
Officer Responsible: Service Lead – Housing Assets	
<ul style="list-style-type: none"> • £39k Forecast overspend predominantly relates to consultancy advice in respect of asset management procurement options, including the general maintenance and void maintenance contract arrangements. The additional cost has been offset by savings within the HRA's General Management consultancy budget, as reported above. 	
Total budget variances	£117,070
Projected HRA deficit	£1,453,485

9.3 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 2020, is set out below:

Movement	2019/20
Opening HRA Working Balance, as at 1/4/19	£10,025,355
Forecast deficit for 2019/20	(£1,453,485)
Balance resolved to be retained (HRA contingency)	(£4,000,000)
Balance Available, as at 31/3/20	£4,571,870

9.4 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.

9.5 HRA Debt

In October 2018 the Government formally removed the HRA debt cap, which restricted the amount of borrowing stock-holding local authorities could have for the purposes of the HRA. The lifting of the 'debt cap' means that local authorities are now able to borrow for housebuilding in accordance with the Prudential Code.

As at 31 March 2019, the HRA's borrowing remains at the former 'debt cap' level of £57,882,413, as no new borrowing has been undertaken.

The Director and Service Leads for the HRA are working with an advisory group of Members to develop plans for the HRA's new-build programme, which seeks to make use of the new freedom to borrow and approval will be sought through the normal decision making committee cycle.

9.6 HRA Capital Programme

The 2019-20 HRA Capital Programme was approved by Council on 26 February 2019. Since that meeting the following changes have been made that have increased the programme.

Description	2019/20	Approval / Funding
HRA Capital Programme	£20,590,510	
Budgets carried forward from 2018/19 HRA Capital Programme	£4,432,050 £1,895,440	Council 16 April 2019 Council 23 July 2019
Acquisition of Social Housing	(£75,000)	Acquisition cost met from existing budget and supplementary budget no longer required
Revised HRA Capital Programme	£26,843,000	

9.7 Performance

The current HRA Capital Programme is detailed in Appendix 4. The appendix shows a total forecast spend of £22,782,365 compared to the £26,843,000 approved programme; a reduction of £4,060,635.

9.8 Capital Budget Variances

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

Scheme	Budget to be deferred to 2020/21
LAINGS Refurbishment	£420,000
Officer Responsible – Planned Works Lead <ul style="list-style-type: none"> Issues with the drainage design and the time required to ensure that the Phase II (occupied) properties are vacated to allow for demolition has resulted in some slippage in the programme. 	
Programmed Re-roofing - Flats	£500,000
Kitchen Replacement Programme	£897,795
Bathroom Replacement Programme	£564,140
Officer Responsible – Planned Works Lead <ul style="list-style-type: none"> The three above programmes of work require new contracts to be procured to allow work to proceed. Whilst at the start of the year it was envisaged that the Council would direct award the works via a compliant and established Framework, advice from the Council's Procurement Team has required the service to commence a process of mini competition via a framework. This process, including the preparation of more detailed specifications of works, has delayed the progression of works and we will not achieve meaningful activity until Quarter 4. Eight significant contracts have been procured in the past 12 months and the kitchen/bathroom and pitched roofs works forms part of the final four main contracts to be let. 	
Rennes House Structural Works	£1,028,700
Officer Responsible – Planned Works Lead <ul style="list-style-type: none"> A full design team has been appointed following a procurement process. The next step is to engage a main contractor and progress the overall design and specification of works. The budget has been re-profiled to reflect the deferral of significant works on site until 2020. 	
Extra Care Scheme	£500,000
Officer Responsible – Service Lead Housing <ul style="list-style-type: none"> Works are progressing on site with significant expenditure of £8.7m forecast for this financial year, however the latest cash-flow forecasts indicate some slippage into 2020/21 but with no impact on the overall contract length. The new scheme is expected to complete in September 2020. 	
Acquisition of Social Housing – Section 106	£150,000
Officer Responsible – Service Lead – Housing Assets <ul style="list-style-type: none"> 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. 	

10. COUNCIL OWN BUILD BUDGET MONITORING – QUARTER 1

10.1 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.

10.2 Projected Surplus/Deficit

There are no projected variances to report at the end of Quarter 1. The budgeted net surplus of £15,470 is still projected to be achieved during 2019/20.

11 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.

12 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.

13 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 2019/20 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.

14 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

Contact for enquiries:
Democratic Services (Committees)
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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	£1,882,010 (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	£1,142,250 (revenue)	Property turnover and the varying condition of properties when returned to the Council represent a budgetary risk.
Rental Income from Dwellings	£18,250,000 (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 6 months is slightly behind profile, but payments made during the rent-free fortnights may mitigate.
New Build Site Investigations	£250,000 (revenue)	Full spend of this budget provision may not occur, as other housing development sites have become available to the HRA via Exeter City Living Ltd, with much of the pre-construction stage work already undertaken.
Site Clearance Costs	£475,000 (revenue)	This budget provides for the clearance of sites to facilitate new housing developments. Full spend of this budget is dependent on identification of the sites to be cleared and any structures to be demolished.
Gas and Central Heating Servicing	£852,600 (revenue)	A potential underspend may occur in respect of this budget, following the appointment of a new main contractor. Officers are currently reviewing projected activity levels and the new contract rates in order to forecast with reasonable certainty.

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HOUSING REVENUE ACCOUNTS BUDGET MONITORING 2019-20

APPENDIX 2

QUARTER 1

ACTUAL TO DATE			YEAR END FORECAST			
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	MANAGEMENT UNIT	APPROVED BUDGET	Qrt 1 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£		£	£	£
260,650	198,502	(62,148)	MANAGEMENT	1,325,405	(75,000)	1,250,405
278,790	267,760	(11,030)	HOUSING CUSTOMERS	1,371,670	(71,000)	1,300,670
108,010	22,126	(85,884)	SUNDRY LAND MAINTENANCE	634,430	(104,930)	529,500
1,790,540	1,077,925	(712,615)	REPAIRS & MAINTENANCE PROGRAMME	7,181,970	0	7,181,970
0	0	0	REVENUE CONTRIBUTION TO CAPITAL	2,500,000	0	2,500,000
0	0	0	CAPITAL CHARGES	3,224,210	329,000	3,553,210
366,090	352,113	(13,977)	HOUSING ASSETS	2,002,100	39,000	2,041,100
(5,409,132)	(5,459,621)	(50,489)	RENTS	(18,718,700)	0	(18,718,700)
0	0	0	INTEREST	1,815,330	0	1,815,330
			MOVEMENT TO/(FROM) WORKING BALANCE	(1,336,415)	(117,070)	(1,453,485)
			Net Expenditure	0	0	0
			Working Balance	10,025,355	31 March 2020	8,571,870

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COUNCIL OWN BUILD SITES

PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	MANAGEMENT UNIT	APPROVED BUDGET	Qrt 1 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£		£	£	£
7,120	7,768	648	MANAGEMENT	33,510	0	33,510
(3,050)	(3,289)	(239)	ROWAN HOUSE	(10,230)	0	(10,230)
(16,470)	(17,211)	(741)	KNIGHTS PLACE	(59,040)	0	(59,040)
0	0	0	INTEREST	5,740	0	5,740
0	0	0	CAPITAL CHARGES	14,550	0	14,550
			MOVEMENT TO/(FROM) WORKING BALANCE	15,470	0	15,470
			Net Expenditure	0	0	0
			Working Balance	274,855	31 March 2020	290,325

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APPENDIX 3

HRA AVAILABLE RESOURCES

HOUSING REVENUE ACCOUNT	2019-20 £	2020-21 £	2021-22 £	2022-23 £	TOTAL £
CAPITAL RESOURCES AVAILABLE					
Usable Receipts Brought Forward					10,552,213
Major Repairs Reserve Brought Forward					14,255,232
Other HRA Sales	1,459,500	0	0	0	1,459,500
Right to Buy sales	650,000	500,000	500,000	400,000	2,050,000
Surrender back to MHCLG - pending investment in replacement affordable housing	(2,324,990)	0	0	0	(2,324,990)
Major Repairs Reserve	3,553,210	3,553,210	3,553,210	3,553,210	14,212,840
Revenue Contributions to Capital	2,500,000	5,246,550	4,500,000	3,400,000	15,646,550
External contributions	625,308	0	0	0	625,308
Grant funding - Estate Regeneration Funding	391,456	0	0	0	391,456
Grant funding - Zero Energy Buildings Project	216,000	0	0	0	216,000
Commuted sums	2,966,575	2,389,786	0	0	5,356,361
Total Resources available	10,037,059	11,689,546	8,553,210	7,353,210	62,440,470
CAPITAL PROGRAMME					
HRA Capital Programme	26,843,000	14,744,592	10,470,156	8,920,408	60,978,156
Reported slippage - Quarter 1	(4,060,635)	4,031,935	28,700	0	0
Reported (under)overspends - Quarter 1					0
Total Housing Revenue Account	22,782,365	18,776,527	10,498,856	8,920,408	60,978,156
UNCOMMITTED CAPITAL RESOURCES:					
Usable Receipts Brought Forward	10,552,213	4,731,413	2,407,219	2,507,219	10,552,213
Major Repairs Reserve Brought Forward	14,255,232	7,330,726	2,567,939	522,293	14,255,232
Resources in Year	10,037,059	11,689,546	8,553,210	7,353,210	37,633,025
Less Estimated Spend	(22,782,365)	(18,776,527)	(10,498,856)	(8,920,408)	(60,978,156)
Uncommitted Capital Resources	12,062,139	4,975,158	3,029,512	1,462,314	1,462,314
WORKING BALANCE RESOURCES:					
Balance Brought Forward	10,025,355	8,571,870	5,873,606	4,311,577	10,025,355
HRA Balance Transfer - Surplus/(Deficit)	(1,336,415)	(2,698,264)	(1,562,029)	(303,326)	(5,900,034)
Quarter 1 forecast overspend	(117,070)				(117,070)
Balance Carried Forward	8,571,870	5,873,606	4,311,577	4,008,251	4,008,251
Balance Resolved to be Retained	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)
Uncommitted HRA Working Balance	4,571,870	1,873,606	311,577	8,251	8,251
TOTAL AVAILABLE CAPITAL RESOURCES	16,634,009	6,848,764	3,341,089	1,470,565	1,470,565

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2019-20
CAPITAL MONITORING - QUARTER 1

	2019-20 Capital Programme	2019-20 Spend	2019-20 Forecast Spend	2019-20 Budget to be Carried Forward to Future Years	TO 2020-21	TO 2021-22	TO 2022-23	TO 2023-24	2019-20 Programme Variances Under ()
	£	£	£	£					£
HRA CAPITAL									
EVERYONE HAS A HOME									
Z4212	Adaptations	595,910	82,940	595,910					0
Z4703	Estate Improvements	64,290	28,927	64,290					0
Z4705	Programmed Re-roofing - Flats	312,060	0	312,060					0
Z4705	Programmed Re-roofing - Houses	1,131,830	0	631,830	500,000	500,000			0
Z4709	Energy Conservation	25,000	0	25,000					0
Z4713	Garage Upgrades	68,400	47	68,400					0
Z4718	LAINGS Refurbishments	2,420,000	264,355	2,000,000	420,000	420,000			0
Z4719	Kitchen Replacement Programme	1,795,590	40,788	897,795	897,795	897,795			0
Z4721	Balcony Walkway Improvements	323,000	3,928	323,000					0
Z4724	Bathroom Replacements Programme	1,128,280	124,331	564,140	564,140	564,140			0
Z4729	Door Replacements (including Outbuildings)	210,930	4,934	210,930					0
Z4743	Communal Area Improvements	118,210	0	118,210					0
Z4745	Structural Repairs	344,550	44,809	344,550					0
Z4755	Rennes House Structural Works	2,028,700	130,110	1,000,000	1,028,700	1,000,000	28,700		0
Z4758	Common Area Footpath/Wall Improvements	191,780	43,987	191,780					0
Z4763	Soil Vent Pipe Replacement	130,950	0	130,950					0
Z4764	Electrical Central Heating	19,240	0	19,240					0
Z4768	Fire Safety Storage Facilities	243,780	0	243,780					0
Z4802	Electrical Re-wiring - Domestic	328,670	6,822	328,670					0
Z4802	Electrical Re-wiring - Communal	296,920	24,979	296,920					0
Z4903	Central Heating and Boiler Replacement Programme	590,670	4,819	590,670					0
Z4906	Communal Door & Screens	388,780	21,500	388,780					0
Z4909	Fire Risk Assessment Works	505,770	53,746	505,770					0
Z4910	Loft and Cavity Insulation	97,690	0	97,690					0
Z4915	Window Replacements	1,513,750	874	1,513,750					0
Z4916	Replacement Housing Management System	92,190	67,187	92,190					0
Z4917	Porch Canopies	192,480	0	192,480					0
Z4918	Zebcat Project	446,080	60	446,080					0
HOUSING REVENUE ACCOUNT TOTAL		15,605,500	949,144	12,194,865	3,410,635	3,381,935	28,700	0	0
COUNCIL OWN BUILD CAPITAL									
Z3220	Extra Care Scheme	9,200,640	988,001	8,700,640	500,000	500,000			0
Z4751	Acquisition of Social Housing - Section 106	390,000	0	240,000	150,000	150,000			0
Z3201	Acquisition of Social Housing - Open Market	1,255,400	297,499	1,255,400					0
Z5101	Estate Regeneration - Heavitree	391,460	49,873	391,460					0
COUNCIL OWN BUILD TOTAL		11,237,500	1,335,373	10,587,500	650,000	650,000	0	0	0
OVERALL HOUSING REVENUE ACCOUNT TOTAL		26,843,000	2,284,517	22,782,365	4,060,635	4,031,935	28,700	0	0

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REPORT TO: Corporate Services Scrutiny Committee

Date of Meeting: 26 September 2019

REPORT TO: Executive

Date of Meeting: 8 October 2019

Report of: Director of Communities, Health, Wellbeing, Sport and Leisure

Title: The Council's Annual Health and Safety Report for 2018

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

1.1 The report presents the Council's activities and performance in relation to health and safety at work during 2018. A copy of the Annual Health and Safety Report 2018 (the Annual Report) is provided at Appendix A.

2. Recommendations:

2.1 That Corporate Services Scrutiny Committee notes the content of the Annual Report.

2.2 That Executive notes the content of the Annual Report

3. Reasons for the recommendation:

3.1 Exeter City Council, aims is to be an exemplar of health and safety practice. To accomplish this the Council needs to continually improve its health and safety management systems.

3.2 The Health and Safety Executive (HSE) recommend that authorities publish an annual report setting out its approach and performance in relation to health and safety at work

3.3 This report meets this best practise standard

4. What are the equality and diversity impacts of this decision?

4.1 This report does not require an equality and diversity impact assessment as there are no policy or other related decisions needed as a result of this report. This report seeks to update on the Council's own health and safety position during 2018.

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

5.1 There are no additional resource implications and The Annual Report is achieved under existing resources.

6. Section 151 Officer Comments:

6.1 There are no financial implications for Council to consider contained in this report.

7. What are the legal aspects?

- 7.1 The Annual Report informs Elected Members of the City Council's activities and performance in health and safety at work during 2018. The Annual Report is published to supplement the Council's policy for health and safety at work, in compliance with the Health & Safety at Work etc. Act 1974 and Regulation 5 of the Management of Health and Safety at Work Regulations 1999.

8. Monitoring officer Comments:

The report raises no issue for the Monitoring Officer.

9. Report Details:

- 9.1 Our approach to health and safety is to be open and transparent which is why we have reviewed and established rigorous governance system and processes in 2018.
- 9.2 We are now better able to monitor and measure our performance and to learn from failures to ensure progress and improvement. A culture of openness and learning will help staff and contractors to fully understand and appreciate safety standards and procedures leading to a safe working environment for all.
- 9.3 The Annual Report provides details of a number of Council buildings affected by fire during 2018. The report also examines how fires in buildings owned by others impacted on the day to day normal activities of Exeter City Council. All of the fires resulted in lost time and lost production, however there were no employee casualties resulting from the incidents.
- 9.4 The Annual Report describes our progress in valuing our employees as well as meeting our statutory obligation for their safety and health at work. Progress in managing work-related stress risk, training in corporate responsibility and safety inspection accident investigation, training in risk assessment review all contributed the valuing our employees during 2018.
- 9.5 Of particular note is the Council's reduction in the number of accidents reportable to the Health and Safety Executive. In this respect the number of accidents in 2018 was halved from that reported in 2017.
- 9.6 New contractors were appointed to undertake electrical portable appliance safety testing, water hygiene safety assessments and checks and fire systems service and maintenance in Council buildings.
- 9.7 Policies were revised for Lone Working Safely, Fire Safety Management and Health and Safety Training, all strengthening the Council's organisation and arrangements for the health and safety its employees and others with whom we interact.
- 9.8 An extensive safety review of Waste and Recycling Operations was carried out and a number of recommendations were made to maintain a safe working environment in this high hazard service.

9.9 The Annual Report makes recommendations for ongoing monitoring and review during the coming year, 2019, in all the above areas, plus other areas such as follow up of significant findings from fire risk assessments in Council buildings.

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

10.1 The Annual Report contributes to:

- Promoting active and healthy lifestyles
- Provide value-for-money services despite continuing central government budget reductions
- Lead a well-run Council

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

11.1 The Annual Report specifies targets and priorities to manage risk and establishes staffing levels to achieve the necessary outcomes. The main risk of not achieving the areas outlined in the service plan will be that of employee and public safety, which could lead to serious injury, ill health or death.

12. What is the impact of the decision on health and wellbeing; safeguarding children, young people and adults with care and support needs, economy, safety and the environment?

12.1 The report has no impact on young people and vulnerable adults. The report does impact positively on health and wellbeing, community safety and the environment.

13. What other options are there, and why have they been dismissed?

13.1 The annual report must be reviewed on an annual basis to demonstrate the Council's desire to be an 'exemplar' of health and safety within the city.

Author: Simon Lane, Environmental Health and Licensing Manager

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

Background papers used in compiling this report:-

- 'Think about Health and Safety. What Elected Members of Local Authorities Need to Know' (2009) IOSH.
- The Health & Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999 (regulation 5).

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

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DRAFT

Health and Safety at Work

Annual Report

2018

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1: Introduction

Exeter City Council aims is to be an exemplar of health and safety practice. We will accomplish this by continually seeking to improve our health and safety management system so that it meets with our vision, values and the expectations of those affected by what we do.

We recognise that complying with the Health and Safety at Work etc. Act 1974 and pertaining regulation is a legal requirement, therefore Health and Safety is equally as important as all other corporate aims. We will ensure that our responsibilities for health and safety are clearly allocated, understood, monitored, fulfilled and that legal requirements will be regarded as the minimum standard to be achieved.

Our approach to health and safety is to be open and transparent which is why we have reviewed and established rigorous governance system and processes which enable us to monitor and measure our performance and to learn from failures to ensure progress and improvement. A culture of openness and learning will help staff and contractors to fully understand and appreciate safety standards and procedures leading to a safe working environment for all.

Best practice suggests organisations publish an Annual Health and Safety Report. This report provides an overview of our performance for the calendar year 2018 and priorities for 2019.

2: Corporate Health and Safety Committee

The Corporate Health and Safety Committee is responsible for developing and implementing health and safety policy across the Council. Its role is to provide advice on the Council's duties under the Act, ensure the provision of resources to carry and those duties and ensure that proactive and reactive monitoring takes place.

Ultimately the responsibility for health and safety rests with the Chief Executive and Growth Director who discharges his duties through the committee. The committee is chaired by a Director and all members of the Senior Management Board are members of the committee alongside trade union branch representatives.

Corporate Health and Safety Team

The committee is supported and advised by the by the Corporate Health and Safety Team which consists of:

- Environmental Health and Licencing Manager
- Principal Health and Safety Officer, and
- Health and Safety Assistant

The Corporate Health and Safety Team provide a support service to Council staff right across the authority. This service includes advice, training, audit and monitoring and the management of the Corporate Health and Safety Representatives Committee. The team also have overall responsibility for the corporate health and safety assessment software system: AssessNET.

There are also occupational health and health and safety officers within Housing and Corporate Property Services who are responsible for compliance in these areas. Each service areas is required to appoint a health and safety representative who are members of the Corporate Health and Safety Representatives Committee. Their role is to actively improve health and safety performance and standards and they work closely with Directors on the Health and Safety Committee.

Did you know?

Under health and safety law an organisation must appoint one or more people to help it undertake measures needed to comply with health and safety regulations. The Corporate Health and Safety Team and the Compliance Officers are the people in our organisation appointed to do this.

3: Safety in Buildings

Background

In this section we cover health and safety aspects that apply to Council owned and operated buildings. Those responsible for this area are designated either as part of their job role, such as Premises Manager, or because they have taken on an additional duty such as Fire Wardens, First Aiders or Safety Representatives.

The Legal Position

The Regulatory Reform (Fire Safety) Order 2005 requires organisations to:-

- carry out a fire-risk assessment identifying any possible dangers and risks;
- consider who may be especially at risk;
- eliminate or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk left;
- take other measures to make sure there is protection if flammable or explosive materials are used or stored;
- create a plan to deal with any emergency; and
- review the risk assessment, as detailed in guidance.

The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012[2]. It requires the person who has the duty (i.e. the 'duty holder') to:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in
- presume materials contain asbestos unless there is strong evidence that they do not
- make, and keep up-to-date, a record of the location and condition of the asbestos- containing materials - or materials which are presumed to contain asbestos
- assess the risk of anyone being exposed to fibres from the materials identified
- prepare a plan that sets out in detail how the risks from these materials will be managed
- take the necessary steps to put the plan into action
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them

The Electricity at Work Regulations 1989 apply to all work activities involving electrical equipment. They place duties on employers, the self-employed and employees (subsequently referred to as 'duty holders') to control risks arising from the use of electricity.

There is no statutory requirement to provide first aid under the First Aid Regulations other than for people at work. However, the Health and Safety

Executive (HSE) recommend the public are considered when conducting first aid assessments and providing first aid. The Council is a public serving organisation and members of the public that regularly use our buildings must therefore be considered in the Assessment of First Aid Needs in all relevant areas of our business.

The Gas Safety (Installation and Use) (Amendment) Regulations came into force during 2018. The regulations apply to those who have a duty under the Gas Safety (Installation and Use) Regulations 1998 and includes those who install, service, maintain or repair gas installations or other gas fittings. Landlords also have duties under these regulations. The change to these regulations does relax regulatory requirements or reduce safety standards in any way. The amendment allows provision for landlords to carry out the annual gas safety check in the two months before the due date and retain the existing expiry date. This helps landlords to avoid waiting to the last moment and not gaining access, or having to shorten the annual gas cycle check to comply with the law. This latter amendment is of particular benefit to the Housing Assets Service.

Legionella risk management falls under the Control of substances hazardous to health regulations and, more generally, the Management of Health and Safety Work regulations. The management of legionella is primarily a function that is undertaken in buildings but, in Exeter City Council's case, is also required at a few outdoor assets (i.e. the non-buildings environment, for example

St Thomas Splash Pad).

3.1 Background

3.1.1 **In this** section we cover all aspects of Health and Safety that apply to Council owned and operated buildings. Those responsible for this area are designated either as part of their job role, such as Premises Manager, or because they have taken on an additional duty such as Fire Wardens, First Aiders or Safety Representatives.

3.2 The Legal Position

3.2.1 The Regulatory Reform (Fire Safety) Order 2005 requires organisations to:-

- carry out a fire-risk assessment identifying any possible dangers and risks;
- consider who may be especially at risk;
- eliminate or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk left;
- take other measures to make sure there is protection if flammable or explosive materials are used or stored;
- create a plan to deal with any emergency; and
- review the risk assessment, as detailed in guidance.

3.2.2 The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012. It requires the person who has the duty (i.e. the 'duty holder') to:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in
- presume materials contain asbestos unless there is strong evidence that they do not
- make, and keep up-to-date, a record of the location and condition of the asbestos- containing materials - or materials which are presumed to contain asbestos
- assess the risk of anyone being exposed to fibres from the materials identified
- prepare a plan that sets out in detail how the risks from these materials will be managed
- take the necessary steps to put the plan into action
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them

3.2.3 The Electricity at Work Regulations 1989 apply to all work activities involving electrical equipment. They place duties on employers, the self-employed and employees (subsequently referred to as 'duty holders') to control risks arising from the use of electricity.

3.2.4 There is no statutory requirement to provide first aid under the First Aid Regulations other than for people at work. However, The Health and Safety Executive strongly recommend the public are considered when conducting first aid assessments and providing first aid. The Council is a public serving organisation and members of the public that regularly use our buildings must therefore be considered in the Assessment of First Aid Needs in all relevant areas of our business.

3.2.5 The Gas Safety (Installation and Use) (Amendment) Regulations came into force during 2018. The regulations apply to those who have a duty under the Gas Safety (Installation and Use) Regulations 1998 and includes those who install, service, maintain or repair gas installations or other gas fittings. Landlords also have duties under these regulations. The change to these regulations does relax regulatory requirements or reduce safety standards in any way. The amendment allow provision for landlords to carry out the annual gas safety check in the two months before the due date and retain the existing expiry date. This helps landlords to avoid waiting to the last moment and not gaining access, or having to shorten the annual gas cycle check to comply with the law. This latter amendment is of particular benefit to the Housing Assets Service.

3.2.6 Legionella risk management falls under the Control of substances hazardous to health regulations and, more generally, the Management of Health and Safety Work regulations. The management of legionella is primarily a function that is undertaken in buildings but, in Exeter City Council's case, is also required at a few outdoor assets (i.e. the non-buildings environment, for example St Thomas Splash Pad).

3.3 Exeter City Council Position

3.3.1 Fire remains the risk with greatest likelihood of killing the most number of people in the shortest space of time in a workplace. The severity remains high but the likelihood has

been reduced over many decades by improvements to building design, fire protection systems, and fixtures and fittings standards. Fire safety training remains a mandatory requirement for all employees.

3.3.2 Poor maintenance and checks of portable appliances poses a risk of causing electrical shock or fire. Due to resource implications portable appliance testing across Council buildings had fallen behind during 2017 and an action plan was implemented during 2018 to bring the appliance testing schedule back up to a sufficient standard.

3.3.3 Asbestos remains a significant threat to the Council as many Council buildings contain asbestos. To manage the risks associated with asbestos fibre release a number of key officers have received training to help services manage asbestos in their buildings, as well as to coordinate and monitor the work of contactors in Council premises where asbestos is present. There has been a reduction in cases of asbestos related accidents in the last few years as a result.

3.3.4 Asbestos from building works is sometimes present in fly-tipping offences. The Corporate Health and Safety Team attend and advise in these situations. As an authority we always seek to identify and prosecute perpetrators of fly-tipping.

Photo. Asbestos containing materials were fly tipped into a Council trailer while it was parked a city centre car park in June 2018 (the photo shows the trailer after being returned to the depot under controlled conditions)



Did you know?

It cost Exeter City Council £1,595.00 + VAT to have the fly tipped asbestos in the above photograph removed and the trailer de-contaminated

3.3.5 Ongoing monitoring of radon gas takes place at the Underground Passages, with the Facilities Manager trained as a Radiation (Radon) Protection Supervisor. Detailed records are kept of employee time spent in the Passages and the Heritage Centre. An information briefing is handed to all contractors that visit to work in the Passages regularly or for 'one-off' contracts.

3.3.6 The Water Hygiene Risk Management Policy was reviewed at the end of 2016. The revised policy identifies clear lines of responsibility across the organisation from the Duty Holder into the Directorates of Place and Housing.

- 3.3.7 The Water Hygiene Risk Management Policy provides guidance on training competencies for responsible persons, nominated persons and also for Environmental Health Officer competency in inspection of non-healthcare commercial spa pools.
- 3.3.8 Risk of infectious disease (Legionella) from mismanagement of water systems continues to be mitigated by a schedule of monitoring by a competent water hygiene contractor.
- 3.3.9 A programme of gas safety inspections (annual gas safety check) is carried out by Housing Assets and Corporate Property Services. Copies of certificates of compliance and records of service, maintenance and repairs are held by these services.

3.4 2018 Progress Report

- 3.4.1 House fires occurred in 3 Council houses during 2018: Investigations were carried out and it was established the seat of the fire was around electrical installations. Council Tenants are provided periodically with fire safety information in our Residents Housing Magazine and other accessible information media.

Photo: A photograph from the forensic investigation reports into two Council house fires in 2018.



- 3.4.2 Elsewhere in the organisation there were three fire safety incidents in buildings and at depots. Two of these were in Car Parking Services and one was in Waste & Recycling Operations. Nobody was hurt in these incidents.
- 3.4.3 Fire and emergency evacuation drills were carried out at the majority of council owned buildings, however there were a small number where a better schedule needs to be implemented during 2019. Premises Managers are tasked with providing Corporate Health and Safety dates that their fire evacuation drill(s) took place as part of the annual safety audit of their building and Council policy.
- 3.4.4 During 2018 a new contract for fire system testing and maintenance of non-domestic Council buildings was commenced under the auspices Corporate Property Services. All fire systems were tested and subject to an annual maintenance check during this period.

- 3.4.5 A schedule of portable electrical appliance testing was enhanced, with a new contractor appointed to the task. The result is fire risk reduction from faulty electrical appliances in non-domestic Council buildings and common parts in communal housing. The contract will be extended during 2019 to include lower risk fixed flexed appliances.
- 3.4.6 The Council is a member of the Asbestos Control and Abatement Division (ACAD). The aims and objectives of ACAD include acting positively to promote best working practices, providing accurate information to members and the industry as a whole and to work closely with statutory bodies such as the Health and Safety Executive and the Environment Agency.
- 3.4.7 Asbestos release incidents in Council buildings continue to fall in number. During 2018 four asbestos release incidents in buildings were recorded. Two of these incidents occurred in Council houses and two were in other buildings.
- 3.4.8 One of the Housing incidents was of particular concern. A family, including a child, had to be decanted from their home for some time. The Health and Safety Executive carried out an inquiry into the incident but did not prosecute the contractor. The contractor's operative was dismissed. The entire works contract across the authority was halted for the duration of the investigation, which caused substantial disruption and delay to various works programmes in the authority.
- 3.4.9 Another of the asbestos release incidents occurred at a bowling club, where the lessees had carried out minor works to the clubhouse without suitable and sufficient clearance from the Council in its capacity as landlord. The lessees were reprimanded and provided with information and instruction to prevent a future recurrence.
- 3.4.10 A non-release asbestos incident was also recorded. In this incident a contractor that was suitably licensed for asbestos removal had placed a double bagged consignment in a normal workplace and had left the site. The contractor was reprimanded and a note of the failing made in their contract file.
- 3.4.11 Radon samples were taken in the Underground Passages during 2017 (as they are annually) and levels are shown as greatly reduced since engineering controls began to be introduced in 2009. However, a change to the Ionising Radiation Regulations in February 2018 meant that with the level of radiation recorded in the passages we had to notify The Health and Safety Executive and be entered on their register. We are taking advice from our Radiation Protection Advisor as to whether we will also need a certificate of consent to operate within the Passages. The implications are that we need to keep the Passages entered in a national register. It is anticipated that there will be no change to our ongoing risk management of radon in the Passages and employees working there remain below the exposure action level that would constitute them being radiation workers.
- 3.4.12 A Notice of Contravention from the Health and Safety Executive (HSE) was received in February 2018 in respect of breaches in gas safety. The notice pertained to two Council housing blocks (flats), where gas fittings had been adversely affected by roof works carried out under the control of a principal contractor, working on behalf of Exeter City Council. A written submission was made by the Housing Assets Service Lead to the HSE under the Police and Criminal Evidence Act. The outcome of the HSE decision is expected in due course.

- 3.4.13 During 2018 a new contractor was appointed for water hygiene management in Council buildings. Risk assessment reviews commenced in all locations with remedial actions taking place as advised by Corporate Health and Safety and Compliance Officers in Housing Assets, Corporate Property and Public Realm.
- 3.4.14 Security measures at the Civic Centre were reviewed in relation to employee and customer safety. Physical guarding in the form of a bollard was recommended for the approach pavement in front of the Customer Service Centre to reduce injury and damage from 'ram raid' vehicle attack. Capital funding was allotted to improve security in car parks.

3.5 Priorities for 2019

- 3.5.1 Continue addressing actions arising from fire risk assessment reviews. Prioritise actions across Property Services and Housing to achieve compliance in compartmentation, fire doors, fire alarm system upgrades and any other locally identified priorities.
- 3.5.2 Extend security reviews of Council buildings where crowds gather in relation to employee and customer safety.
- 3.5.3 Progress water hygiene risk assessment reviews under new contract.
- 3.5.4 Review asbestos management policy to harmonise Housing and Estates elements of policy and improve performance in management of asbestos as required by The Control of Asbestos Regulations 2012.
- 3.5.5 Continue to audit and monitor contractor health and safety compliance, with particular regard to asbestos works and works where there may be potential breaches of 'fire stopping' and fire / smoke spread prevention compartmentalisation. All breaches and concerns will be investigated in accordance with the Health and Safety Policy.

Photo: Asset safety inspection is undertaken to periodic schedules. However, reactive safety measures are sometimes required. In this photograph temporary barriers guard a loosened dislodged Victorian gateway entrance pier at Topsham Cemetery that has been struck by a lorry.



4: Valuing our employees

4.1 Background

4.1.1 Exeter City Council (the Council) recognises and accepts its responsibility as an employer to ensure, so far as it is reasonable practicable, that all its activities are conducted without risks to the health and safety of its employees. The Council will aim to continuously improve health and safety performance and eliminate accidents and ill health to the benefit of the employee. The Council will strive to act as an “Exemplar” of health and safety practice. The welfare of employees will be protected.

‘The heart and soul of every great company is its people and the most successful organizations are those in which the passions of its employees match the guiding principles of the business. One of the most important challenges leaders face when keeping an organization on its path to greatness is creating a culture that is fulfilling to its people, with limitless opportunities for them to grow and learn’. (Kathy Bloomgarden, CEO of Ruder Finn)

4.1.2 The Health and Safety Executive state that the keys to effectively managing health and safety are:

- leadership and management (including appropriate business processes);
- a trained/skilled workforce;
- an environment where people are trusted and involved.

4.1.3 The Health and Safety Executive advocates that all of these elements, underpinned by an understanding of the profile of risks the organisation creates or faces, are needed. At Exeter City Council these key areas are reflected throughout our Health and Safety Policy.

4.2 The Legal Position

4.2.1 Training for health and safety at work is a legal requirement. A trained and skilled workforce is less likely to have accidents at work than a non-trained workforce.

4.2.2 Accident, Incident and Near Miss reporting

The law requires employers and other people in control of work premises to report and keep records of work related accidents which cause death, certain serious injuries, diagnosed cases of industrial diseases and specific dangerous occurrences. There are also special requirements for gas incidents. The Corporate Health and Safety Team advise Service Managers in these matters. A flow chart is on every Health and Safety Noticeboard to guide staff through accident and incident reporting procedures.

Did you know?

If a member of the public is taken to hospital from the scene of an accident on Council owned property it must be reported to the Health and Safety Executive. There were two such accidents on our premises during 2018.

Table 4: A breakdown of the Reporting of Injuries Diseases and Dangerous Occurrences Regulation incidents during 2018 and management response

Classification	Injury / Incident	Employment Group	Date	Location & details	Remedial Action / Response
Over 7 day injury	Slip, trip and fall	Public & Green Spaces	19/03/2018	At Belle Isle Depot a Team Leader fell on a pothole in the ground surface and suffered a fracture within the foot	Medium term resurfacing works brought forward, lighting levels improved. Long term resurfacing works programmed for early 2019
Public to A&E from accident on Council Premises	Slip, trip and fall	Markets & Halls	15/04/2018	At Exeter Corn Exchange a customer stumbled and fell on the top step of the entrance stairs	Investigation revealed the top step was higher in the rising than the others. A works order was requested to re-cast the top steps and other steps to achieve uniformity of rise and going so far as is reasonably practicable.
Over 7 day injury	Struck by object	Public & Green Spaces	01/05/2018	On removing a large mower from a van the mower became stuck on the ramp. Suddenly then moving again, it struck the employee's knee	Investigation found mower mismatched ramp. All ramps were subsequently adjusted to fit all relevant machinery. Locating pin length was reduced to ensure ramps fitted flush with all van beds.
Public to A&E from accident on Council Premises	Struck by object	Public & Green Spaces	05/05/2018	A child suffered injury when riding on a basket swing her head struck a part of the 'tree trunk' frame	Investigation found a tyre buffer was marginally out of place but it was not possible to determine whether this was the cause. There were no adult witnesses. Shortly after the accident the equipment was vandalised and therefore removed. At the time of the accident all safety inspections were in date.

Classification	Injury / Incident	Employment Group	Date	Location & details	Remedial Action / Response
Over 7 day injury	Manual handling	Waste & Recycling Operations	09/05/2018	A Loader suffered back injury when picking up a recycling box	Investigation found that box was full of magazines and that this scenario is covered in training under dynamic assessment of 'load'
Over 7 day injury	Slip, trip and fall	Waste & Recycling Operations	26/06/2018	A Loader suffered an ankle injury. When climbing out of the lorry cab his foot twisted in a pothole	Investigation made recommendations to resurface certain areas of the Exton Road Depot.
Over 7 day injury	Slip, trip and fall	Waste & Recycling Operations	02/10/2018	A Loader suffered an ankle / foot injury. When walking across grass an unseen hole caused him to twist his ankle and fall	Investigation revealed short cuts across grass and undergrowth were being taken. Risk assessment control measures state to avoid shortcuts across grass and undergrowth and keep to the pavements
Over 7 day injury	Manual handling	Waste & Recycling Operations	15/11/2018	A Loader went to pull two bins together. One contained heavy builders waste and caused a heavy sprain in the employee's arm, upper back and neck region.	The bin was refused for collection and 'stickered'. Employees are trained to dynamically assess loads before making the pull away. Moving one bin at a time is recommended but when empty and returning to presentation point on a level surface, two at a time are acceptable.

4.2.3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations for Exeter City Council

During 2018 there were eight incidents that were reportable to HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. These are shown in table 4 above. This is half the number that were reportable during last year in 2017 and shows a positive reduction in safety incidents during 2018. It is of note that the reduction coincides with the establishment of a stronger health and safety

committee structure, which operates at both boardroom level and workplace representative level.

4.2.4 Incidence rate (RIDDOR) for Exeter City Council

The Exeter City Council incidence rate (RIDDOR) during 2018 is 1,301 per 100,000 employees and below the average in England of 2,000 per 100,000 employees¹. The figure is calculated on our full time equivalent employee establishment of 615 employee at 31st March 2018. The rate is significantly reduced from last year's rate of 1,795 and shows an overall reduction in serious accidents at work in Exeter City Council. While this shows very good improvement we will strive to reduce our incidence rate even further in 2019.

Did you know?

240 working days were lost in Exeter City Council during 2018 due to accidents at work. This was significantly less than 384 working days lost in 2017. A reduction by nearly one-third in days lost to workplace accidents.

4.2.5 Lone Working

Employers are legally bound to consider carefully, and then deal with, any health and safety risks for employees that work alone. Assessment of risks to lone workers should include the employer being aware that some tasks may be too difficult or hazardous to be carried out by an unaccompanied worker. Likewise, employees must adhere to any risk control measures stipulated by the employer when undertaking lone working. The Corporate Health and Safety Team can provide advice on risk assessment for lone working.

4.2.6 Stress at work

People's mental and physical health can be adversely affected by aspects of their working environment, which produce feelings of anxiety and sometimes acute distress. Factors such as long hours, workload, uncertain expectations and, significantly, lack of control over work tasks can lead to intense feelings of being unable to cope with such pressures. If prolonged this can lead to short as well as longer term damage to physical as well as mental health. The Management of Health and Safety at Work Regulations require every employer to make a suitable and sufficient assessment of the risks to the health and safety of the employees to which they are exposed while at work. Work-related stress is encompassed by this legal requirement.

4.2.7 Risk Assessment

Risk assessment is the process used to decide the control measures reasonably practicable to prevent injury from workplace hazards. Control measures must be suitable and sufficient, undertaken by a competent person, involve the workforce and be subject to period review. The requirement to undertake risk assessment is found in the Management of Health and Safety at Work Regulations.

4.2.8 Display Screen Equipment

¹ The Health and Safety Executive Annual Statistics Report for Great Britain 2015 /2016

Display screen equipment is a major part of most peoples' workplaces. The main risks that may arise in work with display screen equipment are musculoskeletal disorders such as back pain or upper limb disorders, visual fatigue, and mental stress. While the risks to individual users are often low, they can still be significant if good practice is not followed. Display screen equipment workers are also so numerous that the amount of ill health associated with such work is significant and tackling it is important. The specific regulations for display screen equipment usage were originally published in 1992 and amended in 2002.

4.3 The Exeter City Council Position

- 4.3.1 Work related stress poses a potential risk of significant ill health to employees, with sickness absence affecting operation of service levels and thereby potential to impact on other employees.
- 4.3.2 While overall safety incidents have reduced significantly, threatening incidents towards employees showed no change in number during this year across the Council. Vulnerable and Lone Working poses a risk of injury from assault and risk of psychological injury from isolation in, and after experiencing, threatening situations.

Did you know?

There were 26 recorded reports of staff being personally threatened in 2018 and two assaults on staff in the same period. Coincidentally, these figures are exactly the same as during 2017.

- 4.3.3 Risk of injury arising from unclear guidelines on training requirements for various employment groups is addressed through the E Academy suite of training programmes and through classroom or practical training. Corporate Health and Safety work closely with Human Resources Learning and Development to ensure lesson plans are periodically reviewed and training records, including refresher training records, are up to date.
- 4.3.4 Display screen equipment assessment continues to be delivered through assessment monitoring software called 'AssessNET'. Compliance and, where necessary, health and safety intervention is controlled through the Corporate Health and Safety Team. The Council has 522 employees classed as DSE Users. 303 assessments were completed during 2018, leaving a potential 220 outstanding going into 2019. Outstanding assessments during the year comprise either employees that are new to the organisation and have yet to undertake their self-assessment, or employees that have a 'next assessment due' reminder despatched to them during the year but have not yet undertaken their self-assessment. With 117 self-assessments over 24 months old and 82 'no assessment' yet undertaken, 199 of 220 outstanding assessments evidence this. The AssessNET system can filter at many levels and identify names of employees that have not carried out their DSE self-assessment-
- 4.3.5 Training in risk assessment continues on a regular programme throughout the year, delivered to QCF level 2 by Corporate Health and Safety. Training is available to both employees and external candidates through our accreditation to Highfield.

4.4 2018 Progress Report

- 4.4.1 Ratification of a revised Lone Worker Policy and a corporate contract for provision of personal protective equipment, in the form of GPS tracked call alert communicators, have afforded clarity in risk control measures to inform service risk assessments on lone working and improve protection for our lone workers.
- 4.4.2 A gap analysis of Safety Responders (First Aiders and Fire Wardens) identified a mismatch of 'Responders' across the authority in terms of numbers or Responders to workplace hazard level. Health and Safety Committee directed a realignment of Responders to a more balanced and equitable distribution. The redress was driven through health and safety auditing and workplace inspection. Additional Fire Wardens and Fire Marshalls were nominated for a number of Council buildings. New First Aid at Work (FAW) volunteers were trained for Waste Operations. The gaps have been plugged and, with the help of the Health and Safety Representatives Committee, Safety Responder provision and distribution is monitored across the organisation.
- 4.4.3 Inconsistencies across the authority in the review of warning markers that had been placed on the Employee Protection Register was raised through Health and Safety Representatives. Risks arising from inconsistency were found to include delay in timely information to employees of high risk people (markers), historical information about high risk markers becoming out of date and delays in the review of the high risk markers process. Health and Safety Committee approved a new Safety of Employees Review Group (SERG) to oversee the risk rating of markers and the timely review of information held on customers that have been given markers. SERG meets monthly and is able to 'fast track' information in between times when necessary.
- 4.4.4 A welfare audit of Belle Isle Depot in the latter part of 2017 had made recommendations for improved welfare facilities. Merging of manual workers in services Street Scene, Parks and Open Spaces and Cemeteries into Public and Green Spaces had caused a concentration of staff at Belle Isle Depot. Work on new welfare facilities was making good progress by the latter part of 2018.

Did you know?

303 Display screen equipment self-assessments were completed by employees during 2018 and reviewed by Corporate Health and Safety. Of the 303, 27 were subsequently assessed in detail by Corporate Health and Safety to address and prevent musculoskeletal and other conditions associated with problems at the workstation.

Did you know?

Six health and safety workplace assessments for reasonable adjustment under the disability provisions of the Equality Act 2010 were carried out by Corporate Health and Safety during 2018.

- 4.4.6 The Health and Safety Policy was reviewed and republished to reflect new corporate structure. The Health and Safety Committee structure was realigned in line with 1977 and 1996 regulations on consultation with employees.
- 4.4.7 The Health and Safety Training Policy was reviewed and now includes a detailed 'training matrix' allowing Service Managers a detailed breakdown of the type of health

and safety training required for employment groups within their respective services. A dedicated budget for Health and Safety Training has been provided for 2019/20.

4.5 Planned activity in 2019

- 4.5.1 Progress to Stage 4 of the Stress Management Standards, to implement control measures from findings in the Stress Surveys at Stage 2 and Focus Groups at Stage 3.
- 4.5.2 Continue with dust sampling of the Materials Reclamation Facility to help review our Control of substances hazardous to health regulations assessment.
- 4.5.3 Continue with Noise at Work risk assessment reviews to stay on track with our Hearing Protection Programme.
- 4.5.4 Assist HR in completion of The Health and Safety Training Matrix by providing advice on competencies within respective employment groups, where this is required from a technical standpoint.
- 4.5.5 Review the Unacceptable Behaviour Policy via a working group to complement SERG and consolidate policies 'Step Away from Violence and Aggression', 'Employee Protection Register' and existing Unacceptable Behaviour Policy.
- 4.5.6 Provide support and guidance in the Agile and Flexible Working programme across the authority, with reference to the Display Screen Equipment Regulations and the Management of Health and Safety Regulations, to anticipate and inform corporate adoption of same.

5: Vehicle, Plant and Machine Safety

5.1 Background

5.1.1 We cannot deliver our essential services without plant and machinery. For example, in Waste & Recycling, Public & Green Spaces and in Waterways services depend on a variety of vehicles and machinery to be in safe condition and in working order to achieve service delivery to the city.

5.2 The Legal Position

5.2.1 Plant and Machinery

Regulations governing the safety of plant and machinery are found in the Provision and Use of Work Equipment Regulations. For example, regulation 11 deals with managing dangerous parts of machinery.

Did you know?

In 2018 a recycling firm was fined £670,000 after an employee sustained life threatening head injuries. He was struck by a telehandler's boom at a plastics and baling recycling facility. The company had failed to plan the management or workplace transport and had not trained employees adequately. The employee in charge of the telehandler was neither trained nor certified to operate it.

5.2.2 Noise and Vibration

Action levels and limit values for exposure to noise and vibration arise from the EU physical agents' directive. From this directive come the 'Control of Noise at Work Regulations' and the 'Control of Vibration at Work Regulations'. There are approved codes of practice to help employers comply with these regulations.

Did you know?

In January 2017 Thanet District Council was fined £250,000 with £18,325 costs to the court for not taking suitable and sufficient steps to control its workers' exposure to risk of hand arm vibration syndrome from vibrating machinery in its parks department. The fine was reduced from around £450,000 because the council entered an early plea of guilty and showed a high level of cooperation with the HSE during the case.

5.2.3 Workplace Transport

'Workplace transport' means any vehicle or piece of mobile equipment that is used by employers, employees, self-employed people or visitors in any work setting (apart from travelling on public roads). The definition covers a very wide range of vehicles, from cars, vans, lorries and lift trucks, to less common vehicles and plant such as straddle carriers, rubber-tyred gantries and self-propelled machinery.

Did you know?

In 2005 the Health and Safety Executive estimated that on average 50 people were killed every year by workplace transport and that an average of 1,500 major injuries a year were caused by the same.

Did you know?

In 2018 Croydon Borough Council and Veolia were together fined £350,000 in total for an injury to a council employee with learning difficulties. He sustained multiple fractures to his right arm and required a skin graft after being crushed by a reversing Refuse Collection Vehicle.

5.3 The Exeter City Council Position

- 5.3.1 In the organisational risk profile waste and recycling operations constitute high-hazard low-frequency rating and are therefore a risk-priority in the risk profile. The majority of these hazards arise from plant and machinery.
- 5.3.2 Injury risks from workplace transport, lighting, surface conditions and operational plant remains the most frequent hazard identified in workplace safety inspections.

5.4 2018 Progress Report

- 5.4.1 An extensive review of the Belle Isle Depot took place during January 2018. Clear recommendations were made for improvements to traffic management at the site for both immediate and longer term reduction of injury risk from moving plant, machinery and general vehicles. Pedestrian walkways were designated and marked, a one-way traffic system was introduced and high visibility Personal Protective Equipment (PPE) became mandatory for everyone on site, with the sole exception of office workers walking from their cars in the bays outside the office into the office and nowhere else.
- 5.4.2 A thorough audit of Waste & Recycling Operations included an audit of induction training for both use of the automated bin lifting machinery at the rear of the Refuse Collection Vehicle and working in the road when emptying bins. Singularly or combined, working in the road and operating bin lift machinery carries a risk of death or serious injury. The audit made recommendations for significant changes to the way in which the routes were risk assessed, with examples provided to the Service Manager.

Did you know?

The HSE took enforcement action against Teignbridge District Council in 2017. Two improvement notices were served on the waste collections department requiring them to undertake separate Rounds Risk Assessments of all collection routes. This was following an accident where an employee was airlifted to hospital after sustaining crush injury to the chest from the vehicle he was working beside.

- 5.4.3 The most serious near miss incident of 2018 for Exeter City Council occurred on 2nd January 2018 when an unoccupied Refuse Collection Vehicle began rolling backwards on a hilled street. A Loader managed to enter the cab and bring the vehicle to a halt before its momentum reached an unstoppable speed. A detailed investigation, including a thorough examination of the vehicle, revealed human factors to be the cause of the incident.

Photo: in 2016 an unoccupied skip lorry began rolling backwards during a transfer at Derriford Hospital, Plymouth. The driver attempted to enter the cab and halt it, but slipped and was killed beneath the wheels.



5.5 Planned activity in 2019

- 5.5.1 Audit completion of workplace transport safety measures at Belle Isle (resurfacing works for more permanent segregation of vehicles and pedestrians, via physical guarding and demarcation and lighting improvements.
- 5.5.2 Audit Exeter Corn Exchange mobile elevated working platform.
- 5.5.3 Continue quarterly safety tours of the Materials Reclamation Facility (MRF) with the Service Manager and Safety Representatives.
- 5.5.4 Audit the Cash in Transit vehicle in line with ergonomic considerations for the design of the workplace, with specific attention paid to manual handling during loading and unloading.

6: Event Safety

6.1 Background

6.1.1 The Exeter Safety Advisory Group was formed in July 2013 to ensure multi-agency scrutiny of safety planning for events of a higher risk nature.

6.2 The Legal Position

6.2.1 Under the Health and Safety at Work Act and other health and safety regulations event organisers have responsibility for their workers (voluntary or paid), the contractors providing services to the event and to members of the public that make up the audience or crowd.

6.2.2 Site owners, if they are in control of an event that constitutes a work premises, have a duty to make sure it is safe for those working there and attending the event. If the control of a site / venue is shared, the respective responsibilities should be clearly defined and assigned. Put in place effective liaison arrangements on health and safety matters and share safety-related information, e.g. the location of buried services.

6.2.3. The Exeter Safety Advisory Group was formed to aid the Council's objectives to uphold reasonable standards of safety at all public events in the Council's area, encourage the wellbeing of the public at those events and ensure so far as possible that any inconvenience to residents, businesses and the general public arising from events is minimised. The Exeter Safety Advisory Group's role is to consider events with potentially significant impact and requirements in order for such events to be safe. The Exeter Safety Advisory Group's remit includes outdoor events that require a premises licence under the Licensing Act 2003, firework displays, carnivals, parades and other events with a potentially significant impact of a similar nature.

Did you know?

In 2009 Chester-le Street District Council pleaded guilty in the 'Dreamspace' case, in which an inflatable art work became momentarily airborne in high winds. The plea was centred on the council being landowner of the park in which the tragedy occurred and helping to promote the event, by virtue of which they had certain health and safety responsibilities. Two people were killed and twenty-seven others, including children, were taken to hospital.

6.2.1 The Exeter City Council Position

6.3.1 Since 2013, large events throughout the City have increased significantly in number. During 2018 events held on Council land again increased in number and size.

6.3.2 Event notifications made to Exeter City Council are consolidated via a single notification form. Upon receipt of a completed form the Exeter Safety Advisory Group Secretary distributes to all Exeter Safety Advisory Group Members, thereby fast-tracking information to the respective parties.

6.4 2018 Progress Report

- 6.4.1 During 2018 twelve event organisers and their event management teams attended Exeter Safety Advisory Group meetings to present their event management plans to the Group. This included Exeter Respect, Deep Water Soloing, Naked Bike Ride, Shrouds of the Somme, Ikea opening in Exeter, Christmas Lights and Christmas Market and the Hijacked Festival.
- 6.4.2 During this year a near miss incident occurred when a telehandler loader collided with a Council van in Northernhay Gardens during the 'take down' phase of a prestigious event. The telehandler driver had not planned a lift and could not see the Council van before him with the load raised on the forks. The investigation revealed the driver of the telehandler had not been trained and did not carry a suitable licence to drive the machine. A new risk control measure was instructed by the Health and Safety Committee and from now on all vehicle and plant movements during event 'builds' and 'take down' phases must carry a permit to work. The permit to work will be issued by the Service Manager's competent representative or a member of the Corporate Health and Safety Team.
- 6.4.3 Work has progressed on a dedicated events section of our new Gov-UK style website. It will be placed in the People and Communities sub-section, with web-links to The Health and Safety Executive guidance to enable organisers to obtain fast track access to events health and safety guidance.

6.5 Planned activity in 2019

- 6.5.1 Continue with Exeter Safety Advisory Group and explore improvement to shared information via Knowledge Hub, which is a software system used by neighbouring local authorities for Safety Advisory Groups.
- 6.5.2 Maintain membership of Local Authorities Event Organisers Group and where possible attend the Annual General Meeting. Maintain links with Local Authorities Event Organiser's Group to help promulgate best practice among local authorities nationally.
- 6.5.3 Further work needs to be done to ensure a smoother notification and application process for events.
- 6.5.4 Ensure permits to work for site transport at events on Council land are being adhered to.

7: Water Safety

7.1.1 Background

7.1.1 Exeter City Council is the waterways authority for the city and downstream of Exeter to where the Exe Estuary meets the sea. The Exeter Ship Canal is the oldest ship canal in England. A small dedicated waterways team provide various operational services all along the river and canal.

7.1.2 The waterways environment presents numerous hazards for our employees and for the public that enjoy leisure activities upon and around it. Not only is task risk assessment particularly important here, but also safety inspection of assets, such as locks and bridges, which is undertaken by our Engineering Surveyors.

Did you know?

In 2017 there were 300 accidental deaths by drowning (including deaths where accidental drowning was suspected) in UK inland water. The population group at highest risk of accidental drowning is males between 15 and 30.

7.2 The Legal Position

7.2.1 A statutory requirement under the Health and Safety at Work Act is to provide employees with a safe place of work, so far as is reasonably practicable. Some tasks associated with traditional trades such as 'Waterman' or 'Riverboat man' take place in environments that have not changed much in over one-hundred years – for example, manual operation of lock gates and lock gate maintenance work. Control measures to eliminate risks or reduce risks as far as is reasonably practicable in the waterways environment therefore, under the Management of Health and Safety at Work regulations, need to be very robust.

7.2.2 Public safety is required under section 3 of the Health and Safety at Work Act, where the waterways are also a workplace. Also applicable on the waterways is Construction Design and Management Regulations 2015 at any new or refurbished installation or structure that the Council is client for along the waterways. Furthermore, as the river authority, we have duties towards public safety under Occupier's Liability Acts 1957 and 1984.

7.3 The Exeter City Council Position

7.3.1 The Port Marine Safety Code 2009 is a guide to good practice on port marine operations. It mirrors health and safety approved codes of practice from various regulations. Place is evaluating the code with a view to adopting it for our Waterways operations safety management.

7.3.2 We pledged to join Royal Society for Prevention of Accidents national drowning prevention strategy, which explores ways that local authorities and water authorities can implement to prevent people accidentally drowning in the inland UK waterways.

7.4 2018 Progress Report

7.4.1 An extensive review of the Waterways Service took place. Improvements were recommended in such work areas as manual handling of lock gate paddles, emergency procedures on the water and at the waterside, working on boats, safe

working practices for low bridges and sunken vessels, safety of pontoons and driving on towpaths where speed cycling takes place.

7.4.2 Exeter City Council buildings were used as public information and training locations as part of the city's drowning prevention strategy, led by the Fire and Rescue Service. The Fire and Rescue Service issued throw-lines to riverside commercial businesses that attended the training.

7.4.3 The Exe Estuary Patrol Boat responsibility was returned to Exeter City Council during 2018. Risk assessment 432RA Use of Boats is to be reviewed when the vessel is handed over.

7.5 Planned activity in 2019

7.5.1. Review of boat craning safe working practice, including use of the Roodberg trailer.

7.5.2 Review safe working practice for confined space work (chain holes)

7.5.3 Risk assess new Estuary Patrol Boat in line with generic RA 432

7.5.4 Assist new Harbourmaster with risk profile review of the service.

8: Systems of Work

8.1 Background

- 8.1.1 The control of more hazardous activities may need more detailed risk control systems. The control of high-hazard activities may demand detailed workplace precautions and a risk control system that needs to be strictly followed, such as a permit-to-work system. Similarly, safe systems of work detail a step-by-step procedure to ensure safety measures are followed in the correct sequence.

8.2 The Legal Position

- 8.2.1 Personal Protective Equipment is the last line of defence in protecting employees from harm. Before selecting Personal Protective Equipment employers must consider all other control measures in the hierarchy of risk control first. The law requires us to consider a number of things when selecting Personal Protective Equipment. The third edition of the Personal Protective Equipment regulations appeared in 2015.
- 8.2.2 Manual Handling regulations require all manual lifting moving and handling activities to be planned and properly assessed.
- 8.2.3 Work at Height is likewise governed by regulation and requires proper planning and assessment. Fall from height is often the biggest annual cause of workplace death, although in some years contact with workplace vehicles is the biggest.
- 8.2.4 Lifting Operations and Lifting Equipment

Regulations governing lifting operations and equipment require a statutory inspection of equipment every year and if the equipment lifts people every six months. These regulations include the Terberg bin lifts on the Refuse Collection Vehicles, the JCB at the Materials Reclamation Facility, the Genie Mobile Elevated Working Platform in RAMM, the tail lifts on our Parks vans and passenger lifts in our offices and flats.

- 8.2.5 Control of Substances Hazardous to Health.

Control of substances hazardous to health regulations applies to a wide range of substances and preparations (mixtures of two or more substances) which have the potential to cause harm to health if they are ingested, inhaled, or are absorbed by, or come into contact with, the skin, or other body membranes. Hazardous substances can occur in many forms, including solids, liquids, vapours, gases and fumes. They can also be simple asphyxiants or biological agents. Employers should regard a substance as hazardous to health if it is hazardous in the form in which it may occur in the work activity. A substance hazardous to health need not be just a chemical compound, it can also include mixtures of compounds, micro-organisms or natural materials, such as flour, stone or wood dust. In our routine business Control of substances hazardous to health regulations applies to dust generated in the Materials Reclamation Facility, the control of legionella bacteria in water and to biohazards from handling (with suitable equipment) discarded used hypodermic needles.

- 8.2.6 Asset safety inspection

Public safety is required under section 3 of the Health and Safety at Work Act, where the corporate assets are also a workplace. Furthermore, applicable to corporate assets is the Construction Design and Management Regulations 2015 at any new or refurbished installation or structure for which we are client or principal designer within the city. The Council also has certain duties towards public safety of these assets under Occupier's Liability Acts 1957 and 1984. Assets include items like children's play equipment, locks and bridges (already mentioned), statues, street furniture, monuments, footpaths and walls, trees, fences and gates, culverts, paved open spaces like Piazza Terracina, street level car parks and our famous City Wall.

8.3 The Exeter City Council Position

- 8.3.1 Personal Protective Equipment is identified through risk assessment. Corporate guidance is available on City Net page 2737. The City Net Personal Protective Equipment page contains links to templates of forms designed to help supervisors and managers keep accurate records of Personal Protective Equipment issue, periodic inspection and replacement.
- 8.3.2 Basic manual handling training is given to all employees in their health and safety induction training. Some employees have to undergo more detailed manual handling training, for example Waste and Recycling Operatives and Gardeners. We offer QCF Level 2 via the Royal Society for Public Health to both internal and external candidates.
- 8.3.3 Work at Height guidance is given on City Net page 3979 and incorporates information on access equipment such as ladders, Mobile Elevated Working Platforms and tower scaffolds. The guidance advises that in Exeter City Council roof work should be not undertaken without first planning and establishing a formal safe system of work. Recent improvements to work at height include the replacement of original transfasteners on the soton line at Matford Livestock Centre roof.
- 8.3.4 Lifting Operations and Lifting Equipment Regulations inspections are carried out by an engineer from our insurer Zurich Municipal.
- 8.3.5 Control of substances hazardous to health regulations assessments are recorded on the AssessNET health and safety management software tool. The tool enables Manufacturer's Safety Data Sheets to be entered and thereby helping populate fields for consideration when carrying out a Control of substances hazardous to health regulations assessment for that given substance. Where a single substance is used for many tasks across the Council, the single entry of the Manufacturer's Safety Data Sheet saves the assessor time.
- 8.3.6 A number of teams are involved in inspection programmes to ensure assets remain in good condition and free of hazardous defects. There is currently no corporate asset inspection policy. This poses a risk of inconsistency in inspection criteria when used in defence of civil claims by our insurance company.

8.4 2018 Progress Report

- 8.4.1 Personal Protective Equipment: The trial and provision of new wet weather clothing for outdoor workers was completed this year. A thorough review of gloves was included in the Waste and Recycling Collection audit during 2018, with the

recommendation to review risk assessments paying attention to different cut level protection for different tasks.

- 8.4.2 Work at Height: Corporate Health and Safety provided advice and guidance to Premises Managers on work at height in relation to individual protection measures and these do and do not relate to the Personal Protective Equipment Regulations.
- 8.4.3 Manual Handling: As part of this year's Waste and Recycling Operations Collections audit, a thorough analysis of manual handling 40 litre bins was undertaken. A number of significant findings produced four recommendation, one of which was to replace 40 litre bins with 110 litre wheeled bins in every situation where this was feasible and reasonably practicable.
- 8.4.4 Control of substances hazardous to health regulations: Dust sampling at the MRF was undertaken by an environmental consultant and the resulting report was report was passed to the Service Lead.
- 8.4.5 Asset inspection: A new Tree Safety Officer was appointed to the Council in 2018.

8.5 Planned activity in 2018

- 8.5.1 Asset inspection: Consult and agree upon a corporate asset safety inspection policy.
- 8.5.2 Personal protective equipment: Complete wet weather clothing review and raise general compliance awareness through H&S Reps Committee
- 8.5.3 Manual handling: As part of Waste Operations H&S Audit, review last year's unusually high incidence of manual handling injuries and slips and falls against team task and finish performance in terms of regulatory criteria 'individual capability', 'task'. And 'environment'. Finalise recommendations from 40 litre green bin review.
- 8.5.4 Control of substances hazardous to health regulations: continue assessment reviews in Public and Green Spaces and Waterways and both to transfer assessments to AssessNET. Commence planning for same at RAMM for 2019 / 2020. Complete Control of substances hazardous to health regulations dust review in the Materials Reclamation Facility.
- 8.5.5 Lifting operations and lifting equipment: Review craning out of boats in Autumn (going in Spring 2019).

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