

PLACE SCRUTINY COMMITTEE

Date: Thursday 8 November 2018

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 Sharon Sissons, Democratic Services Officer (Committees) on 01392 265115.

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

Membership -

Councillors Sills (Chair), Wood (Deputy Chair), D Henson, Mitchell, Owen, Prowse, Begley, Lyons, Pattison and Robson

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 13 September 2018.

3 Declaration of Interests

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

Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

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

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

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

5 **Questions from the Public under Standing Order 19**

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

6 **Questions from Members of the Council under Standing Order 20**

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

ITEM FOR CONSIDERATION BY THE EXECUTIVE

7 **Revision of the Air Quality Action Plan**

To consider the report of the Environmental Health and Licensing Manager.

(Pages 5 - 78)

PRESENTATION

8 **Ikea Presentation - Nick Earle**

To receive a presentation from Nick Earle, IKEA Store Manager.

ITEM FOR DISCUSSION

9 **Exeter City Centre**

To consider the report of the Economy and Enterprise Manager.

(Pages 79 - 102)

ITEM FOR CONSIDERATION BY EXECUTIVE

10 **Skills Strategy for Exeter**

To consider the report of the Skills Officer.

(Pages 103 - 110)

ITEM FOR DISCUSSION

11 **Budget Monitoring (Quarter 2)**

To consider the report of the Chief Finance Officer.

(Pages
111 - 124)

ITEM FOR INFORMATION

12 **Annual Scrutiny Report 2017/18**

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

(Pages
125 - 142)

Date of Next Meeting

The next scheduled meeting of the Place Scrutiny Committee will be held on **Thursday** 17 January 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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Final

REPORT TO: Place Scrutiny Committee
Date of Meeting: 8 November 2018

REPORT TO: Executive
Date of Meeting: 13 November 2018

REPORT TO: Council
Date of Meeting: 18 December 2018

Report of: Environmental Health and Licensing Manager
Title: Revision of the Air Quality Action Plan

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1 To seek approval for a new Air Quality Action Plan following public consultation.

2. Recommendations:

2.1 That Place Scrutiny Committee recommends adoption of the Air Quality Action Plan.

2.2 That Executive recommends adoption of the Air Quality Action Plan.

2.3 That Council adopts the Air Quality Action Plan.

2.4 That the feasibility of a work place parking levy be kept under review and an update be brought back to Scrutiny Place as part of the annual review of the Air Quality Action Plan.

3. Reasons for the recommendation:

3.1 Exeter City Council has produced and submitted for public consultation an Air Quality Action Plan as part of its duty to the Local Air Quality Management statutory process, and in recognition of the legal requirement placed on the local authority to work towards air quality objectives under Part IV of the Environment Act 1995.

3.2 Following the closure of the extensive public consultation, the draft plan has been reviewed, taking into account the responses received from statutory consultees and the public. The full action plan can be found at Appendix 2, with a summary provided as Appendix 1.

3.3 The final plan outlines the action we will take to improve air quality in Exeter between 2019 & 2024. It is aligned with the Council's Corporate Strategy 2018 – 2021 and the emerging Exeter Vision.

3.4 The introduction of a workplace parking levy was proposed in the draft Air Quality Action Plan. Only 41% of respondents agreed with the implementation of a workplace parking levy, with 59% either disagreeing or undecided. Therefore at this stage the measure has not been taken forward in the action plan, but it will be kept under review with Devon County Council who are the statutory authority for implementing such a scheme. An update will be brought back to Scrutiny Place as part of the annual review of the Air Quality Action Plan.

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

4.1 The majority of costs relating to measures outside of Exeter City Council's control would be paid by other organisations such as Devon County Council as the Transportation Authority.

4.2 For other measures it may be possible to consider grant applications..

4.3 Budget is already allocated for the existing air quality monitoring work, however any proposals to change the monitoring network will need to seek further capital expenditure approval or grant funding from central government.

5. Section 151 Officer comments:

5.1 There are no financial commitments arising from this report. Any further requests for funding, such as for replacement monitoring equipment, will require an additional report to Council.

6. What are the legal aspects?

6.1 Part IV of the Environment Act 1995 sets out statutory provisions on air quality. Section 82 provides that local authorities shall review the air quality within their area. Section 83 requires local authorities to designate Air Quality Management Areas (AQMAs) where air quality objectives are not being achieved, or are not likely to be achieved (i.e. where pollution levels exceed the air quality objectives) as set out in the Air Quality (England) Regulations 2000.

6.2 Where an area has been designated as an AQMA, section 84 requires local authorities to develop an Air Quality Action Plan (AQAP) setting out the remedial measures required to achieve the air quality standards for the area covered within the AQMA. Where air quality issues have been identified, it is recommended that a steering group is formed to include the main parties involved in developing either Action Plans or Air Quality Strategies.

6.3 The Department for Environment and Rural Affairs has recently provided new statutory guidance in the form of the Local Air Quality Management Policy Guidance (PG16). The guidance gives particular focus to so-called 'priority pollutants' such as Nitrogen Dioxide (NO₂) and so-called 'Particulate Matter' (PM₁₀ and PM_{2.5}) and is relevant to both district and county councils.

7. Monitoring Officer's comments:

7.1 This report raises no issues of concern to the Monitoring Officer.

8. Report details:

8.1 In February, Exeter City Council launched a three month public consultation on a draft air quality action plan. The consultation was part of the statutory process for the implementation of an AQAP and it comprised a number of strands, namely:

- The targeted engagement of partners and statutory bodies with an interest in air quality
- A city wide 12 week online publication of the draft plan and accompanying online survey
- The targeting of some community groups that had engaged us on the subject of air quality.
- A public consultation event held in the Guildhall
- The targeted engagement of those using the city centre

8.2 Nearly 3,000 people took part in the consultation and provided hugely valuable feedback. The following points summarise the results of the Air Quality Action Plan survey, which are contained in more detail in Appendix A of the Air Quality Action Plan (found at Appendix 2 of this report).

- 66 per cent agreed that the impact of private cars needs to be reduced by reducing numbers of journeys
- The vast majority (88 per cent) agreed air quality should be treated as a public health priority
- More than half (55 per cent) back a switch to electric cars
- 58 per cent support measures to reduce the attractiveness of driving into the city centre
- Measures to increase the attractiveness of travel by means other than private car is strongly supported - by 90 per cent
- A majority (52 per cent) disagree with increasing the cost of driving into the city centre - a third (33 per cent) agree with measure
- More than half (55 per cent) would support closure of roads to through traffic if their neighbourhood if there are improvements to public transport
- A similar number would back the same measure if there were improvements to walking routes (53 per cent) and improvements to cycle routes (53 per cent)
- A big majority (80 per cent) support an increase in park and ride sites. Almost three quarters (73 per cent) believe the move would cut private car journeys from those living outside the city
- More than half (53 per cent) supported the aim of reducing the impact of travel for business purposes. Only 26 per cent disagreed
- 61 per cent support restrictions on accessing certain parts of the city for certain types or ages of vehicles. Only 27 per cent disagreed
- 41 per cent agreed that businesses within a defined area should pay a fee for private vehicle parking, 34 per cent opposed the measure
- 76 per cent thought developers should be held to account if developments create more traffic than predicted in planning applications
- 82 per cent agree that making public space more attractive will encourage people to be more active. Nearly three quarters (72 per cent) agree that active and healthy people will use active and healthy travel options

8.2 Exeter City Council is committed to reducing the exposure of people in Exeter to poor air quality in order to improve health. This Air Quality Action Plan (AQAP) outlines the Council's vision for air quality in the city.

- 8.3 In this Air Quality Action Plan, we outline how Exeter City Council plans to tackle air quality issues within our control and with local partners. However, we recognise that there are a large number of air quality policy areas that are outside of the Council's direct influence (such as vehicle emissions standards agreed in Europe). We will continue to seek opportunities to lobby regional and central government on policies and issues beyond Exeter City Council's direct influence.
- 8.5 For any action to reduce emissions to be effective, it needs not only the support of the local population, but also their action. Individual behaviour will have to change, starting in small ways. For example turning off engines when idling, or using alternative travel modes where these are practical for the journey in question should become the social norm. Leadership and assistance from businesses and community groups will be needed to make this happen. Exeter City Council and Devon County Council can support people to make these changes, and provide them with the infrastructure to do so, but ultimately the community needs to shift its attitudes and expectations. Positive action by informed and engaged community groups will receive the full support of the Council to achieve this. There are now many examples of such action available online, as well as packs for community organisers to help them facilitate particular campaigns.

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

- 9.1 The Air Quality Action Plan seek to contribute to the following Corporate Plan objectives:
- Tackling congestion and accessibility
 - Promoting active and healthy lifestyles
 - Building great neighbourhoods
- 9.2 In achieving these Corporate Priorities, it is necessary to proactively engage with other key partners in improving air quality. These include working with developers through the planning system to deliver good development including infrastructure, working with health partners and working with business to run a successful business to ensure that any emissions to air that they may produce are kept within legal limits.

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

- 10.1 Various risks have been identified to the successful implementation of the Air Quality Action Plan. These include failure to engage with partners and, the impact of development in the greater Exeter area on traffic levels. These risks will be monitored as the plan develops, and steps taken to mitigate and risks as appropriate.

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

- 11.1 Areas with high levels of air pollution also tend to be relatively deprived. This means that more deprived populations are disproportionately affected. There is also a higher incidence amongst deprived populations of the types of diseases that are exacerbated by poor air quality. Thus the most vulnerable members of society are often worst affected by air pollution. The actions described in this report work to reduce the health impacts of poor local air quality.

12. Are there any other options?

12.1 Action to reduce local air pollution where levels exceed the government objectives and produce and air quality action plan are legal duties.

Environmental Health and Licensing Manager

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

Background papers used in compiling this report:-

- Environment Act 1995
- Annual Status Report 2018
- Draft Air Quality Action Plan 2019 - 2024

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

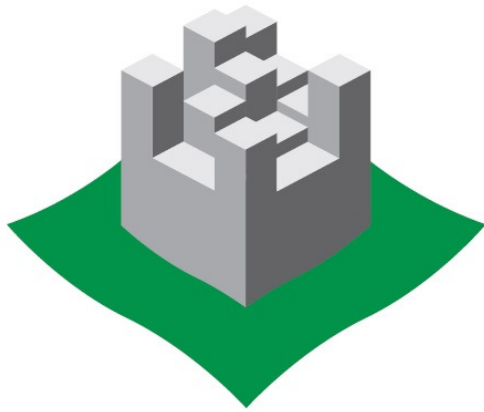
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Appendix 1 - Summary Table of Air Quality Action Plan Measures

Vision	AQAP Actions	Lead	Programme	Timescales (from)		System Level
				Plan	Implement	
Tackling congestion and accessibility	Filtered permeability projects to considered for the city with an initial focus on the Heavitree corridor area and including a feasibility study for corridor improvements	DCC	TS, ECF		2019, rolling program	Policy
	Consider access restrictions which will reduce the dominance of private cars, including in the city centre	DCC, ECC	GESP, TS, LP		2021 (ongoing programme)	Policy
	New transport links and Park & Change facilities to make it easier for those living outside the city to choose active and sustainable travel modes	DCC	GESP, TS	2021	2023	Environmental
	Changes to parking charges to discourage car travel in peak times, encourage longer stays in the city centre and support other measures in this plan, such as active travel	ECC	LP	2019	2020	Organisational
	Maximise efficiency of existing highway network	DCC	GESP, TS, ECF	2020	Ongoing	Environmental
Promoting Active & Healthy Lifestyles	Access Fund and cycle/walking network, Local Cycling and Walking Infrastructure Plan (LCWIP)	DCC	TS	2019	Ongoing	Environmental
	Expand school and community projects, car free events and events promoting active travel, building on the success of the Heavitree pilot	ECC	SELDP, ECF	2019	2020 (ongoing programme)	Social
	Use social prescribing and community building to help individuals get and stay active	ECC	SELDP	2019	2020 (ongoing programme)	Social
	High quality parks, play areas, sport and leisure facilities	ECC	SELDP, LP	2019	2020 (ongoing programme)	Environmental
	Communications plan, to support measures that will achieve modal shift	ECC	SELDP, ECF	2019	2020 (ongoing programme)	Social
	Promote and expand Co-Bikes network, and support the roll out of electric car club vehicles to more locations	DCC, ECC	TS SELDP, ECF	2019	Ongoing	Social
Building Great Neighbourhoods	An improved multi-modal public transport network, incorporating cleaner bus technologies	DCC	GESP, TS, ECF	2020	TBC by plan, and ongoing	Environmental
	Developers to mitigate the effects of their development on air quality	GESP	GESP, LP	2020	2023	Policy
	Policies deliver development where private car use is not the only realistic travel choice	GESP ECC	GESP, LP	2020	2023	Policy
	More things to see/do in the City Centre, encouraging longer stays and supporting events which promote sustainable travel, active and healthy lifestyles	ECC	LP	2020	2023 (ongoing programme)	Environmental
	Better information to raise awareness and improve the level of understanding of air pollution and transport issues within communities	ECC		2019	2020 (ongoing programme)	Individual
	An air pollution monitoring network that supports the measures in this action plan	ECC	LP	2019	2021	Organisational

Key:
 ECC Exeter City Council
 DCC Devon County Council
 TS Transport Strategy
 GESP Greater Exeter Strategic Plan
 LP Local Plan
 SELDP Sport England Local Delivery Pilot

Not taken forward	Anti Idling Campaign	For further information on the measures not taken forward, please see Appendix B of the full Action Plan.
	Workplace Parking Levy	
	Business support and accreditation schemes using levy income	
	Further support for businesses	
	Estimate the impact of transport emissions on health	
	InnovaSUMP	



Exeter
City Council

Exeter City Council Air Quality Action Plan

In fulfilment of Part IV of the
Environment Act 1995
Local Air Quality Management

2019

Local Authority Officer	Jo Yelland
Department	Director
Address	Civic Centre, Paris Street, Exeter, EX1 1 RQ
Telephone	01392 265718
E-mail	Alex.Bulleid@exeter.gov.uk
Report Reference number	AQAP III
Date	2019

Executive Summary

This Air Quality Action Plan (AQAP) has been produced as part of our statutory duties required by the Local Air Quality Management framework. It outlines the action we will take to improve air quality in Exeter City Council between 2019 and 2024.

This action plan replaces the previous action plan which ran from 2011. Projects delivered during the last action plan period include:

- Exeter Low Emissions Strategy.
- Newcourt station.
- Cranbrook station.
- Tithebarn link for new bus route to Cranbrook.
- Car clubs on new areas of development.
- Extensions and improvements to the cycling network.
- Personal exposure projects to highlight the beneficial effects of alternative travel modes, or travel routes on personal exposure to PM_{2.5}.
- Taxi emissions licensing standards.
- Reductions in Exeter City Council fleet fuel use and roll out of electric pool cars.
- 6 diesel vans in the ECC fleet have been replaced with electric.
- Bridge Road widening.
- Car club electric bike hire scheme (Co-Bikes).
- Devon-wide Ecostars scheme to reduce emissions from commercial vehicle fleets.

Over the same period, nitrogen dioxide concentrations have generally reduced or remained stable in the city.

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with

equalities issues, because areas with poor air quality are also often the less affluent areas^{1,2}.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion³. Exeter City Council is committed to reducing the exposure of people in Exeter to poor air quality in order to improve health. The Corporate Strategy for 2018 to 2021 and the emerging Exeter Vision for 2040 commit the Council to tackling congestion, improving accessibility and increasing activity levels (including active travel). This Action Plan is highly complementary to these existing corporate priorities, and the measures identified in section 5 are listed under headings from this strategy:

- Tackling congestion and accessibility;
- Promoting Active & Healthy Lifestyles;
- Building Great Neighbourhoods.

The Corporate Plan and emerging Vision contain a key aspiration for the city which is relevant to this plan. This is that by 2021 cycling to work will have doubled (from 6% to 12%), and 50% of people will be walking or cycling to work within the city.

The Action Plan focuses on the Heavitree corridor, where the greatest reductions in emissions are required. An integrated plan for this whole area will be developed that will increase active travel and change the way that existing roads are used (including filtered permeability). As part of this process care will be taken that any traffic displaced from the Heavitree corridor does not compromise the effectiveness of other city-wide measures to achieve compliance at the other locations.

In this AQAP we outline how we plan to effectively tackle air quality issues within our control. However, we recognise that there are a large number of air quality policy areas that are outside of our influence (such as vehicle emissions standards agreed in Europe), but for which we may have useful evidence, and so we will continue to work with regional and central government on policies and issues beyond Exeter City Council's direct influence.

¹ Environmental equity, air quality, socioeconomic status and respiratory health, 2010

² Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

³ Defra. Abatement cost guidance for valuing changes in air quality, May 2013

Responsibilities and Commitment

This AQAP was prepared by Environmental Health and Licensing at Exeter City Council with the support and agreement of the following officers and departments:

Senior Management Board

This AQAP has been approved by:

Senior Management Board

This AQAP will be subject to an annual review, appraisal of progress and annual reports to Scrutiny Committee (Place). Progress each year will be reported in the Annual Status Reports (ASRs) produced by Exeter City Council, as part of our statutory Local Air Quality Management duties.

If you have any comments on this AQAP please send them to Alex Bulleid at:

Environmental Health & Licensing, Exeter City Council, Civic Centre, Paris Street,
Exeter, EX1 1 RQ

01392 265718

Alex.Bulleid@exeter.gov.uk

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1 Introduction

This report outlines the actions that Exeter City Council will deliver between 2019 and 2024 in order to reduce concentrations of air pollutants and exposure to air pollution; thereby positively impacting on the health and quality of life of residents and visitors to the city.

It has been developed in recognition of the legal requirement on the local authority to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and relevant regulations made under that part and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

This Plan will be reviewed every five years at the latest and progress on measures set out within this Plan will be reported on annually within Exeter City Council's air quality Annual Status Report.

2 Summary of Current Air Quality in Exeter City Council

Please refer to the latest Annual Status Report from Exeter City Council (www.exeter.gov.uk/airpollution) for full details of all monitoring undertaken.

There are two national objectives for levels of nitrogen dioxide. These are for the average level over a whole year, which should be below 40 $\mu\text{g}/\text{m}^3$, and the average level for one hour, which should be below 200 $\mu\text{g}/\text{m}^3$. It is not easy to measure the average level for one hour, so a proxy has been developed by the Department for Environment, Food and Rural Affairs (DEFRA) which is that the average over a whole year should be below 60 $\mu\text{g}/\text{m}^3$. The annual average objective applies to residential, hospital and educational sites. The hourly average objective applies to these sites and to busy streets and workplaces as well.

Exeter City Council has a monitoring network that is designed to identify the areas with the highest levels of nitrogen dioxide, at the locations where the objectives apply. Most of the monitoring sites are therefore on residential properties in close proximity to the busiest roads and junctions in the city. The results of the monitoring conducted by the City Council is not representative of typical or average conditions across the city. Instead it is indicative of the worst case locations.

In recent years the annual average objective has not been met at a number of places in the city. These are Alphington Street, the junction of Blackboy Road and Pinhoe Road, and along the Heavitree corridor into the city. The highest levels are measured on the Heavitree corridor, at East Wonford Hill. Here levels are close to also exceeding the hourly objective, but have not (in the last three years) been above that target. The measured results can be found in table A.3 of the Annual Status Report (www.exeter.gov.uk/airpollution). Trends in annual nitrogen dioxide concentrations can also be seen in Figure A.1 of that report.

A few sites have levels between 35 and 40 $\mu\text{g}/\text{m}^3$ (i.e. are close to but not above the objective level of 40). These are York Road, Barrack Road at Livery Dole, Sidmouth Road and Topsham Road near Tollards Road. Away from these locations, but still along the busy routes into and around the city, concentrations of nitrogen dioxide are in the range between 25 and 35 $\mu\text{g}/\text{m}^3$.

As you move away from busy roads, levels fall below 25 $\mu\text{g}/\text{m}^3$. Typical suburban streets with only local traffic flows experience levels of between 13 and 25 $\mu\text{g}/\text{m}^3$. The majority of the population of Exeter therefore live in locations with concentrations of nitrogen dioxide well below the objective, but a small number are exposed at home to levels above the objective. No schools in Exeter experience levels above the objective.

The Annual Status Report also summarises the results of particulate pollution measurements (PM_{10}). No areas in the city are thought to exceed the objectives for this type of air pollution. Measurements of $\text{PM}_{2.5}$ have been made in Exeter since July 2018 following the replacement of the fixed air quality monitoring equipment. This data will be presented in future annual reports on air pollution.

3 Exeter City Council's Air Quality Priorities

3.1 Public Health Context

The air quality objectives were designed to be protective of human health so at the most basic level we can say that harm to health occurs where people live in areas which exceed the nitrogen dioxide objective.

It has not been possible to look directly at the health of these people to see whether they have a particular prevalence of those medical problems associated with poor air quality. This is because of the relatively small number of households affected, which means that statistical approaches would not be able to reliably identify any air quality impact on health. There is also a concern that such a study would reveal the medical histories of the individuals involved. (The small number of people included would make identification of individuals with specific diseases more likely than would be the case in a study of a larger group).

The evidence for health impacts below the nitrogen dioxide objective of $40 \mu\text{g}/\text{m}^3$ has recently been reviewed by COMEAP (the Committee on the Medical Effects of Air Pollution). There is considerable range of scientific opinion but it seems possible to say that some harm will occur below this objective (although not necessarily caused by the NO_2 itself). The committee did not produce a recommended method to assess the burden of exposure to long-term NO_2 alone on mortality, although the majority of the committee did support methods to allow the assessment of the health benefits of cutting NO_2 concentrations. Therefore we cannot say with confidence what harm occurs below the NO_2 objective or whether harm occurs to the whole population or just to those who are particularly sensitive. We also cannot say whether there is a threshold below which no harm occurs.

The understanding of the health effects of NO_2 is so difficult because of the limited number of studies to draw from, and the presence of other pollutants (including $\text{PM}_{2.5}$) which tend to co-vary with NO_2 and which have health impacts of their own. Thus there remains a probability that some (and possibly the majority or even the whole of) the harm is caused not by NO_2 , but by these other pollutants which are not measured but which are found in association with the NO_2 . Practically, this uncertainty makes little difference to the AQAP as measures will in the main reduce

all co-related pollutants as well as NO₂. The exception to this would be any measures which involve increased uptake of electric vehicles. These have zero local NO_x emissions, and zero tailpipe PM_{2.5} emissions but do still produce some particulate matter from road, brake and tyre wear.

Some efforts have been made by Public Health England to quantify the impact of air pollution on health for individual local authority areas, (although this has not been updated following the recent COMEAP report referred to above). This is based upon modelled pollution data, and estimates of the increased risk of certain diseases or increased risk of mortality which occur with increases in pollution. These are known as risk coefficients.

PHE have used risk coefficients for PM_{2.5} to show that it has an impact in Exeter which is equivalent to shortening the life of 42 people per year. This statistic is not easy to understand, and the exact figure is affected by the age and health of the Exeter population as well as by PM_{2.5} concentrations.

This assessment of mortality also ignores the impacts of air pollution throughout people’s lives. Research by Public Health England has modelled the impact of air pollution on the prevalence of certain diseases to which poor air quality has been linked (Table 3.1). The model also estimates the likely cost of these diseases to the healthcare system.

Table 3.1 Modelled Disease Prevalence in Exeter in 2017

	Number of individuals in Exeter in 2017 living with disease (per 100,000 of the population)	Pollutants thought to contribute to disease
Asthma	13800	NO ₂ and PM _{2.5}
Diabetes	4580	NO ₂ and PM _{2.5}
Lung cancer	132	NO ₂ and PM _{2.5}
Coronary Heart Disease	2020	PM _{2.5}
COPD	1740	PM _{2.5}
Stroke	2320	PM _{2.5}
Costs	£20.3M per 100,000 of the population	

The model, and the other approaches discussed above, are all highly technical. They are based on estimates and assumptions about pollution levels, disease prevalence and costs. As such, although it is important for decision makers to understand the results, it is not easy for the lay public to understand either the outputs, or the

limitations of the models. Simpler messages need to be developed to explain the impact of air pollution on health to local people. This is included as a specific measure in table 5.1 of this Action Plan.

3.2 Planning and Policy Context

In recognition of scale of development beyond the City Council's boundaries, and the need for the neighboring authorities to work together, a Greater Exeter Strategic Plan (GESP) is currently being prepared. This sits above the individual Local Authority Core Strategies, to guide development across Exeter, Mid Devon, East Devon and Teignbridge. It is expected that an initial consultation will take place in 2019.

This action plan contains ambitious measures which the City Council will seek to have included in the emerging GESP (table 5.1).

3.3 Source Apportionment

The AQAP measures presented in this report are intended to be targeted towards the predominant sources of emissions within Exeter's area.

A source apportionment exercise was carried out by Exeter City Council in 2018. This identified that within the AQMA, the percentage source contributions were as follows:

Heavitree Corridor

Figure 3.1 shows that cars make up 84% of the traffic flow at East Wonford Hill, and release 49% of the NO_x emissions. The next highest emissions at this location are from Bus & Coach (23%) and then LGVs (19%). The pattern is very similar on Fore Street at the Butts Road junction (which is close to the Fore Street Heavitree (inbound) air quality monitoring point) and at Fore Street east of Homefield Road (which is close to the monitoring point at Salutory Mount).

On Heavitree Road there are measured exceedences of the air quality objective near Rowancroft and west of Barrack Road. At these two locations cars make up approximately 82% of the flow, and cause 40% of the emissions. Bus & Coach is the next largest emitter of pollution, creating 35% of the emissions at Rowancroft and 40% to the west of Barrack Road.

Alphington Street

Cars make up 95% of the traffic flow on Alphington Street (figure 3.2), and release 73% of the NO_x emissions (figure 3.3). The next highest emissions are from HGVs (19%) and then Bus & Coach (7%).

Pinhoe Road / Polsloe Road / Blackboy Road / Mount Pleasant Road junction

Cars make up 85% of the traffic flow at this junction (figure 3.4), and release 56% of the NO_x emissions (figure 3.5). The next highest emissions are from LGVs (20%), Bus & Coach (16%) and then rigid HGVs (7%).

Figure 3.1 The percentage of different vehicle types making up the total vehicle flow and total emissions at key locations along the Heavitree corridor

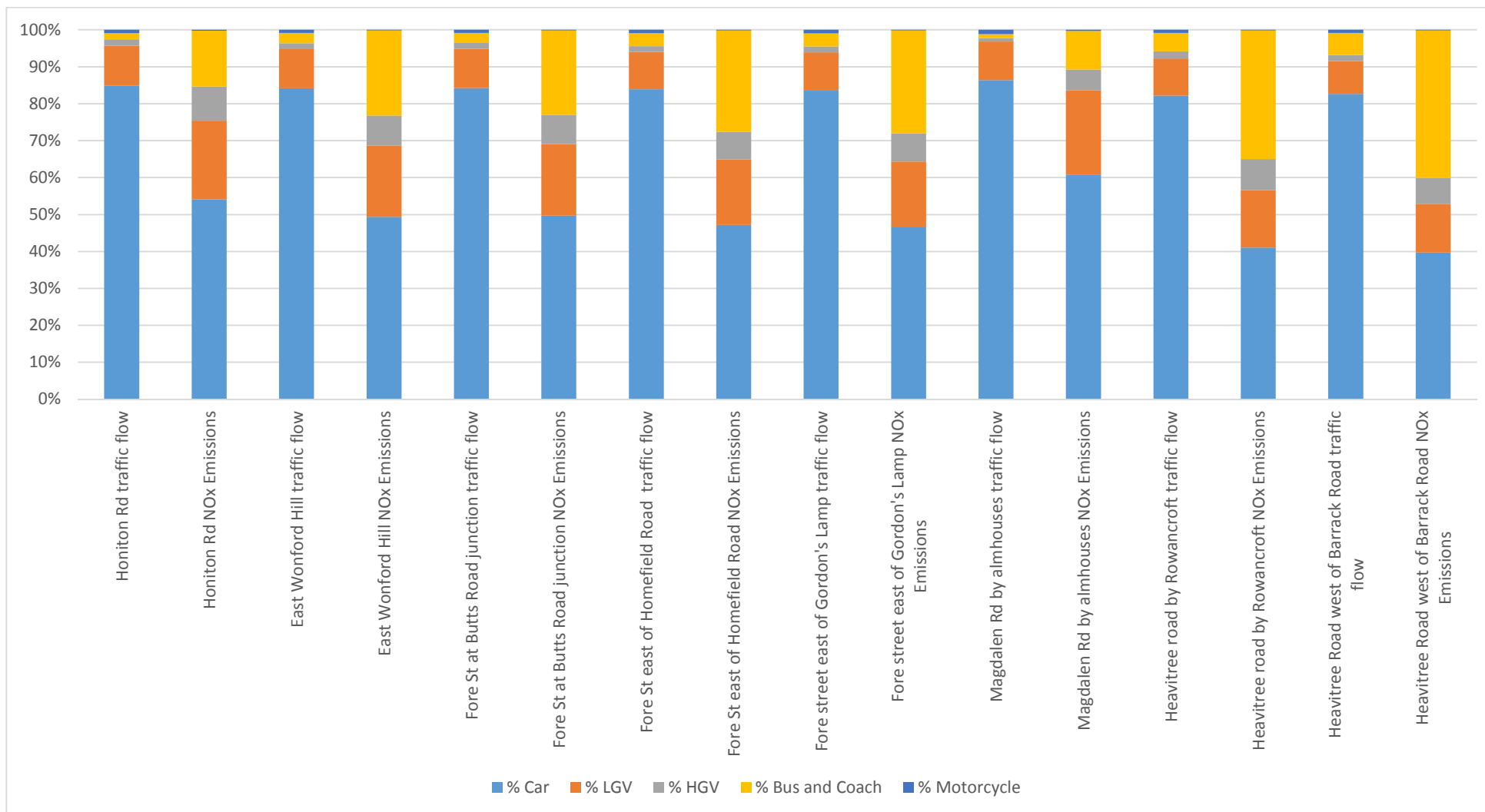


Figure 3.2 The percentage contributions of different vehicle types to total flow on Alphington Street

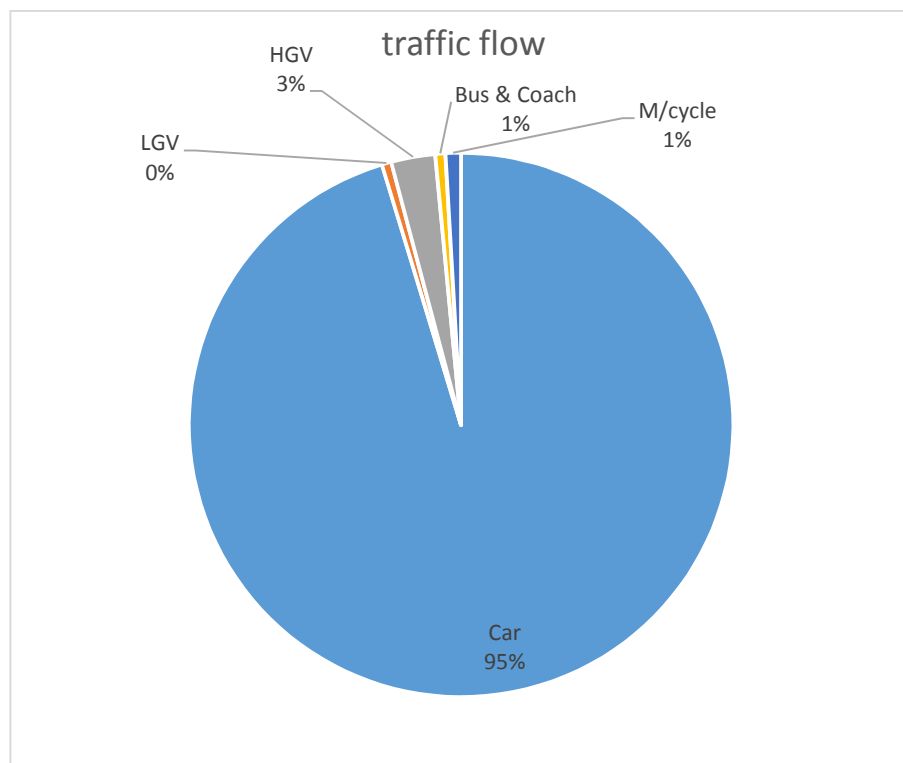


Figure 3.3 The percentage contributions of different vehicle types to total NOx emissions on Alphington Street

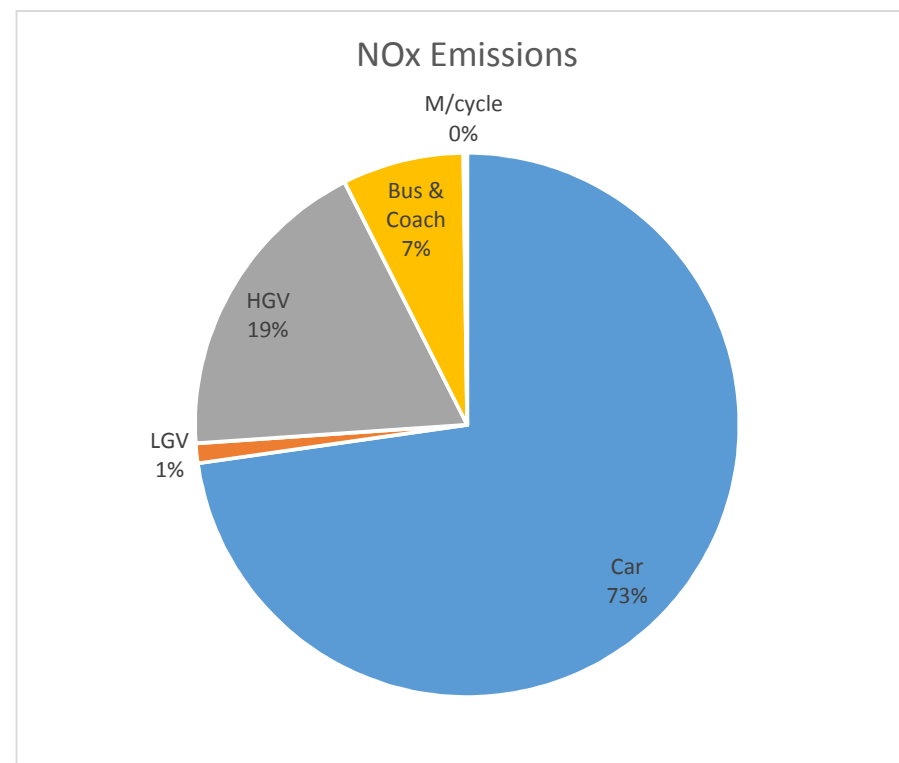


Figure 3.4 The percentage contributions of different vehicle types to total flow at the Pinhoe Road / Polsloe Road / Blackboy Road / Mount Pleasant Road junction

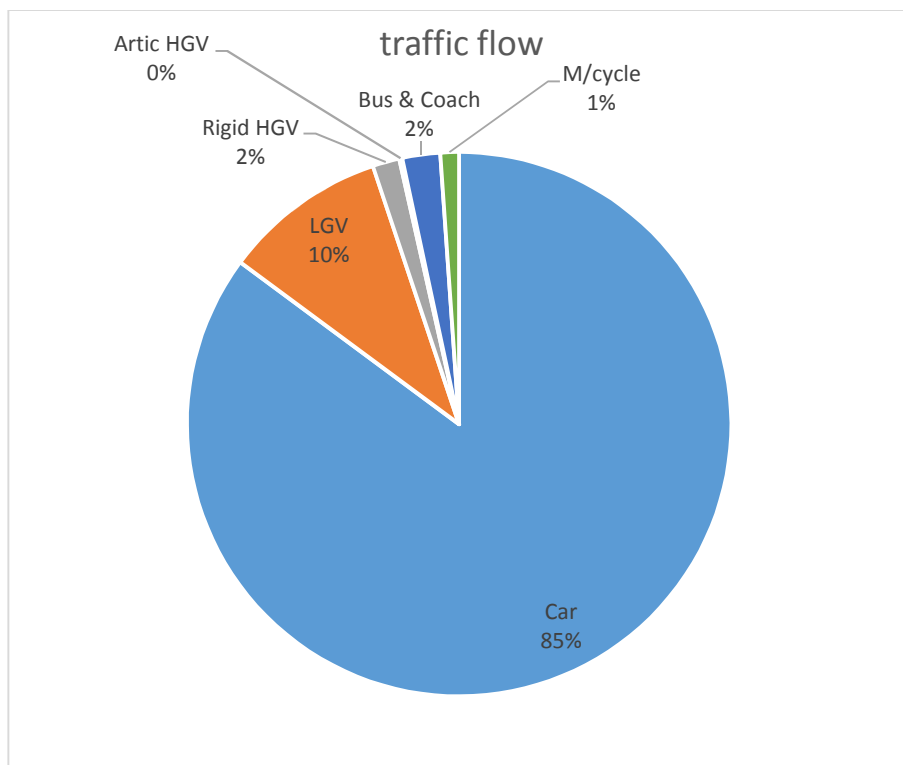
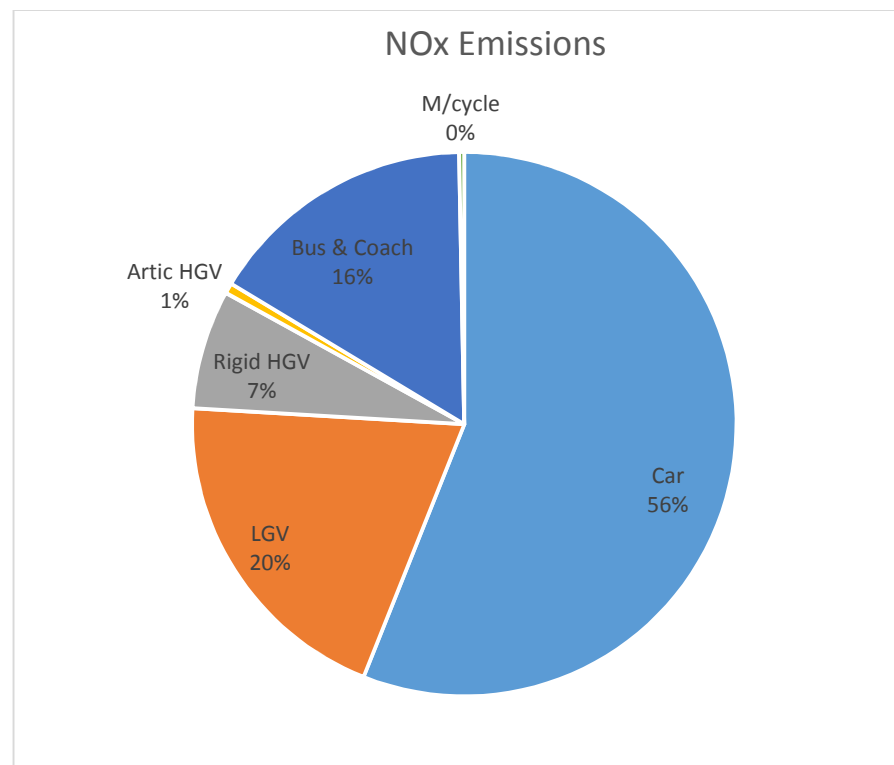


Figure 3.5 The percentage contributions of different vehicle types to total NOx emissions at the Pinhoe Road / Polsloe Road / Blackboy Road / Mount Pleasant Road junction



3.4 Required Reduction in Emissions

Table 3.2 below shows the required reduction in NO₂ concentrations and Road NO_x emissions, based on the 2017 measured levels at those monitoring locations where the objective was exceeded. For information, Table 3.3 shows the required reduction at East Wonford Hill to be able to remove the short-term objective from the AQMA declaration. In order to do this concentrations would need to be stable for three years at less than 90% of the proxy for exceedance of the short term objective (i.e. less than 54 µg/m³ or 90% of an annual average concentration of 60µg/m³).

Table 3.2 The Required Reduction in Road NO_x Emissions to meet the NO₂ Annual Average Objective

Location	NO ₂ concentrations (µg/m ³)		Road NO _x Emissions
	2017 measured concentration	Required Reduction	Percentage Reduction Required
East Wonford Hill	59	19	78%
Salutary Mount (Heavitree)	53	13	51%
Livery Dole (Heavitree)	50	10	39%
Honiton Road (Heavitree) (Nb objective is not exceeded at nearest relevant location)	49	9	36%
Rowancroft	44	4	12%
Fore Street Heavitree (inbound)	41	1	3%
Pinhoe Road/Blackboy Road	41	1	5%
Alphington Street	41	1	3%

Table 3.3 The Required Reduction in Road NO_x Emissions to meet the NO₂ Short Term Objective

Location	NO ₂ concentrations (µg/m ³)		Road NO _x Emissions
	2017 measured concentration	Required Reduction	Percentage Reduction Required
East Wonford Hill	59	5	14%

The Department for the Environment, Food and Rural Affairs (DEFRA) predict that vehicle emissions will reduce over time, as vehicle standards improve

(<https://laqm.defra.gov.uk/review-and-assessment/tools/emissions-factors-toolkit.html>). Using these factors suggests that the small exceedances of the

objective at Alphington Street and at the Pinhoe Road / Polsloe Road / Blackboy Road / Mount Pleasant Road junction will be resolved by 2019 because of a predicted 6 to 7% fall in emissions. If this were the case, no specific measures would be required from this Action Plan in order to achieve compliance with the objective at these locations.

However, although concentrations at these locations have generally reduced in the last 15 years, the reduction in pollution concentrations that has been measured has not been as great as would be expected based on the DEFRA predicted reduction in emissions. For this reason the Council is not content to simply wait for improvements in the vehicle fleet to resolve the exceedance at these locations and will instead take actions to reduce emissions as well.

The scale of the exceedance of the objective, and therefore the required reduction in emissions on the Heavitree corridor is much greater (table 3.1). The DEFRA emission factors predict that East Wonford Hill would continue to exceed the objective in 2030, but that the objective would be met at other locations along this corridor between 2020 and 2025. For the purposes of this Action Plan it has been assumed that half of the expected reduction in emissions will be achieved in the lifetime of the plan. This is thought to be conservative without ignoring the fact that some reduction in emissions is likely to occur as the vehicle fleet changes. (nb for the purposes of this assessment there has been no assumed growth in total traffic flows, as recommended by Devon County Council).

This means that by 2024 emissions at key locations along the Heavitree corridor will have fallen by the amounts shown in Table 3.4 below. The remaining reduction that will need to be achieved by this plan is also shown.

Table 3.4 The expected reduction in emissions at key locations along the Heavitree corridor using a conservative assessment of the effect of improved vehicle standards

	Total required reduction in emissions (2017 baseline)	Reduction in emissions by 2024 if half of DEFRA's predicted improvements are realised (2017 baseline)	Reduction in emissions required to 2024 as a result of measures in this plan (2017 baseline)
East Wonford Hill	78%	25%	53%
Salutary Mount	51%	26%	25%
Livery Dole	39%	27%	12%

Key Priorities

Exeter City Council has committed to tackling congestion, improving accessibility and increasing activity levels (including active travel). Figure 3.6 is an extract from the corporate plan for 2018 to 2021 showing the City Council's strategy for this period. This Action Plan is highly complementary to these existing corporate priorities, and the measures identified in section 5 are listed under headings from this strategy.

Figure 3.6 Extract from Exeter City Council's Corporate Plan for 2018 to 2021



Tables 3.2, 3.3 and 3.4 show the scale of the challenge which faces Exeter if we are to meet the objective level for nitrogen dioxide at all residential locations in the city.

This plan intends to reduce concentrations of nitrogen dioxide below the objective, because that is the City Council's legal duty, and it is a challenging target. However the Council recognises that this may not be the complete extent of the health impacts of air pollution, because the objective level may not be the lower limit of health impacts for nitrogen dioxide, and because particulate matter can also have health impacts below the relevant objectives (COMEAP 2018). The Council therefore aspires to reduce harm to health from air pollution further than this in the future.

The Council's Corporate Plan and emerging Vision contain a key aspiration for the city which is relevant to this plan. This is that by 2021 cycling to work will have doubled (from 6% to 12%), and 50% of people will be walking or cycling to work within the city.

In order to meet the needs identified in section 3.4 above and to contribute to the Council's vision for active travel in the city, the priorities of this plan are that:

- Actions will focus on the Heavitree corridor, where the greatest reductions in emissions are required. An integrated plan for this whole area will be developed that will increase active travel and change the way that existing roads are used (including filtered permeability).
- Care will be taken that any traffic displaced from the Heavitree corridor as a result of measures that are specific to that location does not compromise the effectiveness of other city-wide measures to achieve compliance at other locations.
- A comparison of the required reduction in emissions from Table 3.2 with the emissions breakdown in Figures 3.3 and 3.5 shows that action to bring nitrogen dioxide concentrations below the objective could be focussed on just a single class of vehicle at Alphington Street and the Mount Pleasant Road /Pinhoe Road / Blackboy Road / Polsloe Road junction. However this is not an approach that would realistically work on the Heavitree corridor. The Council therefore plans to take measures which will reduce emissions from all classes of vehicles.

4 Development and Implementation of Exeter City Council AQAP

4.1 Consultation and Stakeholder Engagement

In developing/updating this AQAP, we have worked with other local authorities, agencies, businesses and the local community to improve local air quality. Schedule 11 of the Environment Act 1995 requires local authorities to consult the bodies listed in Table 4.1. In addition, we have undertaken a comprehensive stakeholder engagement process which generated nearly 3000 responses. The following points summarise the results of the survey:

- 66 per cent agreed that the impact of private cars needs to be reduced by reducing numbers of journeys;
- The vast majority (88 per cent) agreed air quality should be treated as a public health priority;
- More than half (55 per cent) back a switch to electric cars;
- 58 per cent support measures to reduce the attractiveness of driving into the city centre;
- Measures to increase the attractiveness of travel by means other than private car is strongly supported - by 90 per cent;
- A majority (52 per cent) disagree with increasing the cost of driving into the city centre - a third (33 per cent) agree with measure;
- More than half (55 per cent) would support closure of roads to through traffic if their neighbourhood if there are improvements to public transport;
- A similar number would back the same measure if there were improvements to walking routes (53 per cent) and improvements to cycle routes (53 per cent);
- A big majority (80 per cent) support an increase in park and ride sites. Almost three quarters (73 per cent) believe the move would cut private car journeys from those living outside the city;
- More than half (53 per cent) supported the aim of reducing the impact of travel for business purposes. Only 26 per cent disagreed;

- 61 per cent support restrictions on accessing certain parts of the city for certain types or ages of vehicles. Only 27 per cent disagreed;
- 41 per cent agreed that businesses within a defined area should pay a fee for private vehicle parking, 34 per cent opposed the measure;
- 76 per cent thought developers should be held to account if developments create more traffic than predicted in planning applications;
- 82 per cent agree that making public space more attractive will encourage people to be more active. Nearly three quarters (72 per cent) agree that active and healthy people will use active and healthy travel options.

Further detail of the response to the engagement process is given in Appendix A.

Table 4.1 – Consultation Undertaken

Yes/No	Consultee
Yes	the Secretary of State
Yes	the Environment Agency
Yes	the highways authority
Yes	all neighbouring local authorities
Yes	other public authorities as appropriate, such as Public Health officials
Yes	bodies representing local business interests and other organisations as appropriate

4.2 Steering Group

In drafting the Air Quality Action Plan Environmental Health and Licensing identified and engaged with partners that have a key interest in air quality. These include:

- Public Health (Public Health England and Public Health Devon);
- Devon County Council Highways;
- Neighbouring Districts (Teignbridge, East Devon and Mid Devon);
- Exeter City Council colleagues (Communities Engagement, Sustainable Transport and Economic Development, City Development, Communications, Corporate Policy, Fleet and the Sport England Local Delivery Pilot team);
- Exeter and East Devon Low Carbon Task Force;
- Exeter University (Greenpeace laboratories);
- Exeter City Futures;
- Public Health South West Air Quality Network.

The final plan is an update to the previously published draft plan, taking into account the responses to the consultation and engagement process, and the emerging Exeter Vision for 2040. The measures within the final plan were discussed and finalised by the Senior Management Board, assisted by officers from Environmental Health & Licensing and the Sport England Local Delivery Pilot team.

5 AQAP Measures

Table 5.1 shows the Exeter City Council AQAP measures. It contains:

- a list of the actions that form part of the plan
- the responsible individual and departments/organisations who will deliver this action (abbreviations are GESP – Greater Exeter Strategic Plan, LP – Local Plan review, SELDP – Sport England Local Delivery Pilot, ECF – Exeter City Futures)
- expected benefit in terms of NO₂ emissions
- the timescale for implementation
- how progress will be monitored
- relevant sections from the Corporate Plan and Exeter Vision (comments column)

NB: Please see future Annual Status Reports for regular annual updates on implementation of these measures

The modelling which has been undertaken to predict the reduction in emissions which the measures will achieve is summarised in Appendix C.

Table 5.1 – Air Quality Action Plan Measures

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
Tackling Congestion and Accessibility											
1	Filtered permeability projects to be considered for the city with an initial focus on the Heavitree corridor area and including a feasibility study for corridor improvements	Policy Guidance and Development Control	Other policy	DCC Via Transport Strategy Exeter City Futures (ECF)	In consultation with communities, develop plans for individual areas	2019 start challenge definition and feasibility assessment	12% cycle to work and 50% walk or cycle to work Heavitree corridor improvements designed to achieve compliance with the objective	The target for design of changes to the Heavitree corridor area will be to eliminate exceedences. Details will be finalised as the design emerges, but it is currently expected that a reduction in emissions of between 39 and 78% will be required	ECF Community engagement project commenced for Heavitree, and initial work by Exeter Cycle Campaign	Rolling programme	Transport will not be a barrier to economic or social activities, and sustainable means of travel will be cheaper, quicker and more convenient than private car ownership A comprehensive network of safe routes will ensure that most everyday journeys are made by walking and cycling

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
2	Consider access restrictions which will reduce the dominance of private cars, including in the city centre	Policy Guidance and Development Control	Other policy	DCC Via Transport Strategy & Exeter City Futures	Development of plans as part of Transport Strategy for the city, consultation and obtaining relevant permissions, consents and traffic orders	2021 start implementation	Less than 50% private car commute	4% reduction in emissions at East Wonford Hill (shared across all measures which will in combination achieve the targeted reduction in private car commutes)		Ongoing programme	<p>The impacts of growth will be managed and mitigated and communities will lead development, helping to create a city where everyone has access to the places and services which enable them to meet their needs and lead fulfilling lives.</p> <p>Local supply chains will be stronger, supporting the city's businesses and social enterprises and keeping more money within the local economy</p> <p>A comprehensive network of safe routes will ensure that most everyday journeys are made by walking and cycling</p> <p>Transport will not be a barrier to economic or social activities, and sustainable means of travel will be cheaper, quicker and more convenient than private car ownership</p>

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
3	New transport links and Park & Change facilities to make it easier for those living outside the city to choose active and sustainable travel modes	Transport Planning and Infrastructure	Other	DCC Via GESP & Transport Strategy	2021 start formalisation of plans through Transport Strategy and GESP	2023 start implementation of plans, once relevant permissions, consents and traffic orders obtained, and funding is in place	Publication of Transport Strategy Less than 50% private car commute	4% reduction in emissions at East Wonford Hill (shared across all measures which will in combination achieve the targeted reduction in private car commutes)	GESP work is progressing	Ongoing programme	Transport will not be a barrier to economic or social activities, and sustainable means of travel will be cheaper, quicker and more convenient than private car ownership
4	Changes to parking charges to discourage car travel in peak times, encourage longer stays in the city centre and support other measures in this plan, such as active travel	Traffic Management	Other	ECC Via Local Plan	2019 commission relevant changes to software and/or hardware (if cost effective to achieve)	2020 implement new charging scheme (if approved)	New charging scheme in place	<1% reduction in emissions. This measure is expected to have an indirect effect on emissions, such that it is not possible to reliably quantify the impact of this measure alone	Identified that this would be most effective at 'pay on foot' car parks, rather than pay & display ones. However currently these are short stay only and peak hours are already 10 – 11am and 2-3pm	2021	Transport will not be a barrier to economic or social activities, and sustainable means of travel will be cheaper, quicker and more convenient than private car ownership
5	Maximise efficiency of existing highway network	Transport Planning and Infrastructure	Other	DCC via GESP, Transport Strategy & Exeter City Futures	2020 identify areas for specific improvement and develop detailed models to assess solutions	TBC, depending on outcome of planning phase and funding availability	TBC in subsequent annual air quality status reports	TBC, based on predicted changes to traffic parameters provided by DCC as plans for specific locations emerge and are consulted upon		Ongoing programme	Transport will not be a barrier to economic or social activities, and sustainable means of travel will be cheaper, quicker and more convenient than private car ownership

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
Promoting Active and Health Lifestyles											
6	Access Fund and cycle/walking network, Local Walking and Cycling Infrastructure Plan (LCWIP)	Transport Planning and Infrastructure	Other	DCC Via Transport Strategy	2019 continue to develop and expand plans for cycle network and development of LCWIP	Ongoing, as DCC have current plans for upgrades to cycling and walking infrastructure which will evolve as the LCWIP develops	12% cycle to work and 50% walk or cycle to work	4% reduction in emissions at East Wonford Hill (shared across all measures which will in combination achieve the targeted reduction in private car commutes)	DCC's current programme being implemented as funding is obtained	Ongoing programme	A comprehensive network of safe routes will ensure that most everyday journeys are made by walking and cycling
7	Expand school and community projects, car free events and events promoting active travel, building on the success of the Heavitree pilot	Promoting Travel Alternatives	Other	ECC Via Sport England Local Delivery Pilot & Exeter City Futures	2019, develop initial programme with communities	Ongoing programme, which evolves as previous events and projects are evaluated	12% cycle to work and 50% walk or cycle to work	4% reduction in emissions at East Wonford Hill (shared across all measures which will in combination achieve the targeted reduction in private car commutes)	Heavitree community have conducted local monitoring and awareness campaigns and are seeking funding to support them in projects to encourage behavioural change	Ongoing programme	Exeter will be healthy and happy and local services will support people to live their lives well, in the ways that matter to them.
8	Use social prescribing and community building to help individuals get and stay active	Public Information	Other	ECC Via Sport England Local Delivery Pilot & Wellbeing Exeter	2019, expand on existing Wellbeing Exeter programme	Ongoing programme, which evolves as previous events and projects are evaluated	12% cycle to work and 50% walk or cycle to work	4% reduction in emissions at East Wonford Hill (shared across all measures which will in combination achieve the targeted reduction in private car commutes)		Ongoing programme	Exeter will be healthy and happy and local services will support people to live their lives well, in the ways that matter to them.

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
9	High quality parks, play areas, sport and leisure facilities	Promoting Travel Alternatives	Other	ECC Via Physical Activity Strategy, Sport England Local Delivery Pilot & Local Plan	2019 formal consultation on draft Physical Activity Strategy	2020 start to implement plans, after obtaining necessary permissions and consents, and funding	Exeter the most active city in England	4% reduction in emissions at East Wonford Hill (shared across all measures which will in combination achieve the targeted reduction in private car commutes)		Ongoing programme	Exeter will be healthy and happy and local services will support people to live their lives well, in the ways that matter to them.
10	Communications plan, to support measures that will achieve modal shift	Public Information	Other	ECC Via Sport England Local Delivery Pilot & Exeter City Futures	2019 develop communications plan to promote behavioural change as part of existing programmes	2019 onwards implement and evolve plan	12% cycle to work and 50% walk or cycle to work	<1% reduction in emissions. The purpose of this measure is to enable the Council to explain why it is taking action. The measure itself is unlikely to have significant impact on its own.	Work on baseline evidence report commenced. Lessons from Commute Exeter project will contribute to development of plan	Ongoing (iterative process of developing and implementing communications / messages)	Active, engaged citizens and communities will be empowered to create, share and use data to respond to shared problems and needs.
11	Promote and expand Co-Bikes network, and support the roll out of electric car club vehicles to more locations	Promoting Travel Alternatives	Other	DCC, ECC Via Transport Strategy & Sport England Local Delivery Pilot & Exeter City Futures	2019	Ongoing programme, dependent on funding availability	ULEV Co-Car fleet and expanded network of Co-Bikes	<1% reduction in emissions This measure will have indirect benefits for air quality by facilitating active travel and supporting a change in car ownership patterns. It is not possible to reliably model the impact of this measure alone on emissions	DCC have planned upgrades to the Co-Bikes network	Ongoing programme	A comprehensive network of safe routes will ensure that most everyday journeys are made by walking and cycling

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
Building Great Neighbourhoods											
12	An improved multi-modal public transport network, incorporating cleaner bus technologies	Transport Planning and Infrastructure	Other	DCC Via GESP, Transport Strategy & Exeter City Futures	2020	TBC	Less than 50% private car commute	4% reduction in emissions at East Wonford Hill (shared across all measures which will in combination achieve the targeted reduction in private car commutes) As an example, 33% bus electrification would achieve 5% fall in emissions at East Wonford Hill and 66% electrification would achieve 10% reduction		Ongoing programme	Transport will not be a barrier to economic or social activities, and sustainable means of travel will be cheaper, quicker and more convenient than private car ownership
13	Developers to mitigate the effects of their development on air quality	Policy Guidance and Development Control	Other policy	GESP team, ECC Via GESP & Local Plan	2019/20 start formalisation of new policies, plans, emerging GESP and updates to Local Plan	2019 continue to implement policies in existing planning policy in a robust manner 2022 start implementation of new policies	Incorporation of new policies into GESP and Local Plan review	The purpose of this measure is to limit the impact of new development. It is not intended to reduce emissions on the current baseline (although some reduction may be achieved as a result in practice)	GESP work is progressing. Local Plan work to be supported by the Sport England Local Delivery Pilot	Ongoing	The impacts of growth will be managed and mitigated and communities will lead development, helping to create a city where everyone has access to the places and services which enable them to meet their needs and lead fulfilling lives.

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
14	Policies deliver development where private car use is not the only realistic travel choice	Policy Guidance and Development Control	Other policy	GESP team, ECC Via GESP & Local Plan	2019/20 start formalisation of new policies, plans, emerging GESP and updates to Local Plan	2019 continue to implement policies in existing planning policy in a robust manner 2022 start implementation of new policies	12% cycle to work and 50% walk or cycle to work	The purpose of this measure is to limit the impact of new development. It is not intended to reduce emissions on the current baseline (although some reduction may be achieved as a result in practice)	GESP work is progressing Local Plan work to be supported through the Sport England Local Delivery Pilot	Ongoing	A high-quality and accessible built environment and green spaces, with great arts and cultural facilities, will encourage healthy, active lifestyles A comprehensive network of safe routes will ensure that most everyday journeys are made by walking and cycling
15	More things to see/do in the City Centre, encouraging longer stays and supporting events which promote sustainable travel, active and healthy lifestyles	Policy Guidance and Development Control	Other policy	ECC Via Local Plan	2019 start to update current City Centre Strategy.	TBC once strategy adopted	Adoption of new City Centre Strategy	<1% reduction in emissions. This measure will not have a significant direct impact on emissions, but will support the step change in behaviour which will be required to meet the City Council's aspirations for active and healthy travel		Ongoing programme	Local supply chains will be stronger, supporting the city's businesses and social enterprises and keeping more money within the local economy Exeter will be a liveable city, with a thriving city centre A high-quality and accessible built environment and green spaces, with great arts and cultural facilities, will encourage healthy, active lifestyles

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
16	Better information to raise awareness and improve the level of understanding of air pollution and transport issues within communities	Public Information	Other	ECC	2019 develop plan, to raise understanding of air quality (identified in consultation as a key barrier)	2020 onwards implement and evolve plan	12% cycle to work and 50% walk or cycle to work	Enable the Council to explain why it is taking action. Measure itself is unlikely to have significant impact on its own.	Work commenced on baseline evidence report, on which communication messages can be based	Ongoing (iterative process of developing and implementing communications / messages)	Active, engaged citizens and communities will be empowered to create, share and use data to respond to shared problems and needs.
17	An air pollution monitoring network that supports the measures in this action plan	Public Information	Other	ECC Via Local Plan	2019 Identify gaps in the ability of the current network to achieve the aims of this action plan, and specify new or changed elements that are required	2021 new network on line (once necessary funding in place, and the tender process, installation and commissioning are complete)	The monitoring network provides the data required to inform the development and implementation of the actions in this plan	This measure would not in itself deliver reductions in emissions, but would support the other measures in this plan		Ongoing evolution of network may be required, as needs change	An innovative and analytical culture will support communities, businesses, civil society and public bodies to work together to solve the city's challenges and achieve its ambitions.

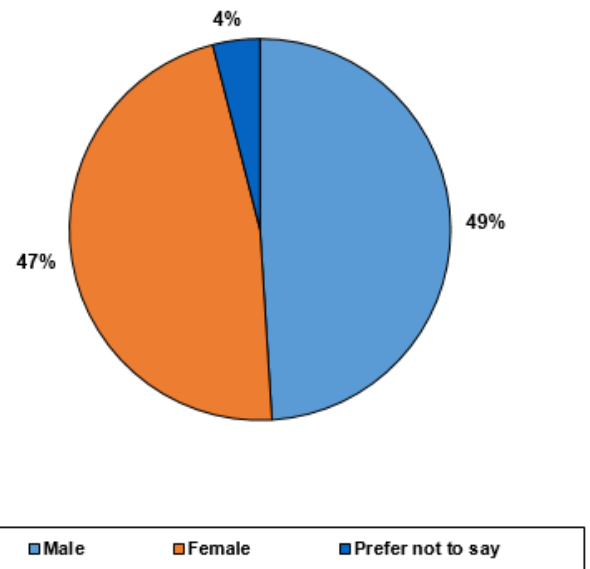
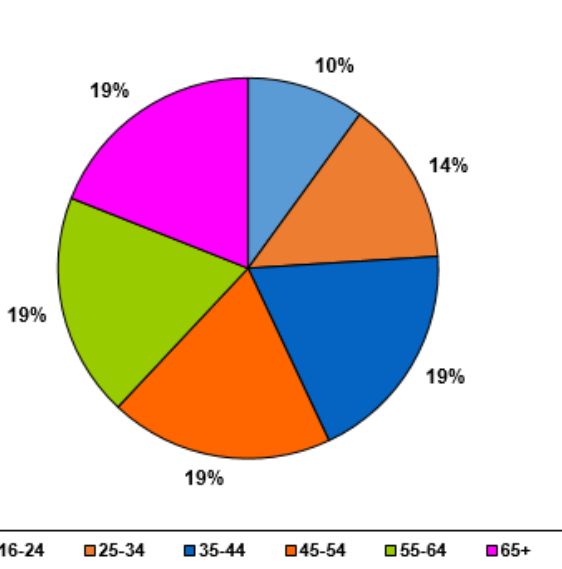
Appendix A: Response to Consultation

Table A.1 – Summary of Responses to Consultation and Stakeholder Engagement on the AQAP

A three month consultation was undertaken between February 11 and May 11 2018, on the draft Air Quality Action Plan. An online survey was hosted on the Council’s website and promoted through the media, social media and public events. A total of 1,722 responses were completed. In addition, 1,100 street surveys (550 with residents and 550 with commuters) were undertaken in and around Exeter by consultants. The Council also conducted its own consultation with statutory bodies and through public events. More than 300 people attended a consultation event at the Guildhall. In total 2,873 online, street and self-completion surveys were completed and five focus groups were also held with businesses and residents.

Survey Results

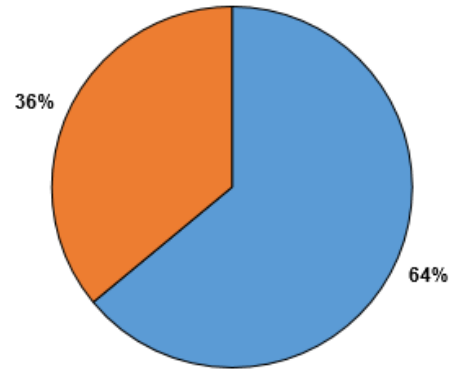
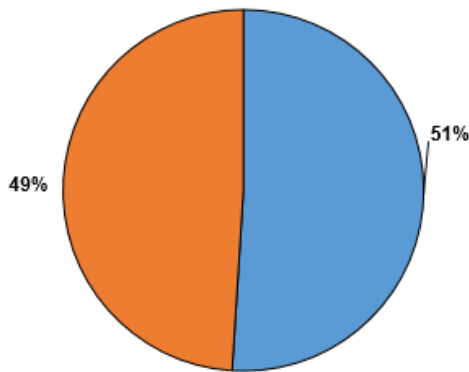
Who responded?



Who responded? – Residents or commuters

Street

Online



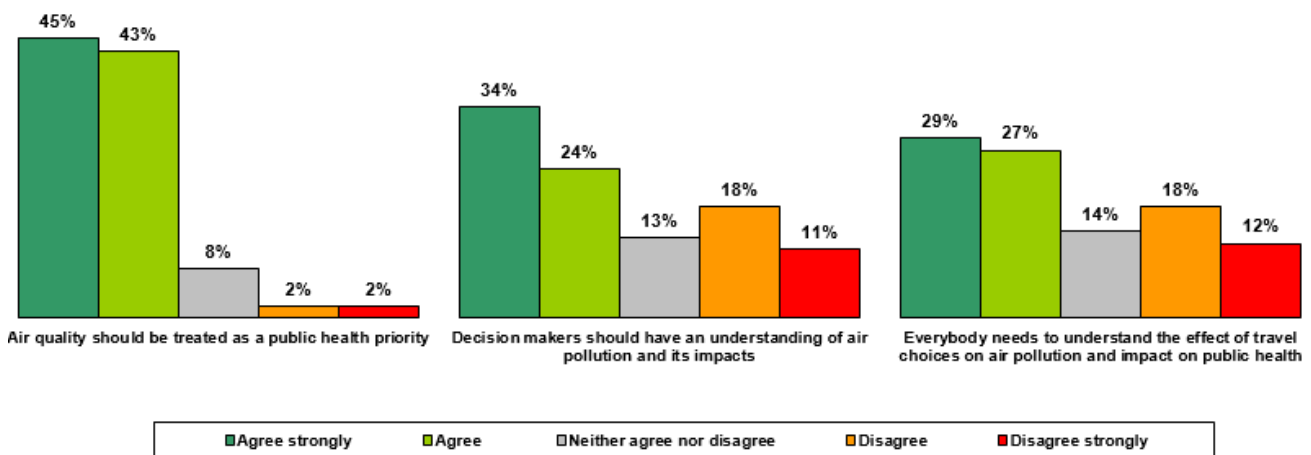
Residents

Commuters

Residents

Commuters

Views on air quality



Agree strongly

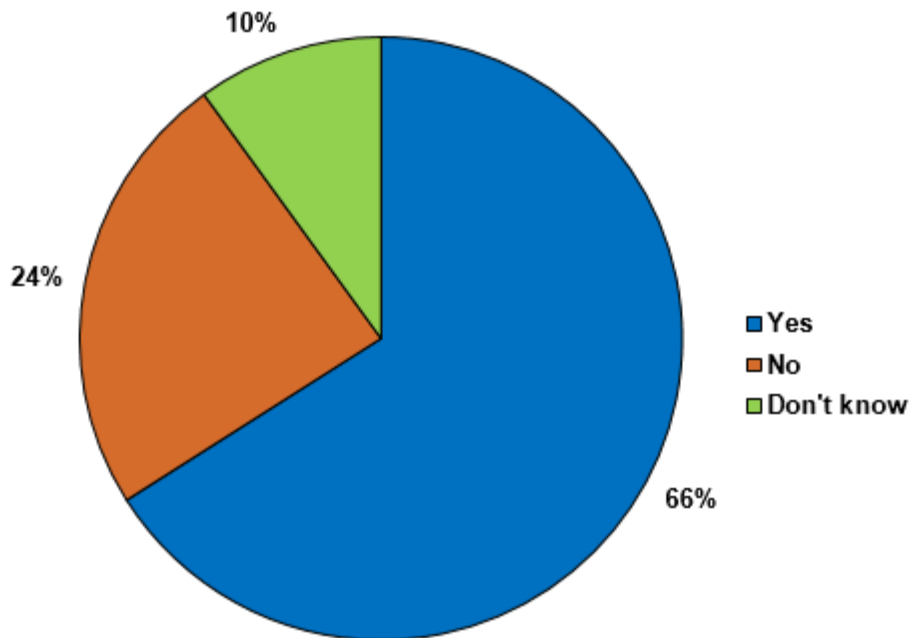
Agree

Neither agree nor disagree

Disagree

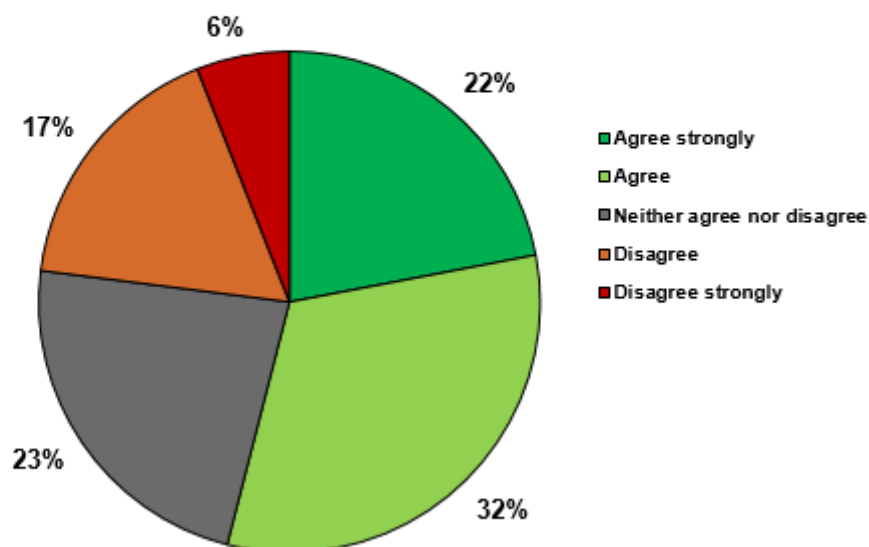
Disagree strongly

Do you support the aim to reduce the impact of cars by reducing car journeys?

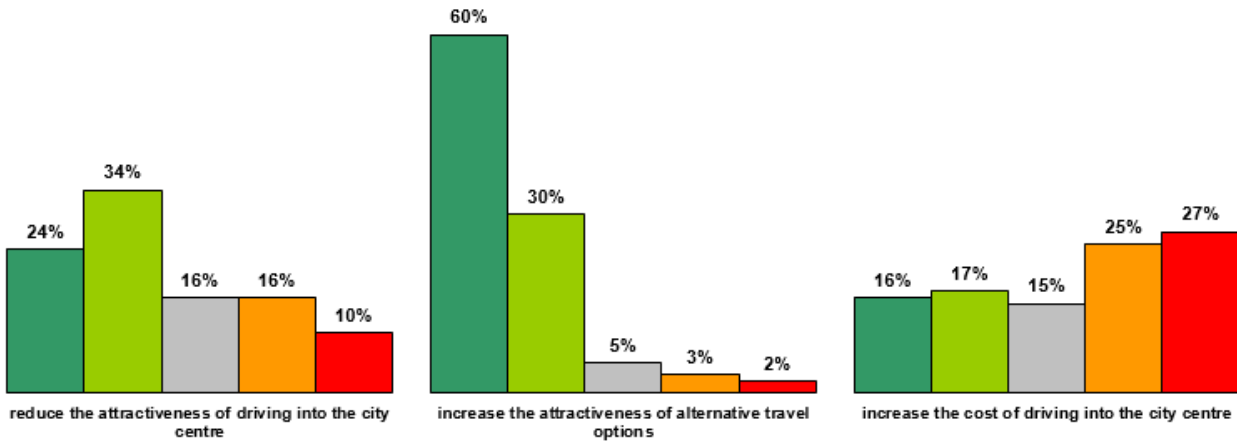


Private car use – focus on electric cars

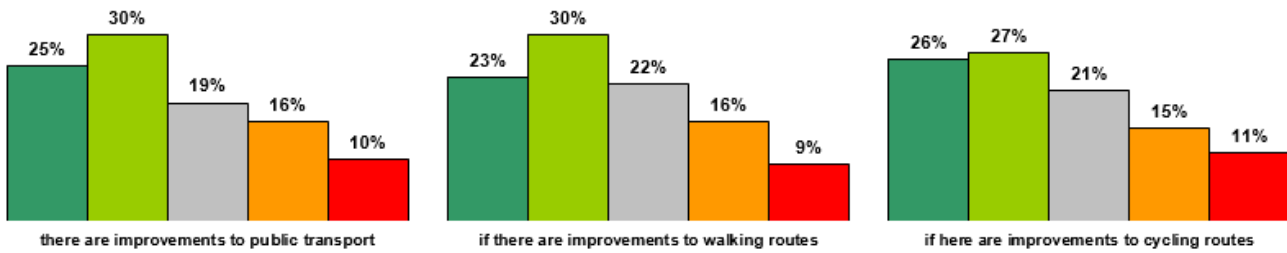
Whilst just over 50% agree to some extent with encouraging a switch to electric cars, 23% of people neither agree nor disagree.



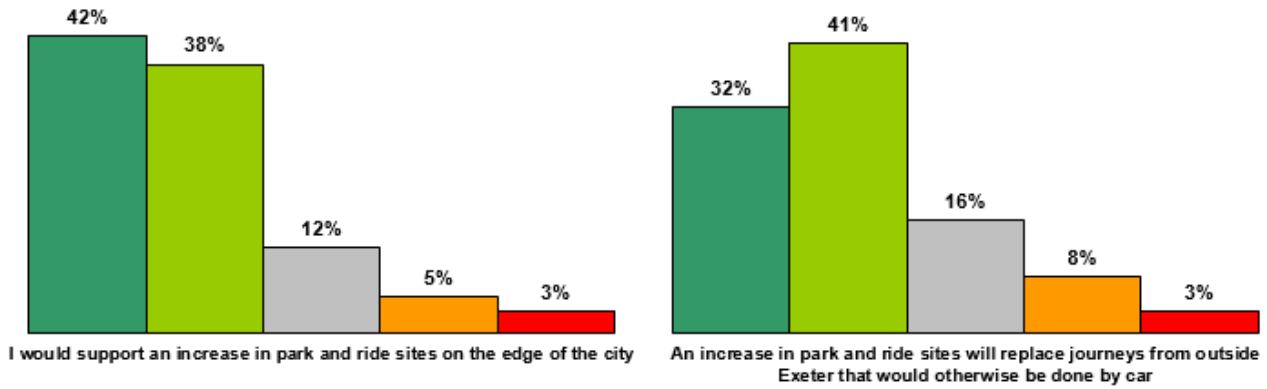
I would support measures which.....



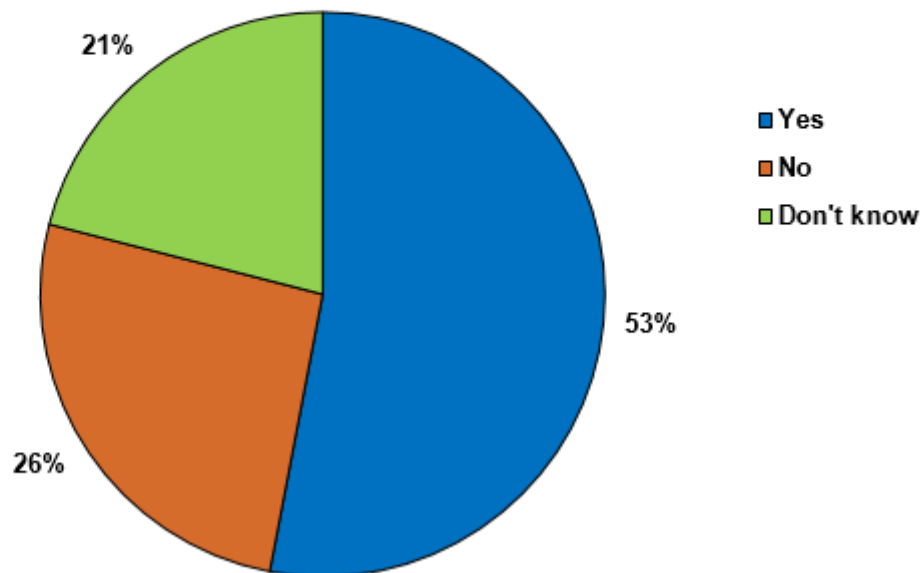
I would support the closure of roads to through traffic in my neighbourhood if.....



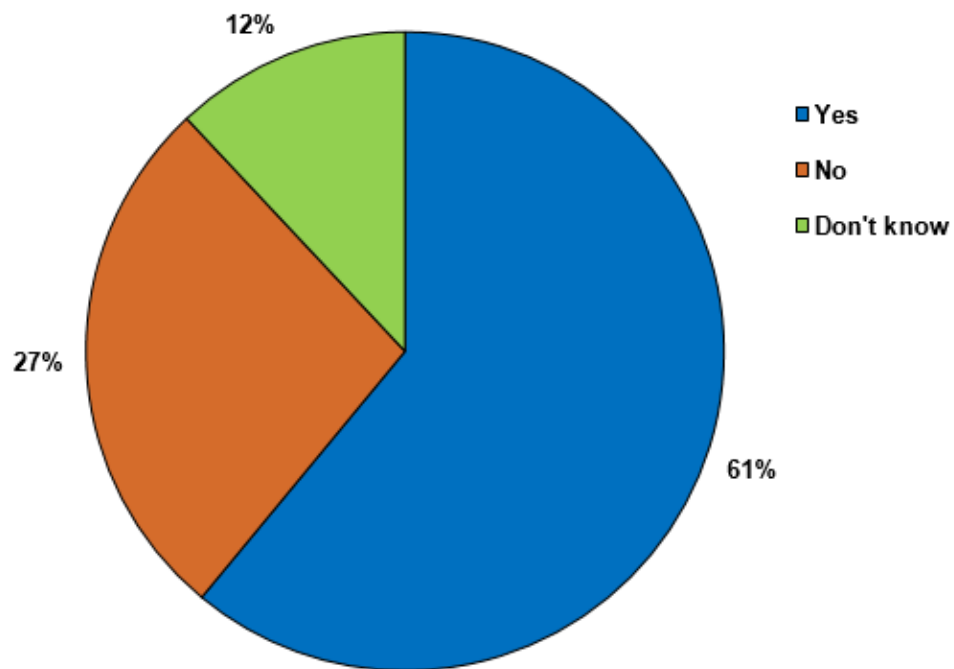
Levels of support for park and ride schemes



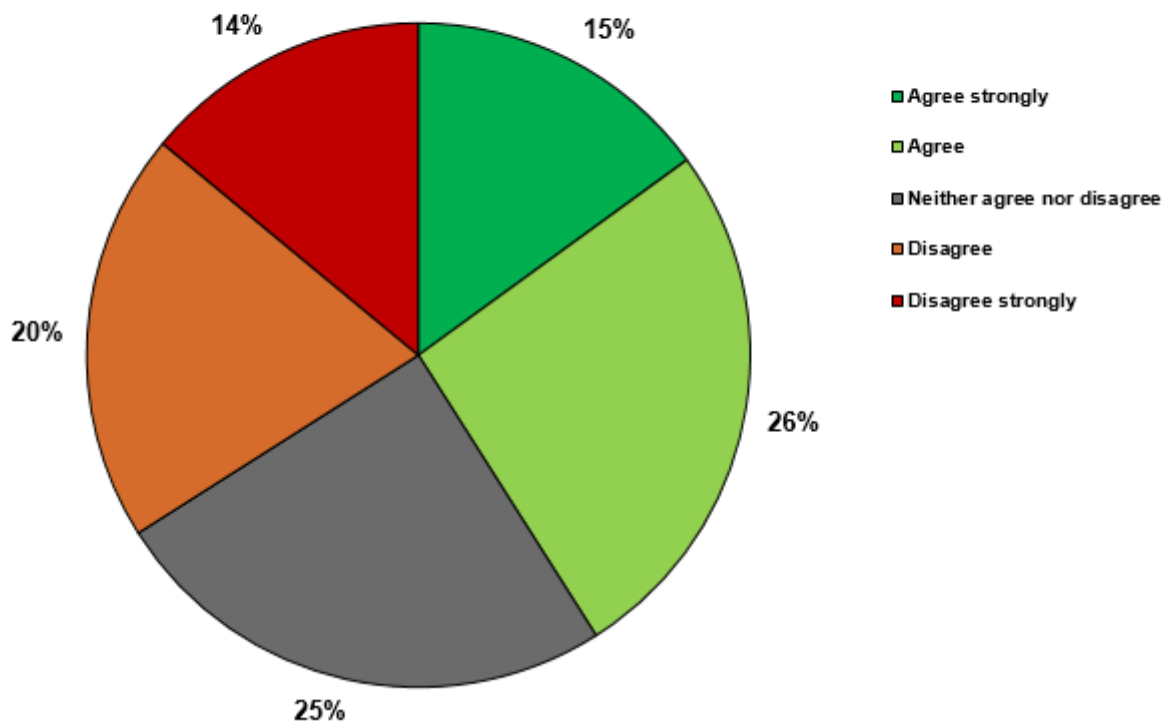
Do you support the aim to reduce the impact of travel for business purposes?



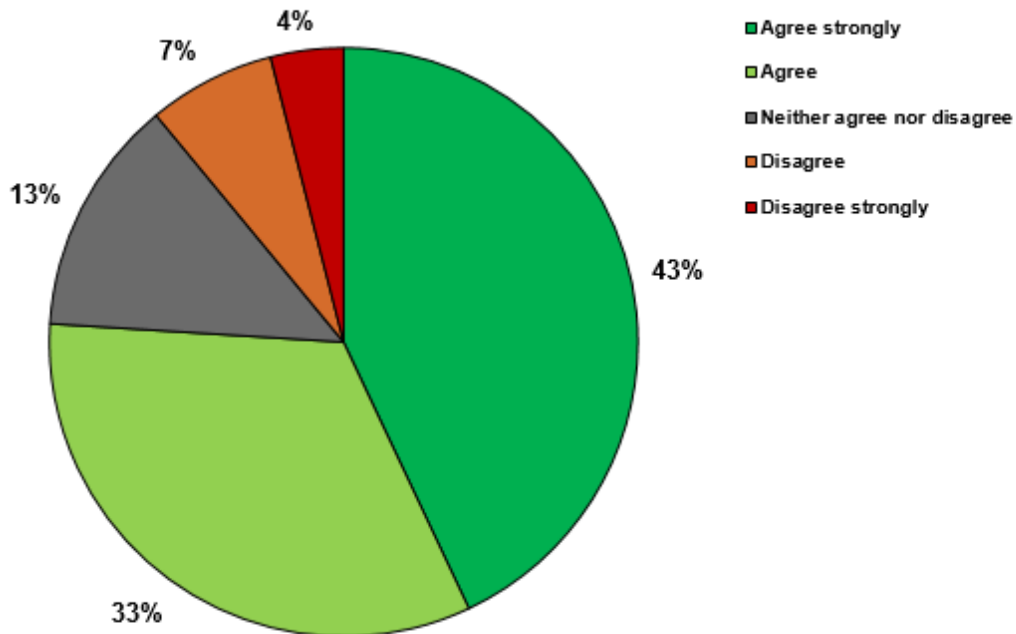
Would you support restrictions on access to certain parts of the city for certain types or ages of vehicles?



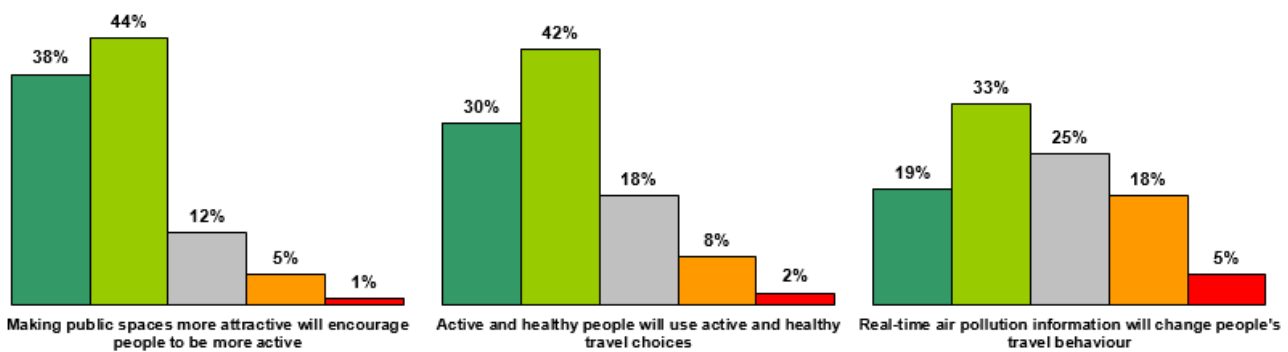
Businesses within a defined area should pay a fee for private car parking



Developers should be held to account if developments create more traffic than they predicted in their planning application



To what extent do you agree or disagree with the following...?



Focus Groups

5 focus groups were held, with the following audiences:

- 2 Residents' groups
 - Heavitree residents
 - St Thomas residents
 - A mix of ages and genders attended both groups
- 3 Business' groups
 - Exeter Business Network members – working in and around Exeter
 - Exeter Chamber of Commerce members – predominantly City Centre based
 - Exeter Marsh Barton forum – based on Marsh Barton
 - The focus for the business groups was predominantly small to medium sized businesses across a mix of sectors.
 - The Princesshay Manager attended one of the groups to represent the retail sector.
 - Exeter BID declined to attend as we understand that they are putting together their own response to the consultation.

Summary of findings:

- People are concerned about air quality and the impact of pollution on health
- More information and education is needed about how “bad” the levels are and what is causing the problems
- People must be given affordable, flexible, easy to use public transport (including park and ride schemes) if there is to be a reduction in private car travel
- Whilst some were in favour of charging to go into the city, the general view was that people should not be penalised/taxed if they don't have alternative ways of getting into town
- Any penalties will merely push the problem further out into the suburbs

- People can be encouraged to walk and cycle but again infrastructure particularly for cyclists needs to be there – paths, showers, storage.....
- Businesses can encourage but perhaps some form of incentives to the businesses should be considered if they are to make changes e.g. using co cars, changing to electric vehicles
- Tackle the worst polluters first – diesel buses and taxis
- Join up the planning – developers need to provide the infrastructure earlier and be required to make their developments more sustainable
- Promote schemes more e.g. car share, Co cars

Written Responses

Consultee	Category	Response
Devon County Council	Local Government	<p>Points out long term downward trend in concentrations of NO2, despite growth of housing and jobs in travel to work area. Daily traffic use has reduced on the main corridors, while use of sustainable travel has increased</p> <p>Traffic is busy in peak periods and Devon is working to support economic development through GESP, while tackling pollution on 'problematic corridors'. This should be done through new infrastructure, innovation and behavioural change initiatives</p> <p>New developments should be sustainable and well planned</p> <p>Exeter has comparatively low car use, and high levels of walking and cycling and bus use. But a number of daily short distance commuter trips need to be converted to sustainable modes</p> <p>Exeter has second highest geographical travel to work area in the country, and the second highest proportion of its workforce travelling from outside – 36,000 commuters, compared to 38,000 commutes within the city. 80 per cent of commuters from outside the city drive</p> <p>It needs to be clear who is the lead authority in which area. For example, a workplace levy, for example, it would need to be Devon</p> <p>Devon has previously considered a form of congestion charge for Exeter, but ruled this out, largely on cost grounds</p>
Public Health Devon	Local Government	<p>Public Health Devon supports the proposed measures to improve air quality in Exeter, particularly those which also encourage active travel and reduce health inequalities.</p> <p>The Action Plan is comprehensive, and supported.</p>
Exeter Cycle Campaign	Local Special Interest Group	<p>Produced a 27 page report. It welcomes measures to reduce private car use</p> <p>But it says a comprehensive, city-network of protected, connected and convenient paths is needed. The response includes a 17-point package of proposed measures to boost cycling</p>

		<p>Summary:</p> <p>AQAP has high aspirations, but measures are mixed, goals are weak and priorities are missing. Wholescale shift from private car to cycling is most effective way of tackling air quality</p> <p>'Encouraging' cycling won't work – it needs to be enabled through the building of safe infrastructure</p>
Exeter Green Party	Political Party	<p>In summary, the council must:</p> <p>Take a strategic approach to improving air quality</p> <p>Adopt the High Court ruling standard for Exeter AQAP</p> <p>Provide accurate information about air pollution in Exeter</p> <p>Take immediate action to improve air quality</p> <p>Have political leadership in relation to the realities of joint working with DCC</p> <p>Continue to educate on the need for radical change</p> <p>Stop saying that 'encouraging' and 'supporting' action will make any difference</p>
Exeter Civic Society	Local Special Interest Group	<p>The ambitions of cutting pollution hotspots and evolving as a car free city should be separated – the timescales are different</p> <p>The link between traffic levels and poor air quality needs to be clearer</p> <p>The majority of congestion problems are caused by those commuting into the city</p> <p>Not enough resource is being put in to tackling the problems</p> <p>New developments on the outskirts of the city will make congestion worse</p> <p>The AQAP should be incorporated into the Greater Exeter Strategic Plan (GESp)</p> <p>Commuters need to have benefits for not using the car</p> <p>Major increase in public transport infrastructure needed – although it is unlikely to be viable</p>
Members of Public (direct correspondence)	Public	<p>Two letters from residents in Mid Devon concerned about effects of any congestion charge – they claim it would be very unfair to drivers</p>

<p>rather than online survey)</p>		<p>Exeter resident living in St David’s Hill says it is noisy with traffic day and night – would support measures to close it to traffic</p> <p>Two letters complaining of bonfires being a major pollutant and nuisance, calling on the council to closely regulate this as elsewhere (Croydon quoted)</p> <p>Exeter resident is calling for the council to provide electric charging points in residential areas – those in terraced houses need to be able to charge</p> <p>Residents calls for better provision for cyclists, dedicates lane five feet away from cars</p>
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Appendix B: Reasons for Not Pursuing Action Plan Measures

Table B.1 – Action Plan Measures Not Pursued and the Reasons for that Decision

Ref in DRAFT plan	Measure	Detail	Taken forward? Y/N	Ref in FINAL plan	Stakeholder views, and reason action is not being pursued
The private car is seldom used for journeys within the city					
1	Anti-Idling Campaign	Program of anti-idling education, and consideration of enforcement in the future	N	n/a	Respondents supported this type of measure, but were doubtful that it would have much impact, or could be enforced widely Given the uncertainty over effectiveness this has not been included in the action plan, although some element of anti-idling education may be included within the education and communications actions and could be taken forward by communities.
2	Promote Car Clubs and Co-Bikes	Support significant expansion of car clubs and electric bike hire network, potentially as part of changes to planning policies and seamless multi-modal travel	Y	11	n/a
3	Design and implement a new and enhanced public transport network and seamless multi-modal travel	Support significant upgrade to public transport provision, including single ticketing platform where possible, new routes and an enhanced passenger experience Consider ULEV PSVs where appropriate	Y	12	n/a
4	Design and implement a filtered permeability plan and corridor improvements	Develop a plan which is most likely to deliver defined outcomes of emissions reduction, in conjunction with improved public transport. Initial work to focus on the Heavitree corridor and surrounding areas.	Y	1	n/a
Business travel and servicing is by ULEV and shared					
5	Workplace Parking Levy	Incentivise employers to adopt best practice and discourage use of private car, whilst generating income to support delivery of other aspects of the AQAP. ECC to lead by example by providing EV pool cars	N	n/a	Many respondents did not understand this mechanism or replied to suggest that businesses should not face additional financial burdens. There was a feeling that alternative modes of transport should be provided first, and this should not just be a money-raising scheme for general council budgets. This has not therefore been included as a specific measure at this stage, but may be reconsidered at a later date. ECC to continue to operate and expand electric pool cars fleet.
6	Business support and accreditation schemes using levy income	Provide advice and support to companies to change their travel habits and reduce emissions, showing the link to increased profitability and productivity. Expansion of Eco Stars, subject to funding ECC to lead by example, replacing diesel vehicles with ULEV where this can be cost effective. Investigate possibility of setting emission standards for private hire vehicles.	N	n/a	Dependent on income from Workplace Parking Levy (above)

7	Support businesses with sustainability advice, possibly through the LEP	Further phase of support, with accreditation or award schemes to highlight good performance, in conjunction with partners and covering a wider geographic area. DCC, University and hospital to convert diesel vehicles to ULEV as part of work by the Low Carbon Task Force ULEV group, and work towards a Devon-wide EV charging network.	N	n/a	Respondents supported this type of measure, but were doubtful that it would have much impact. For this reason it has not been included as a measure in this plan. Exeter City Futures are engaging with businesses on air pollution however, and the Sport England Local Delivery Pilot has a strand on healthy workplaces which would include healthy business travel.
8	Access restrictions/ charging	Restrictions on what vehicles can enter certain parts of the city at certain times of day, potentially with a charge for vehicles that do not meet the relevant criteria (focusing on goods vehicles)	Y	2	Some were supportive, whilst others replied that car drivers should not be the subject of such 'stick' measures. For private individuals, there were worries over cost and accessibility to services. For businesses there were concerns over profitability. These types of measures will be included for consideration in the development of a Transport Strategy for the city.
Development creates sustainable car-free communities					
9	Require developers to demonstrate a financial contribution to mitigation which matches the harm caused	Require developers to predict the health costs of vehicle emissions and match this cost with spending on mitigation Update local planning validation checklist to reflect the information we expect to see in an application	Y	13	This was supported in principle, but many respondents felt that it would not be achievable in practice. The wording has changed since the draft AQAP, but these types of measures will be considered within the GESP themed actions in this plan.
10	Policies deliver development where car travel is not needed	Develop planning guidance as part of Core Strategy or in annex to AQAP which sets out how we want development to be as car-free as possible. Work to ensure that the GESP is as robust as possible about allocating development in sustainable locations and mitigating air quality impacts. Review options for making green travel plans more effective, especially in the longer term (Green Travel Plans and Planning Conditions Spotlight Review Group)	Y	14	This was supported in principle, but many respondents felt that it would not be achievable in practice. The wording has changed since the draft AQAP, but these types of measures will be considered within the GESP themed actions in this plan.
11	Connections to new transport network mean it is easier, more attractive and more cost effective for those living outside the city to access the city by public and active travel	Implement new network of transport routes and infrastructure, connected to new development areas. Consider recommendations of Green Travel Plans and Planning Conditions Spotlight Review Group	Y	3	This was supported in principle, but many respondents felt that it would not be achievable in practice. The wording has changed since the draft AQAP, but these types of measures will be considered within the GESP themed actions in this plan.
12	Planning policy means it is hard for those living in new development outside the city to access the city entirely by private car	Develop park and ride and new public transport routes. Consider the use of traffic management or access restrictions which make park and ride, public transport or active travel more attractive than driving into the city centre. Consider recommendations of Green Travel Plans and Planning Conditions Spotlight Review Group	Y	2, 3	This was supported in principle, but many respondents felt that it would not be achievable in practice. The wording has changed since the draft AQAP, but these types of measures will be considered within the GESP themed actions in this plan.
Internal combustion engines are discouraged in a vibrant centre, where active or ULEV travel is the norm					
13	Changes to parking charges to discourage car travel in peak times.	Ensure that parking policy discourages travel at peak times, and encourages visitors to stay into the evening. Consider recommendations of Green Travel Plans and Planning Conditions Spotlight Review Group.	Y	4	n/a
14	More things to see and do are developed in the City Centre to encourage longer stays	Increase the attractiveness of the city centre, and the length of time people spend in the city centre, for example changes in the South Street area, Corn Exchange and the bus station redevelopment	Y	15	n/a

15	New and enhanced transport network means it is easier, more attractive and more cost effective for those living in the city to travel public and actively	Support significant upgrade to public transport provision, including single ticketing platform where possible, new routes and an enhanced passenger experience Consider ULEV PSVs where appropriate	Y	3 and 12	n/a
16	Access restrictions/ charging	Restrictions on what vehicles can enter certain parts of the city at certain times of day, potentially with a charge for vehicles that do not meet the relevant criteria Focussing on PSV and HGV in the city centre	Y	2	Some were supportive, whilst others replied that car drivers should not be the subject of such 'stick' measures. For private individuals, there were worries over cost and accessibility to services. For businesses there were concerns over profitability. These types of measures will be included for consideration in the development of a Transport Strategy for the city.
Exposure Reduction Vision					
17	Public health data provides estimate of impact of transport emissions alongside data on benefits of active lifestyles.	Request that Public Health Devon undertake an evidence review to provide estimate of impact of traffic emissions on the population of Exeter (including noise) Brief ECC members and senior managers as part of Communications and Engagement Plan	N	n/a	This information is already available in the Joint Strategic Needs Assessment.
18	Promote community monitoring projects, car free events and active travel.	Through Wellbeing Exeter and Sport England Local Delivery Partner Pilot promote community monitoring projects, car free events and active travel. Continue to work with Sustrans in local schools Support research by Exeter University into sustainable travel and behavioural change Further improve the air quality data available on ECC's website	Y	7	
19	Target social prescribing and community building for those most likely to benefit for getting and staying active	Through Wellbeing Exeter and Sport England Local Delivery Partner Pilot develop and implement programs which increase active lifestyles, and active travel.	Y	8	
20	High quality destination parks, play areas, sport and leisure facilities across the City. Promote and encourage Parklife activities and active lifestyles.	Ensure that parks and public open space are attractive places to spend time, encourage active lifestyles and active travel, and maximise wider natural capital benefits. Support local groups which are based around shared public space.	Y	9	
21	Communication & Engagement Plan	Develop a formal communications plan for air quality.	Y	10 and 16	
Devon County Council					
22	Access Fund and cycle/walking network	Promotional activities to increase walking and cycling (working with large employers, schools to improve skills and activity). Planned improvements in the strategic walking and cycling networks.	Y	6	Respondents commented that this was not a new measure, which is correct, DCC already do this work and would continue to do it in the absence of the AQAP. It has however been included as a specific measure, so that all relevant actions are recorded in the plan. The development of the LCWIP has also been included in the final measure.
23	InnovaSUMP	Develop a standalone transport plan for Exeter of low carbon transport options to improve sustainable mobility alongside the major growth plans. Will connect to the GESP and provide an update to the LTP3 for the Greater Exeter area.	N	n/a	Respondents were not clear on what this involved. The project will continue, lead from within DCC and its outputs will feed into the development of the GESP Transportation Strategy. As such there seemed little need to include it as a separate measure.

24	Maximise efficiency of existing highway network	Network review to optimise junctions and signals Utilise real-time technology and new forms of network control to smooth flow and provide information to travellers	Y	5	
Monitoring					
25	Monitoring	Monitoring in parks and on cycle routes to demonstrate the exposure reduction benefits of avoiding congested routes. Installation of replacement continuous monitoring equipment, at RAMM and Alphington Street, including PM2.5 analysers.	Y	17	
Additional measures put forward by respondents to consultation					
	Bike hub in city centre	Showers and bike parking facilities for those who work in the city centre but whose employers cannot or do not provide suitable facilities	Y	9	This was supported by respondents. It will be considered as part of the SELDP and LCWIP actions within the plan, but has not been included as a specific measure at this stage.
	Bypass	Bypass route around west and north of city	N	n/a	This was identified by respondents to the public consultation as a measure which should be considered. It has not been included in the AQAP because it would encourage more road travel, and have a negative impact on actions to encourage modal shift
	Car free days	Run regular, city-wide, planned and well-publicised car free days	Y	7	This was supported by respondents. It will be considered as part of the SELDP actions within the plan, but has not been included as a specific measure at this stage.
	Car-free development	Develop planning guidance as part of Core Strategy or in annex to AQAP which sets out criteria for car-free development	Y	14	This was supported in principle, but many respondents felt that it would not be achievable in practice. The wording has changed since the draft AQAP, but these types of measures will be considered within the GESP themed actions in this plan.
	Clean Air Zone	A Low Emission Zone following a proscribed DEFRA pattern, with nationally-set emission standards and limited flexibility over pricing and the classes of vehicles included	N	n/a	It may displace non-compliant traffic onto other roads, and may not effectively target the worst polluters (e.g. if real world emissions do not match the expected Euro standards). It is also likely to affect the poorest motorists most significantly and the infrastructure required can be expensive. The CAZ standards for hackney carriages are actually less stringent than those already set by ECC Licensing requirements. It is seen as not sufficiently flexible to meet Exeter's needs.
	Congestion charge	A charge levied on all vehicles entering a certain area, regardless of vehicle type, emissions or age	N	n/a	Some were supportive, whilst others replied that car drivers should not be the subject of such 'stick' measures. For private individuals, there were worries over cost and accessibility to services. For businesses there were concerns over profitability. These types of measures may be included for consideration in the wider action to identify enhancements for the Heavitree corridor.
	Dock-less Bike Hire	Develop a policy on dock-less bike hire			Respondents commented that the Councils need a policy on dock-less bike hire before a company brings them to

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					the city. ECC agrees that this would be useful, but is not currently a priority for officer time.
	E bikes	Significant expansion in electric bike use			Some respondents were concerned about cost of electric bikes. Respondents supported use of E bikes, which are seen as more attractive to many current non-cyclists or for those with children, or cargo to carry. Measures to support uptake of E-Bikes may be included in the SELDP work, but these programs have not yet been finalised. For this reason E-bikes have not been included as a measure at this stage of the AQAP.
	ECC fleet	Replacing diesel vehicles with ULEV where cost effective	N		Respondents supported this type of measure, but were doubtful that it would have much impact city-wide. Some review of ECC vehicles will be included in the Council's Agile and Flexible working project, and the current program to replace diesel vehicles with electric ones where practical will continue. No specific measure has been included in the action plan.
	ECC grey fleet	New electric and hybrid pool cars to reduce use of private cars for journeys on Council business.	N		Respondents supported this type of measure, but were doubtful that it would have much impact city-wide.
	Eco Stars	Expand the Devon Eco Stars scheme to reduce emissions from business vehicle fleets	N	n/a	Respondents supported this type of measure, but were doubtful that it would have much impact. It is also funded by the public sector and only supports a small number of businesses. For these reasons it has not been included in the AQAP.
	Exposure monitoring	Conduct exposure monitoring projects to raise awareness and understanding	N	n/a	This was supported by respondents. It will be considered as part of the SELDP, education, communications and monitoring actions within the plan, but has not been included as a specific measure at this stage. The equipment required is expensive and care would have to be taken not to simply shift responsibility for pollution to the receptor (and not the polluter).
	Freight Quality Partnership	Work together to resolve specific problems with freight industry	N	n/a	Respondents supported this type of measure, but were doubtful that it would have much impact. For this reason it has not been included in the AQAP.
	GESP	Ensure that the GESP is as robust as possible about allocating development in sustainable locations and mitigating air quality impacts	Y	2, 3, 12, 13 and 14	This was supported in principle, but many respondents felt that it would not be achievable in practice. These types of measures will be considered within the GESP themed actions in this plan.
	Green travel Plans	Make green travel plans more effective, especially in the longer term	Y	13 and 14	This will be included in wider actions relating to GESP policy on emissions and transport.

	Hackney carriages	Tighter emission standards for hackney carriages, and restriction on idling at ranks.	N	n/a	This measure was suggested by respondents to the public consultation. The impact is expected to be low because hackney licences in Exeter already require ULEV and idling is not permitted. It may reduce local emissions when idling enforcement is taking place, but is not likely to have a prolonged or widespread effect.
	Home working and flexible working	Reduce the need to travel, and smooth the peaks in travel	N	n/a	Respondents supported measures that reduced the need to travel, particularly during the peak periods No specific measure has been included in the AQAP, but aspects of this will be included in the SELDP measures and ECC is currently developing an Agile and Flexible working Project for its own workforce.
	Incentives for EV car drivers	For example all EV car drivers could pay less in car parks	N	n/a	This was suggested in the consultation. This type of action was discounted in the city's Electric Vehicle Strategy because it would be difficult to maintain and support once EVs become mainstream.
	Information on costs of car use	Better information on total costs of car travel, including parking and health costs	Y	10 and 16	Respondents wanted the public to be better informed about air pollution and the costs of private car use. This will be considered as part of the education and communications actions within the plan.
	Large public sector fleets	DCC, University and hospital to convert diesel vehicles to ULEV where cost effective	N	n/a	Respondents supported this type of measure, but were doubtful that it would have much impact. For this reason it has not been included in a specific action, however the Council would hope to influence other large employers, particularly once its own agile and flexible working project is complete.
	Local travel and advice website	E.g. http://myjourneysouthampton.com	N	n/a	This was suggested during the consultation. It could be considered as part of the SELDP, education, communications and monitoring actions within the plan, but has not been included as a specific measure at this stage.
	Low Emission Zone	An area that vehicles which do not meet specified emission standards must pay a charge to enter	N	n/a	Some were supportive, whilst others replied that car drivers should not be the subject of such 'stick' measures. For private individuals, there were worries over cost and accessibility to services. For businesses there were concerns over profitability. It may not effectively target the worst polluters (e.g. if real world emissions do not match the expected Euro standards). It is also likely to affect the poorest motorists most significantly and the infrastructure required can be expensive.

	Pollution event alerts	Issue alerts about high pollution events	Y	10 and 16	This was supported by respondents. It will be considered as part of the education, communications and monitoring actions within the plan, but has not been included as a specific measure at this stage.
	Private Hire	Tighter emission standards for private hire vehicles and restrictions on idling.	N	n/a	This measure was suggested by respondents to the public consultation. Age standards are already set for private hire vehicles, and legal advice suggests that it is not possible to set emission standards. Idling is already prohibited in private hire licenses. It may reduce local emissions when idling enforcement is taking place, but is not likely to have a prolonged or widespread effect.
	Real Time Traffic Information	Utilise real-time technology and new forms of network control to smooth flow and provide information to travellers	Y	10, 16 and 17	Respondents supported this type of measure and were keen to have more information about pollution levels and impacts. This will be included for consideration in the actions for education, communications and expanding the monitoring network.
	Research	Actively support research by Exeter University (and others) into sustainable travel and behavioural change	N	n/a	This will continue, as research projects come forward, but was not considered suitable for inclusion as a separate measure in the AQAP.
	Roads	New roads within the city	N	n/a	This was identified by respondents to the public consultation as a measure which should be considered. It has not been included in the AQAP because it would encourage more road travel, and have a negative impact on actions to encourage modal shift
	Servicing	Reduce emissions from vehicles delivering to businesses in the city, and collecting from them	N	n/a	Respondents supported this type of measure, but were doubtful whether it could be achieved in practice. Some were wary of measures that would place additional costs on businesses, particularly small businesses. These types of measures may be included for consideration in the wider action to identify enhancements for the Heavitree corridor. Exeter City Futures are also engaging with businesses on sustainable transport of goods and waste.
	Schools	Work with Sustrans to deliver education programs in local schools	Y	7	This work will continue at the request of Sustrans but was not considered to merit a separate action in this plan. SELDP is also developing an Active School Communities programmes which will promote active travel.
	Street design	Best practice street design, including for walking, cycling and buses	Y	1, 2, 6, 13 and 14	This was suggested by respondents. These types of measures will be considered within the GESP and Local Plan themed actions in this plan.

	Traffic Lights	Reduce the number of traffic lights to smooth traffic flow	Y	5	This was identified by respondents to the public consultation as a measure which should be considered. Depending on what other measures were implemented, this could encourage modal shift to active travel modes, or it could discourage active travel. This would need careful review and is included within the action to maximise the efficiency of the highway network.
	Trams	Implement a new, high quality tram network	N		Respondents proposed this measure. ECC will press DCC to formally evaluate it, but it is too early to include this as a measure in the AQAP. If a review concludes that this may be a viable options for the city then it will be included in later versions of the AQAP.
	Transportation Group	High level regular meetings between ECC and DCC to discuss strategic transport policy and network performance	N	n/a	Respondents said that the two authorities should be working closely and effectively together. The Exeter and Devon Transport Steering Group is well established and continues to meet to discuss over-arching transport strategy. As such it has not been included as a particular measure in the AQAP.
	Tunnels	New road tunnels to carry traffic	N	n/a	This was identified by respondents to the public consultation as a measure which should be considered. It has not been included in the AQAP because it would encourage more road travel, and have a negative impact on actions to encourage modal shift
	Work with sufferers	Help those who are particularly vulnerable to air pollution to avoid high exposure	N	n/a	This will be considered as part of the SELDP actions within the plan, but has not been included as a specific measure at this stage.

Appendix C: Emissions Modelling

The required reduction in road emissions at each location where the NO₂ objective is exceeded was calculated using the method described in LAQM.TG(16). The DEFRA NO_x to NO₂ calculator was used, and background levels from the LAQM tools website.

Traffic flow and vehicle mix data was provided by Devon County Council for all the locations where the objective level for NO₂ is exceeded. Road link lengths were standardised to 1km for the Alphington Street and Blackboy Road / Polsloe Road / Pinhoe Road and Mount Pleasant Road junction models. Along the Heavitree corridor link lengths between each traffic count location have been measured from maps. Because these models have only been used to quantify the change in emissions that would occur as a result of changes to traffic parameters, the modelled link length is not in fact important. Total emissions are affected by the link length, but this modelling is not concerned with total emissions, only the percentage change. Average speeds for the 12 hour period from 7am to 7pm were provided by DCC and were adjusted to 24 averages assuming vehicles travel at the speed limit for the road between 7pm and 7am. The input data to the baseline models is shown in Figures C1 to C3 below.

The emissions model used was DEFRA's Emissions Factor Toolkit v.8.0.1. The default emission standards for each model year have been used except where described below for specific scenarios.

The alternative scenarios modelled were:

- Future years (with no change in traffic parameters). In these models only the emission year was changed in the Emission Factors Toolkit.
- A conservative assumption of the reduction in emissions caused by improved vehicle technology during the lifetime of the AQAP. For this model the year was changed to 2024 in the Emission Factors toolkit and then half of the predicted improvement compared to the 2017 baseline has been quoted in the Action Plan.

- The impact of an increase in active internal commutes to 50%. The input data for this model for the Heavitree corridor are shown in Figure C.4. These data are based on DCC's measurements that currently 19% of all car journeys are internal commutes, and 31% of internal commutes are made by walking or cycling. This rate has been increase to 50% at the expense of car commutes, which means private car commutes fall from 45% to 26%.
- The impact of 33% or 66% bus electrification (FCEV – Fuel Cell Electric Vehicle). For this model, the default bus / coach split from the Emission Factors Toolkit has been used, and only the relevant percentage of bus emission standards have been changed. The coach emission standards and the remaining proportion of the bus fleet have been kept at the standard emissions within the Emission Factors Toolkit.

All emissions changes as a result of these scenarios have been calculated as a percentage reduction in total emissions compared to the 2017 baseline models.

The currently anticipated reduction that will be required from measure 1 has been shown as a range between 39 and 78%. 78% is the required reduction based on 2017 measured pollution levels and assuming no improvement in vehicle emissions standards or impact from other measures. 39% is the remaining reduction which would be required from measure 1 allowing for a conservative 50% of DEFRA's predicted improvements in emissions standards over the lifetime of the action plan, and including the predicted impact of achieving a 50% active internal commute rate, and 66% bus fleet electrification.

Figure C1 Input data to the baseline 2017 emission model for Alphington Street

	all models			baseline model							
	Road Type	No of Hours	Link Length (km)	Traffic Flow	% Car	% Taxi (black cab)	% LGV	% HGV	% Bus and Coach	% Motorcycle	Speed(kph)
A377 N N	Urban (not London)	24	1	14572	94.86	0	0.72	2.32	1.13	0.97	40.485
A377 N S	Urban (not London)	24	1	13572	95.28	0	0.75	1.98	1.09	0.9	40.485
Haven Rd E	Urban (not London)	24	1	4307	93.8	0	1.07	2.33	2.14	0.66	40.485
Haven Rd W	Urban (not London)	24	1	4224	92.98	0	1.23	2.46	2.46	0.87	40.485
A377 S S	Urban (not London)	24	1	13870	95.38	0	0.6	2.55	0.58	0.89	16.23
A377 S N	Urban (not London)	24	1	13939	95.23	0	0.52	2.68	0.62	0.95	16.16
Ser Rd W	Urban (not London)	24	1	1014	99.06	0	0.12	0.47	0.12	0.23	40.485
Ser Rd E	Urban (not London)	24	1	2026	98.83	0	0.41	0.47	0	0.29	40.485

Although all arms of the junction have been modelled, only the 'A377 S' emissions have been used for the emissions calculations because the monitoring point is on this section of Alphington Street.

Figure C2 Input data to the baseline 2017 emission model for Blackboy Road / Polsloe Road / Pinhoe Road / Mount Pleasant Road junction

	all models			baseline model							
	Road Type	No of Hours	Link Length (km)	Traffic Flow	% Car	% LGV	% rigid HGV	% Artic HGV	% Bus and Coach	% Motorcycle	Speed(kph)
Pinhoe Road westbound	Urban (not London)	24	1	7466	83.5	10.2	2.1	0.2	2.9	1.0	29.1
Pinhoe Road eastbound	Urban (not London)	24	1	41	82.4	11.2	1.8	0.3	3.1	1.1	29.7
Polsloe Road southbound	Urban (not London)	24	1	4141	89.5	8.4	0.8	0.0	0.1	1.2	40.5
Polsloe Road northbound	Urban (not London)	24	1	3401	90.8	7.5	0.8	0.1	0.1	0.8	40.5
Blackboy Road westbound	Urban (not London)	24	1	5578	82.0	10.3	2.0	0.2	4.3	1.3	40.5
Blackboy Road eastbound	Urban (not London)	24	1	5617	80.5	11.6	1.7	0.3	4.4	1.5	40.5
Mountpleasant Road southbound	Urban (not London)	24	1	4118	87.4	9.4	1.3	0.1	0.7	1.0	40.5
Mount Pleasant Road northbound	Urban (not London)	24	1	3842	87.5	9.0	1.7	0.2	0.8	0.8	40.5

Total emissions from all arms of the junction have been combined, because the monitoring point is right at the junction and all traffic movements in the model will pass the monitoring point.

Figure C3 Input data to the baseline 2017 emission model for Heavitree Corridor

	all models			baseline model						
	Road Type	No of Hours	Link Length (km)	Traffic Flow	% Car	% LGV	% HGV	% Bus and Coach	% Motorcycle	Speed(kph)
Honiton Rd EB	Urban (not London)	24	1	13954	84.97	10.75	1.75	1.68	0.85	28.3
Honiton Rd WB	Urban (not London)	24	1	13690	84.87	10.86	1.61	1.72	0.94	25.5
East Wonford Hill EB	Urban (not London)	24	1	10549	84.28	10.60	1.57	2.82	0.73	28.3
East Wonford Hill WB	Urban (not London)	24	1	11000	84.05	10.67	1.61	2.80	0.87	25.5
Fore St at Butts Road junction EB	Urban (not London)	24	1	10347	84.59	10.23	1.60	2.84	0.74	28.3
Fore St at Butts Road junction WB	Urban (not London)	24	1	11439	83.96	10.92	1.53	2.70	0.89	25.5
Fore St east of Church Road EB	Urban (not London)	24	1	10202	84.51	10.08	1.71	2.87	0.83	28.3
Fore St east of Church Road WB	Urban (not London)	24	1	11490	84.35	10.50	1.51	2.67	0.97	25.5
Fore Street west of Church Road EB	Urban (not London)	24	1	10232	83.89	10.00	1.65	3.60	0.86	28.3
Fore st west of Church Road WB	Urban (not London)	24	1	11212	83.97	10.19	1.47	3.39	0.98	25.5
Fore St east of Homefield Road EB	Urban (not London)	24	1	10246	83.82	10.08	1.64	3.59	0.87	28.3
Fore St East of Homefield Road WB	Urban (not London)	24	1	11195	83.97	10.18	1.48	3.39	0.98	25.5
Fore St West of Homefield Road EB	Urban (not London)	24	1	9997	83.78	9.99	1.66	3.68	0.89	28.3
Fore St West of Homefield Road WB	Urban (not London)	24	1	10877	83.91	10.09	1.52	3.49	0.99	25.5

for street east of Gordon's Lamp EB	Urban (not London)	24	1	10000	83.62	10.18	1.66	3.64	0.90	28.3
Fore St east of Gordon's Lamp WB	Urban (not London)	24	1	10915	83.81	10.20	1.51	3.50	0.98	25.5
Magdalen Rd by almshouses EB	Urban (not London)	24	1	3639	86.01	10.84	1.04	0.97	1.14	28.3
Magdalen Rd by almshouses WB	Urban (not London)	24	1	3957	86.74	10.09	0.83	1.14	1.20	25.5
Heavitree road by Rowancroft EB	Urban (not London)	24	1	6362	82.24	9.81	2.02	5.16	0.77	28.3
Heavitree road by Rowancroft WB	Urban (not London)	24	1	6958	82.13	10.27	1.90	4.84	0.86	25.5
Heavitree Road west of Barrack Road EB	Urban (not London)	24	1	7864	82.66	8.37	1.71	6.49	0.78	28.3
Heavitree Road west of Barrack Road WB	Urban (not London)	24	1	9413	82.69	9.25	1.66	5.50	0.90	25.5

Figure C4 Input data to the emission model for Heavitree Corridor to predict the impact of a 50% active internal commute rate

	50 % active internal commutes										
	19% of total cars	total internal commutes	commute car flow if car commute rate falls to 26%	change in car flows	adjusted total car flow	adjusted total flow with fewer car commuters	adjusted percentage car	adjusted percentage LGV	adjusted percentage HGV	adjusted percentage Bus & Coach	adjusted percentage Motorcycle
Honiton Rd EB	2252.8	5006.2	1301.6	951.2	10905.6	13002.9	83.9%	11.5%	1.9%	1.8%	0.9%
Honiton Rd WB	2207.6	4905.8	1275.5	932.1	10686.9	12758.3	83.8%	11.7%	1.7%	1.8%	1.0%
East Wonford Hill EB	1689.2	3753.7	976.0	713.2	8177.2	9835.4	83.1%	11.4%	1.7%	3.0%	0.8%
East Wonford Hill WB	1756.7	3903.8	1015.0	741.7	8504.1	10258.7	82.9%	11.4%	1.7%	3.0%	0.9%
Fore St at Butts Road junction EB	1663.0	3695.6	960.8	702.2	8050.5	9645.0	83.5%	11.0%	1.7%	3.0%	0.8%
Fore St at Butts Road junction WB	1824.8	4055.0	1054.3	770.5	8833.5	10668.3	82.8%	11.7%	1.6%	2.9%	1.0%
Fore St east of Church Road EB	1638.1	3640.2	946.5	691.6	7929.9	9510.2	83.4%	10.8%	1.8%	3.1%	0.9%
Fore St east of Church Road WB	1841.5	4092.1	1063.9	777.5	8914.3	10712.5	83.2%	11.3%	1.6%	2.9%	1.0%
Fore Street west of Church Road EB	1630.9	3624.3	942.3	688.6	7895.3	9543.7	82.7%	10.7%	1.8%	3.9%	0.9%
Fore st west of Church Road WB	1788.7	3975.0	1033.5	755.2	8659.2	10456.4	82.8%	10.9%	1.6%	3.6%	1.1%
Fore St east of Homefield Road EB	1631.7	3626.1	942.8	689.0	7899.1	9556.8	82.7%	10.8%	1.8%	3.8%	0.9%
Fore St East of Homefield Road WB	1786.0	3968.9	1031.9	754.1	8646.0	10440.5	82.8%	10.9%	1.6%	3.6%	1.1%
Fore St West of Homefield Road EB	1591.3	3536.2	919.4	671.9	7703.4	9324.8	82.6%	10.7%	1.8%	3.9%	1.0%

Exeter City Council

Fore St West of Homefield Road WB	1734.1	3853.6	1001.9	732.2	8394.8	10144.9	82.7%	10.8%	1.6%	3.7%	1.1%
for street east of Gordon's Lamp EB	1588.8	3530.8	918.0	670.8	7691.5	9329.5	82.4%	10.9%	1.8%	3.9%	1.0%
Fore St east of Gordon's Lamp WB	1738.1	3862.4	1004.2	733.9	8413.9	10181.1	82.6%	10.9%	1.6%	3.8%	1.1%
Magdalen Rd by almshouses EB	594.6	1321.4	343.6	251.1	2878.6	3387.6	85.0%	11.6%	1.1%	1.0%	1.2%
Magdalen Rd by almshouses WB	652.2	1449.3	376.8	275.4	3157.3	3682.0	85.7%	10.8%	0.9%	1.2%	1.3%
Heavitree road by Rowancroft EB	994.0	2209.0	574.3	419.7	4812.1	5941.9	81.0%	10.5%	2.2%	5.5%	0.8%
Heavitree road by Rowancroft WB	1085.7	2412.7	627.3	458.4	5255.8	6499.1	80.9%	11.0%	2.0%	5.2%	0.9%
Heavitree Road west of Barrack Road EB	1234.9	2744.3	713.5	521.4	5978.2	7342.1	81.4%	9.0%	1.8%	7.0%	0.8%
Heavitree Road west of Barrack Road WB	1478.9	3286.4	854.5	624.4	7159.2	8788.6	81.5%	9.9%	1.8%	5.9%	1.0%

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQS	Air Quality Strategy
ASR	Air quality Annual Status Report
BID	Business Improvement District
COMEAP	Committee on the Medical Effects of Air Pollution
DCC	Devon County Council
Defra / DEFRA	Department for Environment, Food and Rural Affairs
ECC	Exeter City Council
EU	European Union
FCEV	Fuel Cell Electric Vehicle
GESP	Greater Exeter Strategic Plan
LAQM	Local Air Quality Management
LCWIP	Local Walking and Cycling Infrastructure Plan
LP	Local Plan
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PHE	Public Health England
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less

PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
SELDP	Sport England Local Delivery Plan
TS	Transport Strategy
ULEV	Ultra Low Emission Vehicle

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REPORT TO: Place Scrutiny Committee
Date of Meeting: 8 November 2018
Report of: Victoria Hatfield, Economy & Enterprise Manager
Title: Exeter City Centre

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

1.1 To update members on footfall within the city centre and factors affecting the High Street.

2. Recommendations

2.1 That members comment and debate the content of the report and agree to closely monitor footfall, car park and park & ride data, as well as the closure and opening of shops and restaurants within the city centre.

2.2 That the recommendations of the Grimsey Review 2 inform the review of the Exeter City Centre Strategy and the work of InExeter.

3. Reasons for the recommendation

3.1 To determine any trends within Exeter, to enable officers to plan and to mitigate against any negative impacts.

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

4.1 There are no financial implications from the recommendation and content of this report. Non-financial resources will be from officers monitoring and addressing changes within the city centre.

4.2 Any future major changes, which will result in financial implications, will be brought back to this committee.

5. Section 151 Officer comments:

5.1 There are no financial implications for Members to consider contained within this report.

6. What are the legal aspects?

6.1 None identified.

7. Monitoring officer Comments:

7.1 This report raises no issues for the Monitoring Officer.

8. Background

- 8.1 A committee report was requested from Place Scrutiny Committee on footfall within the city centre. Footfall cannot be looked in isolation, so other factors have been included in this report such as car parking, how people travel into the city centre and recent shop closures and opening within the city centre – as these all have an impact on footfall.
- 8.2 The current Exeter City Centre Strategy 2013-2022 “Building on a Decade of Change – Delivering a Competitive and Attractive City Centre”, is currently being reviewed with an update due to come to Place Scrutiny Committee on 17 January 2019. Changes in the retail market will be addressed within the review, how we support existing businesses within the city centre, how to attract new businesses to open or relocate to the city centre and how we ensure the city centre is agile and fit for purpose for the 21st century.
- 8.3 A number of national reports have been released this year which details changes within the retail sector and the impact they have on town and city centres. Some of these are highlighted in this report, but the majority will be included in the City Centre Strategy report coming to Place Scrutiny Committee on 17 January 2019.

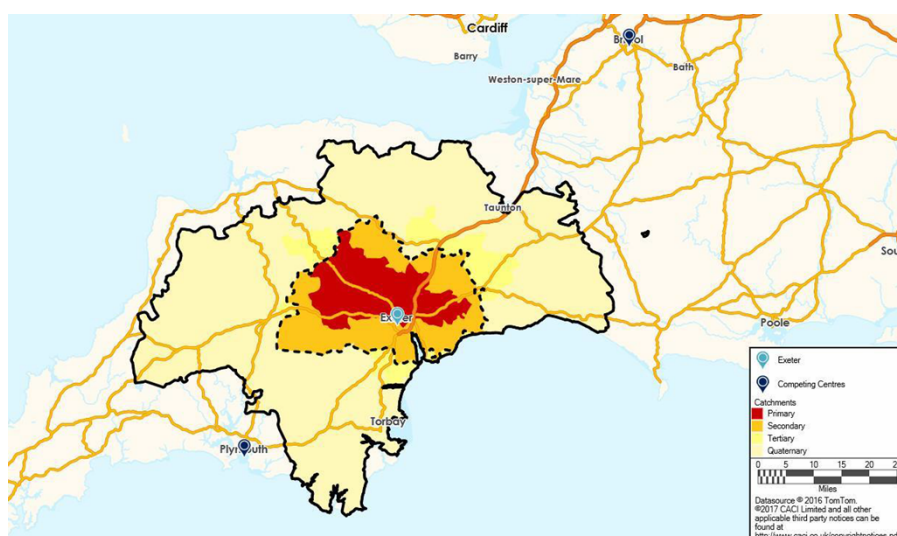
9. The Grimsey Review 2

- 9.1 Once such report was The Grimsey Review 2. Bill Grimsey has worked in retail for the majority of his career, from a butchers boy to Chief Executive of Iceland and Wickes.
- 9.2 The Grimsey Review 2, led by Bill Grimsey but included many retail industry leaders, was launched July 2018 and was the second review led by Bill. Bill felt the need for a second review due to the high number of shop closures and restructurings and an ongoing shift to online shopping.
- 9.3 Many of the recommendations within the review are targeted towards central government, in changes they can only make. Key findings, barriers to progress and recommendations are show in Appendix 1.
- 9.4 A number of City Council officers met to discuss The Grimsey Review 2 and its recommendations. We came to the combined conclusion that the Review was useful, with some of the recommendations suitable for Exeter and for them to be included in the City Centre Strategy Review

10. CACI report

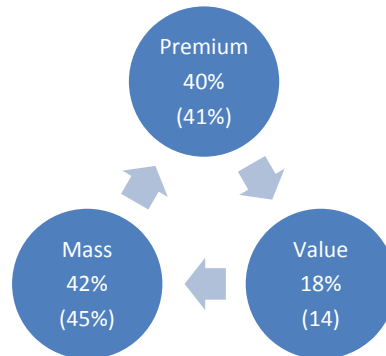
- 10.1 CACI are a leading market research company based in the UK. They are a company that uses data to inform decision making across the public and private sector. A speciality of CACI is in assisting clients to find, retain and grow profitable customers through their understanding of consumer characteristics and behaviour. They also assist commercial property developers and retailers to plan their retail provision in the UK.
- 10.2 The Growth & Enterprise team commissioned CACI to undertake a market summary of Exeter City Centre to:
- understand Exeter’s catchment and market share
 - draw out the demographic profile and spending power of Exeter’s catchment

- 10.3 The main findings of the report include that Exeter:
- has a 1 million retail catchment area, which represents an annual market potential of £665.3m (combined residential £578.8M, visitor £68.1m & worker £18.5m spend)
 - is the 28th largest retail destination in the UK and is in the top 20 towns and cities in terms of catchment spend potential
 - has a very affluent catchment
 - has an opportunity for additional mass market and premium brands, as there is an under supply in the city
 - is the 2nd largest retail destination in the South West
 - 3rd in Quality Regional Centres nationally, just behind Reading and Derby
 - sits within the top 1% of all UK retail centres
- 10.4 Nationally, the city centre has a very strong retail ranking, placing it in the top 1% of all UK centres, ahead of the likes of Guildford and Cardiff. If you remove regional malls, retail parks and outlets the city centre jumps to 20th position. This is shown in Appendix 2 Table 1.
- 10.5 Regionally, the city centre is a dominant retail centre in the South West, positioned second in the region behind Bristol. For a business, regardless of type, they would be well positioned to be located in Exeter city centre to reach customers from across the South West.
- 10.6 Exeter has a comparison goods market potential of £665.3m, our catchment is shown within the image below (areas within the black line). The core catchment is within the dark red area, which the city has 68.5% market share, which is above national averages. Within the wider catchment area, the market share is 24.6%. This still represents the largest market, but provides Exeter with an opportunity to gain market share in outlining towns, as indicated in Table 2 in Appendix 2. Targeted marketing and promotional campaigns should be developed in conjunction within InExeter to promote the city centre to increase market share.



- 10.7 You will see from the above map, that Exeter's biggest regional competitors, both Bristol and Plymouth, sit outside of the core catchment zone for Exeter. Plymouth overlaps a small part of the total catchment, which covers parts of West Devon and Teignbridge. This is a major positive for the city centre, in that a retailer would choose to come to the city to gain new market share.

- 10.8 The type of brands located within the city centre is shown in the graphic below. The % in the brackets represent the average when you benchmark Exeter against similar centres, which indicates we are performing relatively well. This represents an opportunity around developing and attracting businesses within the Mass and Premium brands.



- 10.9 The table below shows the retail mix within the city centre and how we perform comparing ourselves to cities of a similar size and nature. Again, we compare well to similar cities, but under perform slightly in catering and leisure goods.
- 10.10 To attract Premium and Mass market brands within leisure good and catering could form part of an inward investment strategy to attract certain brands to the city centre. This would be good timing with the launch of Exeter Live Better.

	Comparison Goods						Convenience	Catering
	Clothing & Footwear	House & Home	Leisure Goods	Personal Goods	Personal Care	Durable Goods		
Exeter City Centre	49%	4%	11%	11%	5%	9%	4%	7%
Similar Cities	48%	3%	12%	11%	5%	7%	4%	10%
Expenditure per annum (m)	£158.6	£48.3	£78.6	£39.0	£101.0	£153.2	£509.9	£157.2
Annual household spend	£1,578	£481	£783	£388	£1,005	£1,525	£5,075	£1,564
Index vs UK	104	116	117	106	116	109	107	103
Index vs South West	101	102	101	101	102	102	102	102

- 10.11 Annual household expenditure for the City Centre is above the South West and national average and across all types of goods, as shown above. Spend in certain areas performs exceptionally well – House & Home, Leisure Goods and Personal Care – all are 15% above national spend.

11 Shop closures in Exeter

- 11.1 For the previous 18 months, the Growth & Enterprise team have been collating the name of retail units that have closed down within Exeter (the

ones that we know of), these can be seen in Appendix 3. There has been a mix of types and locations, nothing consistent.

- 11.2 The type of businesses closing down in Exeter has been a wide ranging, from value, mass and premium brands including clothing, furniture, jewellery, pubs and restaurants. There has been a mix of independent businesses and well known high street names, such as Hobbs, Halfords and Clintons. The most recent announcement is that House of Fraser is due to close in Exeter January 2019. Contact has been made with the store manager and head office, to offer our support for staff being made redundant and the future of the building.
- 11.3 There have been a number of closures on Paris Street, as a result of the redevelopment of the Bus & Coach Station site. Some vacant premises have been re-let on a short term basis, which has resulted in new shops and businesses starting. This is also the case for Harlequins Shopping Centre.
- 11.4 Many of these units have already been re-let by alternative businesses, as a like for like replacement or as a new type of business. If a business has closed due to financial reasons, it takes considerably longer before that unit is available to re-let, that has been the case with a number of city centre units.
- 11.5 The table in Appendix 3 shows the name and location of the business that has closed down, with the High Street and Guildhall having the most closures. When speaking with independent businesses, the primary factor for closure is the high costs of rents and business rates.
- 11.6 As of October 2018, there are a total of 47 vacant retail and restaurants units within Exeter, with 25 of those being located in the City Centre. These properties are listed on the Exeter Commercial Property Register <http://cpr.exeter.gov.uk/> which is updated by commercial agents located in Exeter. On an adhoc basis, vacant premises are promoted through the @InvestinExeter Twitter account and through the City Council's business e-newsletter.
- 11.7 Exeter is in the fortunate position that businesses are continuing to move into and relocate to the city. How vacant shops are managed and promoted, will be addressed within the up and coming City Centre Strategy.
- 11.8 Through the City Council's Small Arts Grants, a vacant unit on Paris Street was dressed to brighten up the window space. This initiative is being looked into, in how this can be expanded across the city centre.

12 Online shopping

- 12.1 Nationally, online sales are accelerating, which in turn is causing high street stores to suffer. Consumers are changing their behaviour in how they spend and purchase goods. In the past, consumers would have visited the high street to purchase clothes, food, gifts and household items. Today, this can be achieved with the touch of a button, with goods delivered direct to your front door. As a result, more and more retailers have opened up e-commerce stores. It is now unusual to find a store that does not have an online presence.
- 12.2 The sale of online non-food items have soared over the previous five years, from 11.6 per cent of the total market in December 2012 to 24.1 per cent in

December 2017. The headline growth rate did slow slightly in 2017. One of the biggest online retailers within the marketplace is Amazon, who have a 33% share of all online sales in the UK.

- 12.3 Industry experts have indicated that online clothing sales may plateau at 25 per cent, a trend which has happened in Germany. They also expect physical shops will still have a presence on the high street, which will support their e-commerce store, but size and location has yet to be determined.
- 12.4 Convenience is a major factor as to why online sales have grown, with next day delivery pretty much standard. It is easy to compare different products online from the comfort of your own home. Price is also playing a role in the growth of inline sales, in that the perception online shopping is cheaper, which isn't always the case.
- 12.5 Click and collect is a very convenient option for many consumers, it makes life easier for customers to return items. It's also an advantage for city centres like Exeter, in that shoppers need to visit the high street store to return an item. When returns are made in store, items can be added back into stock and sold quickly. Mintel research suggests that 45% of online customers returned at least one item last year, representing a significant cost for retailers.

13 Footfall in the city centre

- 13.1 Footfall within the city is an indicator of the health a city. Exeter City Centre footfall data is supplied by both shopping centres, Princesshay and the Guildhall, as well as InExeter for various locations throughout the city centre including High Street near the Guildhall, Cathedral Yard, Queen Street, High Street neat Next and Fore Street.
- 13.2 For consistency and being able to compare like for like, data from January 2016 through to September 2018 is being used. Data provided to the Growth & Enterprise team, is commercially confidential, so actual figures are not included in this report.
- 13.3 The table below gives you an indication of overall trends within the city centre. Throughout the year, there are peaks and troughs for each shopping centre and location, and differences between some locations.

	Comparing 2018 with 2017	Comparing 2017 with 2016
Jan	3.80%	-30.04%
Feb	-5.38%	-9.65%
Mar	-1.37%	8.66%
Apr	24.25%	5.70%
May	-18.77%	-0.54%
Jun	-3.62%	-2.30%
Jul	0.64%	27.74%
Aug	-4.10%	-22.98%
Sep	12.54%	-2.40%
Oct		-6.70%
Nov		-6.33%
Dec		-1.12%
Annual	-0.93%	-2.33%

- 13.4 The table below gives you a breakdown of the annual comparison for each area of the city that is monitored by footfall counters. The fire at the Royal Clarence Hotel that occurred October 2016, had a major impact on footfall within the area and within the city in general.

	Comparing 2018 to 2017	Comparing 2017 to 2016
High Street near Guildhall	0.09%	0.55%
Cathedral Yard	-2.83%	-21.43%
Queen Street	1.52%	-2.86%
High Street near Next	-4.68%	-1.60%
Fore Street	22.55%	-6.51%
Guildhall Shopping Centre	-2.51%	5.92%
Princesshay Shopping Centre	0.71%	-2.53%

- 13.5 Events external to the city do have an impact on footfall, such as the Football World Cup, a Royal Wedding taking place, both snow and a very warm hot summer all affecting footfall. Organised events such as the Food Festival, Lost Weekend and Shrouds of the Somme do have a positive impact on footfall, but this has likely over shadowed by the general decline in footfall.
- 13.6 The rise of online shopping has been highlighted previously within this committee report. This rise will be affecting the amount of people coming into the city centre to shop, adding to the reduction in footfall. This is a national trend and not unique to Exeter.

14. Travel into Exeter

- 14.1 According to the 2011 census, there was a total of 74,818 daily inbound commuter trips into and within Exeter, across all travel modes. Of these daily trips, 37151 from were outside of the city, with the remaining 37,667 being from within the city itself. Since the 2001 Census, the number of total inbound commuter trips rose by 10.9%

Mode	From Home	To Work	2001 Trips	%	2011 Trips	%	Change	% Change
Car	Exeter	Exeter	21,261	31.5%	17,363	23.2%	(3,898)	(-18.3%)
	Greater Exeter		19,888	29.5%	22,966	30.7%	3,078	15.5%
	Further Afield		5,917	8.8%	8,123	110.9%	2,206	37.3%
Non car	Exeter		16,713	24.8%	20,304	27.1%	3,591	21.5%
	Greater Exeter		2,830	4.2%	4,460	6.0%	1,630	57.6%
	Further Afield		849	1.3%	1,602	2.1%	753	88.7%
TOTAL			67,458	100%	74,818	100%	7,360	10.9%

- 14.2 As shown in the table above, the number of people who both live and work in Exeter, and commute by car has reduced by 18.3%. Commuting to work by alternative means has risen by 21.5%.
- 14.3 For those that live in Greater Exeter and further afield and commute into Exeter by car, has risen by 15.5% and 37.3% respectively. People

commuting into Exeter by alternative means (non-car) has risen by 57.6% (Greater Exeter) and by 88.7% (live further afield).

- 14.4 Over the past couple of years, there has been a concerted effort by Devon County Council in supporting people to travel into the city by alternative means – new commuter and leisure cycle routes, supplementing bus services and the opening of new train stations. Due to the growth of the city and some new infrastructure improvements, you would have expected the above percentages to of changed.
- 14.5 Similar to many urban areas, Exeter city centre contains a significant proportion of the overall jobs for the city. The city centre attracts almost 19,000 daily employment trips. This will have both positive and negative impacts on the highway and the city centre.
- 14.6 Going forward, the city centre strategy should look at ways to reduce the number of employment trips, in that the city centre should be a place where people live, work and socialise.

Exeter Park & Ride

- 14.7 There are currently 3 commercial services for Exeter in operation at Matford, Sowton and Honiton Road, as well as two others services dedicated to the hospital (from Digby) and County Hall (from Sowton).
- 14.8 The three main Park and Ride services operate on a commercial basis, with 5 services an hour from each site. The services are well used by commuters, shoppers and visitors with usage increased steadily over the last 10 years.
- 14.9 Most recently, the number of people using the Park & Ride service has been declining, with the reasons being:
- Rising bus fares
 - Traffic congestion into towns/cities (cited by provider)
 - Poor state of the economy
 - Concessionary passengers don't travel as much as they used to (accounts for nearly 40% of all travel)
 - People who are moving into Devon from elsewhere are more likely to drive than use the bus.

Bus travel in Exeter

- 14.10 Over the previous 20 years there have been a number of improvements to public transport services across the Greater Exeter area. This has included improvements to routes (upgrading of stops and bus priority measures) as well as vehicle and customer facility improvements including new low-floor buses allowing better access for all passengers, better seating and free Wi-Fi.
- 14.1 The introduction of the national concessionary travel scheme allowing free travel for people over the age of 60, has boosted bus patronage. A significant portion of this increase, approximately two thirds, occurred in 2005/06 which could be directly linked to the introduction of concessionary travel for people aged 60+.
- 14.12 The 2011 Census indicated that over the last over the last 20 years the use of bus services for travel to work trips has increased across Exeter, Mid Devon, Teignbridge and East Devon by just 0.7%, so remained relatively constant. When you compare this small uplift against the rising population, it represents a fall in the proportion of people traveling by bus to work.

Travel by rail in Exeter

- 14.13 Exeter is at the heart of the well-established Devon rail network. Train services connect the city to the main commuter towns of Crediton, Exmouth, Newton Abbot, Tiverton and Honiton, all located within the travel to work area of Exeter. The Devon rail network converges in Exeter, which helps remove trips from busy road corridors, but also provides links to main line services.
- 14.14 A large proportion of residential areas within Exeter are located within 800m of a railway station and are considered to be within walking distance of accessing the network. The remaining residential properties are within 2.5km of a station so within cycling distance of a rail station.
- 14.15 The city centre is served well, with Exeter Central Train Station located within the city centre. The table below shows the rise in popularity of using the network to travel in and around the city. The growth in housing, the opening of Sandy Park, the rise in student numbers and the popularity of working in the city centre all adding to the increases below.

	2000/01	2004/05	2009/10	2014/15	% change
Exeter Central	1,449,186	1,632,000	2,152,786	2,509,220	73%
Exeter St David's	1,031,718	1,046,000	1,512,286	2,343,636	127%
St James Park	27,126	27,477	46,754	64,586	138%
Pinhoe	6,132	12,959	38,326	88,872	1349%
Polsloe Bridge	39,728	43,788	70,038	116,552	193%
Digby & Sowton	87,639	134,804	271,316	571,510	552%
Topsham	98,174	127,903	186,056	231,122	135%
Exeter St Thomas	35,673	64,295	103,488	213,848	499%
TOTAL	2,775,376	3,089,226	4,381,050	6,139,346	121%

- 14.16 The table below sets out the usage of the mainline train stations within the travel to work area of Exeter, again there has been significant rises in rail patronage. These rises tie in with the growth and popularity of Exeter. The destination of each journey cannot be directly linked to Exeter, they could have travelled from Honiton to Waterloo.

	2000/01	2004/05	2009/10	2014/15	% change
Newton Abbot	569,090	721,000	941,000	1,141,040	101%
Tiverton Parkway	178,153	203,000	355,000	447,284	151%
Honiton	241,650	256,000	293,000	391,860	62%
Axminster	208,879	182,000	211,000	386,226	85%
Paignton	303,107	346,000	472,000	631,506	108%
Barnstaple	155,934	194,000	303,000	427,394	174%
Exmouth	578,218	624,000	723,000	927,182	60%
TOTAL	4,715,935	5,201,000	6,963,000	9,205,348	95%

Exeter Car Park figures

- 14.17 The team that manages the City Council car parks collect a wide range of data, from dwell time, to tickets sold and capacity levels – the performance of the car parks is reported annual to Place Scrutiny Committee.

- 14.18 The table below is using the data in Appendix 4 as the baseline. There has been the desire to increase income and to reduce the number of people travelling into Exeter by car, this has been achieved if you compare 2017 to 2018 data (middle column). Car parking fees increased spring, this has played its part in reducing car park tickets sold and increasing income.

	Compare 2016 to 2017	Compare 2017 to 2018	Compare 2016 to 2018
Weekday parking tickets sold	+10.26%	-7.55%	+1.93%
Weekday long stay tickets sold	+55.43%	-19.89%	+24.52%
Evening parking tickets sold	+88.25%	-14.85%	+60.29%
Peak use – bays full at 1pm on sat (3,458 bays)	+16.90%	-8.43%	+7.04%
Total monthly income	+7.25%	+9.50%	+17.43%

- 14.19 The reduction in the number of car park tickets sold, would help in reducing congestion within Exeter and improvements in air quality. The knock on effect would be a reduction in footfall in the city centre, which when you compare footfall data with car park data, there is a trend occurring.

15 Government Panel on the High Street

- 15.1 A panel of experts were appointed July 2018, by Jake Berry MP High Streets Minister, to diagnose issues that are currently affecting the health of the high street. The panel will focus on what consumers and local communities want from their high street and advice on best practice and practical measures to help high streets thrive now and in the future.
- 15.2 The panel is chaired by Sir John Timpson, Chairman of Timpson. The panel consists of experts from the retail, property and design sectors and include:
- Sir John Timpson - Chair
 - Vidhya Alakeson - CEO, Power to Change
 - Gi Fernando MBE - Founder & CEO, Freeformers
 - Councillor Graham Galpin - (Cons) Ashford council
 - Emma Mackenzie - Director, NewRiver
 - Eric Reynolds - Founding Director of Urban Space Management
 - Stephen Robertson - non-executive director of Hargreaves Lansdown plc. and Timpson Group
 - Sophia de Sousa - CEO, The Glass-House
- 15.3 The panel, in conjunction with the Ministry of Housing, Communities and Local Government (MHCLG), is putting out a call for evidence seeking what members of the public and young people in particular want from the high streets of the future. Officers from Exeter City Council will contribute to the evidence base.

16 Going Forward

- 16.1 The content of this committee report will be used in the development of the new City Centre Strategy, ensuring we have a city centre that is fit for purpose for the 21st century, and one that it is agile enough to cope with

change. An officer from the Growth & Enterprise team is leading on the new City Centre Strategy, with initial findings due to be presented at Place Scrutiny Committee January 2019.

- 16.2 It is advisable that the City Council, the Chamber, Exeter FSB and InExeter work in collaboration with the business community to ensure that the City Centre remains within the top 30 retail destinations within the UK. A small working group will be established with the above parties to focus on the city centre.
- 16.3 A report was presented to Place Scrutiny Committee 13 September 2018 to consider future development opportunities for South Street. The consultation process was led by LHC, who subsequently prepared a set of Urban Design principles for South Street, these will be incorporated into the new City Centre Strategy.
- 16.4 The Growth & Enterprise team will be working closely with the team at InExeter in developing proposals for a Business Improvement District vote October 2019. InExeter play a vital role in the city centre, whether that be in street cleaning, promotion of the city centre, business support or managing events to attract people into the city centre.
- 16.5 The Economy & Enterprise Manager receives monthly data on footfall and a wide variety of other data points. A regular update will be provided to members through the Scrutiny Bulletin process.

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

- 17.1 Monitoring and addressing concerns and challenges associated with the City Centre in how it is supported and developed, fits neatly with two of the new City Council priorities:
- Tackling congestion and accessibility
 - Building Great Neighbourhoods
- 17.2 This is also the case with the emerging Exeter Vision 2040:
- Innovative & Analytical City
 - Liveable & Connected
 - Healthy & Inclusive
 - A Leading Sustainable City

18 What risks are there and how can they be reduced?

- 18.1 The Economy & Enterprise Manager will provide a regular update to Scrutiny Bulletin on city centre data we collect and monitor. This should provide an early indication of trends and issues associated with the city centre.

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

- 19.1 The city centre is an economic driver for Exeter, and the wider travel to work area of Greater Exeter. It is imperative that the city centre is closely monitored for the health and wellbeing of the city, its residents and business community.

20 Are there any other options?

- 20.1 No decisions are being made as a result of this report. There could be the option of not collecting and monitoring city centre data, this is not seen as an option – due to the impact the city centre has on the wider economy of Exeter.

Victoria Hatfield, Economy & Enterprise Manager

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

Background papers used in compiling this report:-

None

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

APPENDIX 1 – Grimsey Review 2018

Key Findings - Four specific key findings were established that shaped the 25 recommendations

- 1 There is a need for all towns to develop plans that are business-like and focused on transforming the place into a complete community hub incorporating health, housing, arts, education, entertainment, leisure, business/office space, as well as some shops, while developing a unique selling proposition (USP).
- 2 The key to success is outstanding, talented and committed leadership. Whether this is elected mayors with the mandate and authority to get on with the job, or local government bringing all stakeholders, including the community to develop and implement a plan for the location, strong leadership and vision are essential.
- 3 The curating of a place based on its distinct heritage is multi-dimensional and complex but should feature strongly when developing the “offer”: Why would people want to live, work, play, visit and invest in the “place”? What does it stand for?
- 4 Where we see genuine high street innovation, best practice is often not shared and far too many agencies remain in silos. There is a need for Economically Rational Areas to be established that can draw on the examples of Scotland and Wales to get things done. An independent body (not a membership organisation) is needed to support, question and signpost for local authorities and act as a driver for stakeholder support.

Barriers to Progress – The Grimsey Review 2 have recommended that central government carry out serious independent reviews of barriers to progress, to find a better way forward.

- 1 Business Rates have grown into a massive tax collection vehicle for government (circa £29bn annually of which retail represents almost one third – £8bn). This colossus has grown and grown, it does not reflect the additional costs to provide services to those businesses any more. It is a complex property and services tax that has spawned an entire industry of lawyers, advisors, appeal courts and other specialists. The Valuation Office Agency (VOA) has also grown accordingly, without the data structure or technology to service the increasing demands placed upon it. There is now a very strong case for replacing it with an alternative tax and this should be seriously considered.
- 2 The complex layers of local government are confusing and overly bureaucratic; parish, town, district and county councils, each with different remits and different ownership of public realm, frequently throw up red tape that often prevents progress. Can it be simplified to empower local communities so that they can manage their own “place” more effectively?
- 3 Financing change has become a major issue as many local authorities are becoming increasingly “entrepreneurial” with local community assets to plug budget gaps and survive let alone finance investment in a regeneration plan. What is the best way to do this?

Recommendations

Create a more supportive environment

- 1 Establish an empowered organisation or Town Centre Commission under strong, established leadership through the local authority for each town centre, with a defined remit to build a 20-year vision/strategy for their unique place. Ensure that this vision is underpinned by a comprehensive business/place plan.
- 2 Create a national independent organisation, similar to Scotland's Towns Partnership, to capture and share best practice from towns online for Town Centre Commissions to access. This could be hosted by the Local Government Association (LGA) but would need central government endorsement. Work such as this review, the recent LGA Revitalising Town Centres handbook, academic research, investment models and case studies could all be accessed, as well as information and advice on how to build an evidence base and how to write a town plan supported by a network of experts that the organisation co-ordinates.
- 3 Accept that there is already too much retail space in the UK and that bricks and mortar retailing can no longer be the anchor for thriving high streets and town centres. They need to be repopulated and re-fashioned as community hubs, including housing, health and leisure, entertainment, education, arts, business/office space and some shops.
- 4 Embed libraries and public spaces at the heart of each community as digital and health hubs that embrace smart technology.
- 5 Establish common key performance indicators to measure the economic and public health of each town. Link the reporting through a data dashboard to provide independent, objective and current data on performance. Data gathered by the town needs to be delivered in Open Format (Open Data) so it can be shared.
- 6 Set up a National Urban Data knowledge portal to support the implementation of data platforms for high streets and town centres. A shared dashboard (cloud-based) with a town Data Portal-as-a-Service should be piloted.
- 7 Local authorities should establish events teams to manage a comprehensive programme of activities that complement the Town Centre Commission Plan by driving footfall to local high streets.

Government and planning

- 8 Accept that there is no confidence, in business rates, it is accelerating shop closures in many towns and is an outdated and unfair tax that needs a major overhaul. An immediate independent review should look to replace it with either a land/area/property value or sales tax.
- 9 Give local authorities powers to introduce penalties and incentives for landlords of commercial properties that are left empty for more than 6-12 months. Review the existing property use class system to increase flexibility and look to establish a change of use to make the asset productive.
- 10 Introduce clear high street assets ownership accountability by establishing a landlord register for each town to be able to trace the owner of every single property and engage them in the health and wellbeing of the place.

- 11 Enable the change of use process through new legislation to be used to convert entire sub-high streets to residential or other uses within the agreed town plan and relocate successful independent businesses to the main commercial centre.
- 12 Connect planning applications, and in particular new developments, to the business plan for each town and ensure that developments fit within the criteria set by the Town Centre Commission Plan.
- 13 Give local authorities ultimate power in granting planning permission in line with the Town Centre Commission Plan. Remove the appeal and authority of the Planning Inspectorate to override decisions.
- 14 Give local authorities powers to introduce incentives and penalties to prevent the process of “land banking” for future speculative developments.
- 15 Local authorities should appoint high quality design teams to create and enhance spaces for civic and social use. Design should celebrate the historic character and local identity with high quality streets and public realm.
- 16 Create a flexible planning framework to unlock the potential of areas by encouraging SMEs and making it easy to pilot new business concepts at low risk. The Fountain Arcade in Stockton-on-Tees offers a great example where the local authority is providing conditions to incubate new businesses at low risk.
- 17 Review Compulsory Purchase Order (CPO) provision and make it more straight forward for Local Authorities to enforce a CPO in order to benefit the Town Centre Commission Plan.
- 18 Review and amend the planning use class system legislation to enable greater flexibility of building use and also to distinguish between the specific use of logistics warehousing used for direct retail sales.
- 19 Create a nominal maximum charge (£1) for the first two hours of parking in town centres, while introducing 30 minutes free parking in high streets with no paid extension option.
- 20 Review and evaluate future use and relevance of out of town shopping parks, prepare a plan to bring unwanted space back into use to benefit the community in line with the Town Centre Commission Plan, while applying a Town Centre First policy and calling for no further out of town development.
- 21 Local section 106 income or any planning gains should be used to support the delivery of the Town Centre Commission Plan.
- 22 Establish a review of the Business Improvement Districts (BIDs) process, which have relevance in big urban conurbations but needs more scrutiny in smaller towns. Consider replacing them with Community Improvement Districts (CIDs) embracing all the stakeholders, occupiers, owners and service providers in an area including the local authority.

Smarter use of technology

- 23 BT and Virgin Media, the major beneficiaries of SuperConnected Cities £150m funding between 2014 and 2016, need to offer a Town Digital

Package to ensure ongoing digital transformation to the top 13 cities and all 1,048 UK high streets in smaller towns.

- 24 Install LED lights in street lamps to improve the quality of light on the street, while minimising costs. The lamps will also provide improved security as they can include CCTV cameras and integration with police systems for fast response.
- 25 Provide free public wifi and well-connected workplaces that support flexible working patterns and attract freelancers to high streets and town centres.

APPENDIX 2

Table 1 – The City Centre’s national competition

Rank	Centre Name	Retail Footprint Minor Class	Retail Footprint Score	Residential Comparison Goods Market Potential (£m)
1	West End	International Centres	9,472	£2,220.5
2	Glasgow	National Centres	3,910	£1,383.2
3	Birmingham	National Centres	3,375	£1,349.3
4	Leeds	National Centres	3,207	£1,272.9
5	Manchester	National Centres	3,407	£1,244.8
6	Trafford Centre	Large Premium Regional Malls	2,210	£1,181.0
7	Bluewater	Premium Outer London Regional Malls	2,519	£1,158.4
8	Westfield Stratford City	Large London Regional Malls	2,673	£1,155.0
9	Liverpool	National Centres	3,197	£1,126.4
10	Meadowhall	Large Regional Malls	2,095	£1,064.1
11	Milton Keynes	Town Centre Malls	1,371	£1,061.2
12	Westfield London	Large Premium London Regional Malls	2,638	£1,033.6
13	Nottingham	Principal Centres	2,725	£999.0
14	Leicester	Principal Centres	2,259	£986.5
15	Kingston Upon Thames	Large London Satellites	2,165	£833.8
16	Bristol	Principal Centres	2,090	£828.0
17	Norwich	Principal Centres	2,010	£805.2
18	Newcastle upon Tyne	Principal Centres	2,250	£800.1
19	Edinburgh	National Centres	2,722	£792.2
20	Reading	Quality Regional Centres	1,691	£701.1
21	Brighton	Principal Centres	2,008	£691.9
22	Gateshead - intu Metrocentre	Large Regional Malls	1,664	£660.8
23	Dudley - Merry Hill	Large Regional Malls	1,350	£639.0
24	Derby	Quality Regional Centres	1,453	£638.2
25	Croydon	Large London Satellites	1,446	£613.7
26	Brent Cross	London Regional Malls	1,266	£607.8
27	Aberdeen	Principal Centres	1,702	£600.3
28	Exeter	Quality Regional Centres	1,603	£578.7
29	Guildford	Quality Regional Centres	1,475	£569.1
30	Cribbs Causeway	Large Premium Regional Malls	1,218	£565.6

31	intu Lakeside	Outer London Regional Malls	1,562	£562.6
32	Cardiff	Principal Centres	2,161	£557.3
33	Plymouth	Average Regional Centres	1,307	£543.7

Table 2 – The City Centres’ local competition

	Distance (miles)	Market share (Core)	Market Share (Total)
Exeter	-	68.5%	24.6%
Taunton	27.4	0.3%	6.6%
Torquay	17.9	0.0%	5.4%
Newton Abbot	13.9	0.3%	5.3%
Torquay – Wren Retail Park	16.3	0.4%	3.6%
Kingsteignton – Newton Abbot Retail Park	12.9	0.2%	2.8%
Paignton	20.0	-	2.0%
Exeter – Rydon Lane Retail Park	2.3	5.9%	1.9%
Taunton – Riverside Retail Park	28.9	0.1%	1.8%
Torquay – Bridge Retail	16.6	0.0%	1.8%
Plymouth	36.3	-	1.7%
Exmouth	8.8	1.0%	1.6%

Table 3 – The City Centre’s regional competition

Rank	Centre Name	Retail footprint score	Comparison Good Market Potential (m)
1	Bristol City Centre	2,090	£828.0
2	Exeter City Centre	1,603	£578.7
3	Cribbs Causeway	1,218	£565.6
4	Plymouth	1,307	£543.7
5	Bath	1,850	£524.0
6	Cheltenham	1,281	£424.2
7	Bournemouth – Castlepoint	522	£325.7
8	Taunton	858	£257.3
9	Swindon	932	£228.9
10	Poole	721	£207.3

APPENDIX 3 – List of shop closures within Exeter

Name of store	Location	Month closed	Year
Stolen from Susie	Gandy Street	Dec	2017
Multiyork	Harlequins	Dec	2017
Urban Burger	Queen Street		2017
Jamie's Italian	Princesshay	Feb	2017
SimplyB/Jackamo	High Street	Aug	2017
Treds	Guildhall	Sept	2017
Milk Maid	Catherine Street	Sept	2017
Ridgway Shoes	Cathedral Green	Dec	2017
Chaucers	High Street	Sept	2017
Vintage Shop	Fore Street		2017
Triumph	High Street	Sept	2017
Walkabout Pub	Fore Street	Oct	2017
Hobbs	Princesshay		2017
Store Twenty One	Fore Street		2017
Moving Pictures	Harlequins	April	2017
Percy's Exeter	Sidwell Street		2017
Poundworld	Fore Street	July	2018
Card Market	High Street	May	2018
Tony Pryce	Guildhall	July	2018
Jones Bootmaker	High Street	Mar	2018
Swarovski	Princesshay	Mar	2018
Firezza	Sidwell Street	Feb	2018
Halfords	Sidwell Street	Mar	2018
Choccie Bar	Gandy Street	Mar	2018
Caramello Gelato	South Street	Jan	2018
Polpo	Guildhall	Feb	2018
Matalan Clearance Store	Haven Banks	July	2018
The Cook's Shop	Guildhall		2018
Toys R Us	Bishops Court Industrial Estate	Mar	2018
Maplins	Haven Banks	Mar	2018
Oasis	Princesshay	Jun	2018
Restaurant 44	Queen Street	July	2018
Bunyip Beads	Fore Street		2018
Gem Star	Cathedral Green	Jan	2018
New Look Men's	Princesshay	Oct	2018
Panthers	Sidwell Street	Mar	2018
The King Billy	Longbrook Street	Jul	2018
The Rusty Bike	Howell Road	Feb	2018
El Bocado	South Street		2018
Exeter Gift Shop	Queen Street		2018
Peacocks	Sidwell Street		2018
The Canopy	South Street	July	2018

The Book Cover	Longbrook Street	June	2018
Five Juice Bar	Guildhall	August	2018
Animal	Guildhall	July	2018
Café Catalan	Magdalen Road	July	2018
Card Gallery	Queen Street	Sept	2018
Homebase	Sowton	Winter	2018
Kupp	Guildhall	Summer	2018
Café 36	Cowick Street	August	2018
Rum and Crab Shack	Catherine Street	August	2018
Salt Rock	High street	August	2018
Sorry Head Pub	Blackboy Road	August	2018
Prezzo	High Street	Sept	2018
Clintons	High Street	Sept	2018
Coffee	St Thomas		2018
Terry's	Sidwell Street		2018
House of Fraser	High Street	Jan	2019

APPENDIX 4

Table 1 – City Council Car Park Dwell Time (Average ticket time purchased)

	Premium			Zone 1			Zone 2		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Jan	2.15	2.15	2.26	3.56	4.19	4.14	6.18	5.59	6.44
Feb	2.17	2.25	2.26	4.02	4.20	4.24	6.39	6.30	7.05
Mar	2.13	2.24	2.25	3.59	4.28	4.21	6.26	6.45	7.22
Apr	2.20	2.28	2.29	3.54	4.27	4.18	6.32	6.37	7.14
May	2.18	2.25	2.26	3.51	4.27	4.21	6.39	7.01	5.55
Jun	2.19	2.30	2.26	3.55	4.20	4.01	6.46	7.03	5.30
Jul	2.19	2.45	2.27	4.08	4.25	4.10	6.48	6.39	5.38
Aug	2.42	2.29	2.35	4.10	4.26	4.07	6.54	7.08	4.52
Sep	2.59	2.24	2.25	4.03	4.18	4.06	7.00	7.00	4.51
Oct	2.39	2.30		4.2	4.21		6.36	6.51	
Nov	2.51	3.19		4.13	4.41		6.43	6.57	
Dec	2.55	2.44		4.27	4.45		6.33	6.38	

Table 2 – Evening Parking (Tickets sold after 6pm)

	2016	2017	2018
Jan	3,634	4,490	3,283
Feb	4,149	4,498	3,718
Mar	4,406	5,056	4,260
Apr	945	4,417	4,126
May	993	4,412	4,003
Jun	1,039	4,008	3,346
Jul	614	4,521	3,459
Aug	1,340	4,269	3,916
Sep	4,265	4,586	4,168
Oct	5,041	4,747	
Nov	5,521	5,594	
Dec	7,109	6,306	

Table 3 – Weekday Demand (Tickets sold)

	2016	2017	2018
Jan	113,817	108,288	120,703
Feb	120,458	113,204	108,020
Mar	132,852	132,120	113,635
Apr	81,910	120,778	122,082
May	84,172	136,116	126,286
Jun	89,047	132,391	110,505
Jul	136,159	132,261	125,156
Aug	151,713	150,729	136,102
Sep	139,997	131,956	107,946
Oct	122,225	132,316	
Nov	130,071	141,738	
Dec	156,311	154,909	

Table 4 – Weekday Long Stay (7 hour & over tickets)

	2016	2017	2018
Jan	4,992	5,097	7,966
Feb	5,077	6,148	7,224
Mar	5,301	7,762	7,712
Apr	3,663	7,135	8,103
May	3,234	7,724	6,892
Jun	3,664	7,509	3,645
Jul	5,029	7,828	3,966
Aug	5,626	8,318	3,484
Sep	5,731	8,254	3,701
Oct	5,228	9,248	
Nov	4,803	9,980	
Dec	4,836	8,741	

Table 5 – Peak use (bays full at 1pm on Sat of 3,458)

	2016	2017	2018
Jan	79%	86%	83%
Feb	70%	84%	80%
Mar	83%	90%	75%
Apr	63%	75%	80%
May	62%	87%	74%
Jun	63%	85%	75%
Jul	64%	85%	75%
Aug	72%	74%	73%
Sep	90%	86%	69%
Oct	87%	85%	
Nov	96%	95%	
Dec	90%	91%	

Table 6 – Overall monthly income (net)

	2016	2017	2018
Jan	514,570	532,474	577,029
Feb	495,842	480,421	523,577
Mar	521,678	551,764	571,539
Apr	434,903	476,944	568,246
May	487,105	584,258	617,563
Jun	563,214	562,710	597,301
Jul	528,528	587,336	700,751
Aug	616,164	687,643	731,511
Sep	569,651	594,207	
Oct	595,059	658,785	
Nov	632,474	680,203	
Dec	688,521	858,006	

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REPORT TO: Place Scrutiny Committee
Date of Meeting: 8 November 2018

REPORT TO: Executive
Date of Meeting: 13 November 2018

Report of: Skills Officer
Title: Skills Strategy for Exeter

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

1.1 This report covers the development of a skills strategy for Exeter, including; progress made to date, an overview of required actions and timescales.

2. Recommendations:

2.1 To note the progress made to date in relation to the development of a skills strategy for Exeter.

2.2 To approve the plan for the next stages of development, leading to the publication of a strategy and associated action plans.

2.3 To approve the formation of a Skills Advisory Group for Exeter that will support strategy development and provide ongoing support, direction and challenge to the delivery of identified priorities.

2.4 That members support the priorities identified in section 10.

3. Reasons for the recommendation:

3.1 To ensure members are kept up to date with progress and future plans, in relation to this area of work.

3.2 To ensure that members understand and are supportive of the planned process and initial priorities to develop and deliver a skills strategy for Exeter.

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

4.1 The work to develop the strategy will be overseen by the Skills Officer, and it is anticipated that this activity will require the majority of the incumbent officers' time during the next 3-6 months'. This will include the work to set up the Skills Advisory Group for Exeter. There will also be a requirement for oversight from the Growth & Enterprise Manager.

4.2 In addition, through the work undertaken to date, to ensure that the strategy can take account of the broad spectrum of existing work undertaken by the City Council which has

an association to the skills agenda, it is anticipated that officers in other departments will be requested to contribute knowledge and some time.

- 4.3 Financial resources are modest. There will be an allocation in the region of £10,000 made to undertake the strategy development, data analysis (supporting our own work to date) and managing the consultation process. This funding is allocated from existing budgets.
- 4.4 Once the strategy is completed, signed off and published, appropriate resources will need to be allocated to deliver projects identified. This will either be through the identification of budgets on a case by case basis, applying for appropriate external funding to support delivery or working with partners and stakeholders with access to appropriate funding streams.
- 4.5 If the requirement to bid for external funding is identified as being necessary to deliver on a particular priority area, then officer time will be required – from a range of services, including finance and legal – to undertake this work. (At this stage it is not possible to give an estimation of how much time this might be.)

5. Section 151 Officer comments:

- 5.1 There are no additional financial implications for the Council to consider contained within this report.

6. What are the legal aspects?

- 6.1 None identified

7. Monitoring Officer's comments:

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

8. Background

- 8.1 The council has made a commitment to supporting the development of skills across the city both for our residents, and to support the skills requirements of the city's businesses. This is primarily through the appointment of a Skills Officer to lead on the development of a skills strategy for the city, and to ensure the delivery of identified priorities.
- 8.2 The recently released Greater Exeter Industrial Strategy identifies opportunities to develop skills and approaches to learning to drive productivity levels through skilled employees having higher value and better paid jobs. The development of the skills strategy for Exeter will support this ambition and the work identified within the Greater Exeter Industrial Strategy.
- 8.3 Previously, the City Council had supported a broader approach to the employment and skills agenda, through the Exeter & Heart of Devon Employment and Skills Board – which covered the Greater Exeter geography. In conjunction with other funding authorities, the decision was made to cease direct support for this organisation at the end of 2017.
- 8.4 During the past 6 months, information and intelligence gathering has been taking place, along with in-house data analysis in order to establish the current position of the

city in relation to its key employment and skills indicators. There has also been a small-scale business survey taking place, to ‘take the temperature’ of the city’s businesses in relation to their employment and skills priorities.

- 8.5 The role of supporting employment and skills for Exeter has an impact on many different service areas within the City Council, whilst the role is based with the Growth & Enterprise team, there are many opportunities to support our customers, residents and businesses through other service areas. Therefore, engaging with other departments and identifying opportunities for joint working internally, as well as externally, has been very much at the forefront of the work done to date.
- 8.6 One of the priorities of the City Council and the Growth & Enterprise team, is to support and facilitate inclusive growth. The skills agenda is a key area of work for this priority and focuses our attention on supporting and addressing issues affecting residents and businesses of the city. This agenda works across departments and other external organisations and supports the Heart of the South West Local Enterprise Partnership Productivity Plan in raising productivity.

9 Current Position

- 9.1 In a lot of respects, the city is performing well in relation to key employment and skills indicators. The following table gives a snapshot of the current position of the city. It is proposed that these indicators will form the basis of a quarterly briefing for members.

Indicator	Exeter	National
Employment Rate (April 17 – March 18)	80.2%	78.4%
Total Claimants (April 17 – March 18)	17,000 / 19.8%	21.6%
JSA Claimant Count % (August 2018)	775 / 0.9%	2.2%
ESA Claimant Count (November 2016)	4,530 / 5.2%	6.1%
Workplace Earnings – Gross Weekly (FT) (2017)	£544.90	£552.30
Residential Earnings – Gross Weekly (FT) (2017)	£507.30	£552.70
Level 2 or above % (2017)	84.9%	74.7%
Level 3 or above % (2017)	68.1%	57.2%
Level 4 or above % (2017)	51.4%	38.6%
GCSE attainment 8 score* (2017)	48.3	46.3
Grade 5 or above in English and Maths (2017)	44.6%	42.70%
Apprenticeship starts (2016)	1060	N/A
Apprenticeship completions (2014/15)	490	N/A
Graduates retained locally	7.4%	N/A
Job Density (2016) (ratio of jobs to 16-64 population)	1.21	0.84

*Schools get a score based on how well pupils have performed in up to 8 qualifications, which include English, maths, 3 [English Baccalaureate](#) qualifications including sciences, computer science, history, geography and languages, and 3 other additional [approved qualifications](#).

- 9.2 The initial feedback from the short business survey includes;
- Commitment of candidates; flexibility, motivation, quality.
 - Low unemployment = challenging recruitment in some sectors such as hospitality and care.
 - Customer service skills are missing from a number of candidates.
 - A majority of employers stated that they could find people with the right skills for the available jobs, but that they were also delivering comprehensive training programmes.
 - The high employment rate was cited as a particular challenge for many, with the market currently very candidate driven.
 - A majority of responders are not offering work experience or engaging with schools.
 - There is a mixed response to Apprenticeships.

10 Emerging Exeter Skills Strategy Priorities

10.1 There are some initial conclusions that can be drawn from the work undertaken to date and from the analysis of city wide data. However, in order to develop the most robust skills strategy it would be wise to test these on business. Emerging priorities for further development and research are:

- [Apprenticeships](#) – engagement of SME businesses in the apprenticeship market, particularly in sectors that are growing and of importance to the Exeter economy. Also includes advice and guidance to young people and parents / carers.
- [Careers Education, Information, Advice and Guidance](#) – enhancing the current offer to support localised information. Working with the Careers and Enterprise Company and the new Careers Hub to support delivery.
- [Sector-Based Support](#) – defining our key sectors, for growth and inclusivity, and adopting approaches to work with and support those sectors and their workforces, e.g. Building Greater Exeter and construction sector.
- [Workforce Development and Progression](#) – supporting the ongoing development of the workforce (by sector, or sector blind), to ensure progression can be achieved and that vacancies at the appropriate level can be filled (also links to Apprenticeships theme and a position of ‘grow your own’). Applying the use of ‘escalator’ models, as per the Data Analytics approach, identifying entry routes, qualifications and job roles.
- [Inclusive Growth](#) – supporting entry to the labour market, re-entry, re-training, new and up-skilling, progression from entry level jobs. This could include dedicated work with identified groups (e.g. single parents, mental health sufferers), or areas of the city (measured against key indices, e.g. skill levels).
- [Partnerships](#) – ensuring that we have well developed relationships and partnerships with our key organisations that are developing and delivering in the employment and skills space. Supporting common interests and aspirations for the benefit of businesses and residents.

- 10.2 It would be reasonable to expect our priorities to be grouped in 3 ways;
1. Those that the council can and will deliver on directly.
 2. Those that we need to work with others to access funding and resources.

3. Those that are for others to deliver on with our support.

10.3 The employment and skills landscape can be notoriously complex, with a number of government departments engaged in policy, a range of funding streams, and a large number of interested partners, stakeholder and delivery organisations involved on a local basis. Ensuring that all elements of the existing system and landscape are engaged and considered in the production of the strategy is important to the credibility and robustness of what is produced.

11 Exeter Skills Strategy Development

11.1 The Skills Officer is currently procuring an external contractor to support the development of the skills strategy for Exeter, for them to undertake the following work:

- Further business focussed research to survey in greater depth a representative sample of the city's businesses and gain feedback in relation to their employment and skills challenges and opportunities.
- Production of an overarching strategy that finalises key priorities for the city in relation to employment and skills. This will include identification of those that should be priorities for the City Council, partners / stakeholders, and aspirational priorities that will require significant resources to deliver.
- Consultation with businesses, partners and stakeholders – both internal and external, to ensure that the proposed priorities are appropriate and support complementary work and activities being undertaken by other organisations.

11.2 Where possible, the opportunity to work with others, such as Devon County Council, to achieve economies of scale and jointly commission pieces of work is being explored.

12 Exeter Skills Advisory Group

12.1 In order to support the delivery of the skills strategy and the projects that are developed, it is proposed that a Skills Advisory Group for Exeter is formed. The group should have appropriate business representation, along with identified partners and stakeholders from organisations that are involved in the delivery of projects and programmes from across the city that are relevant to the skills agenda. These may include: DWP, National Careers Service, Careers and Enterprise Company, the Work and Health Programme Provider, and a variety of organisations in the CVS sector.

12.2 It is proposed that the group be chaired by a private sector representative to ensure that Exeter's business voice is at the heart of the skills agenda in the city. There should also be a good spread of sector representation. Time will be invested in ensuring that all members of the group are well briefed to a level of common understanding in relation to the employment and skills agenda, the issues affecting Exeter and the opportunities. This will enable an appropriate level of challenge and support to take place.

12.3 There will be elected member representation from the City Council on the Exeter Skills Advisory Group, with the most appropriate portfolio holder to be identified – most likely to be the Portfolio Holder for Economy & Culture. There may also be other elected members engaged in line with different work streams and priorities, for example, projects focussing specifically young people.

- 12.4 Whilst the work of the group should focus on the delivery and outcomes of the skills strategy, and specifically on Exeter, there will naturally be reference to the Greater Exeter area, and where appropriate we will seek to work in partnership.
- 12.5 There is currently an ongoing conversation with the Heart of the South West LEP to agree how the relationship between this group and the emerging Skills Advisory Panel (SAP) for the LEP will work together.
- 12.6 Full terms of reference for the group will be developed in conjunction with the legal team.

13 Timescales

- 13.1 The strategy will be developed and published by the end of March 2019, with a further report being presented to Place Scrutiny Prior to this date. To support this work, there will be consultation with relevant partners, stakeholders, businesses and residents. Consultation will also be held with internal stakeholders.
- 13.2 There is an opportunity for the city to state its commitment to supporting employment and skills and to engage with a range of interested organisations and individuals, and to ensure that our strategic priorities will provide support and intervention where it is most needed.
- 13.3 There will be an annual cycle of business developed alongside the skills strategy to ensure that the Skills Advisory Group are monitoring the progress of activity to support the priorities. This will also include a process to update the key indicators, provide briefings to members and SMB and gain business feedback.

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

- 14.1 The development of a skills strategy for Exeter and a work programme to address the identified priorities, has the most tangible links to the following priorities;
- **Building Great Neighbourhoods** – through the development of skills and access to employment and career progression opportunities, we can strengthen and build our communities and neighbourhoods through our people.
 - **Promoting Active and Healthy Lifestyles** – there are strong links between being active and healthy (both physically and mentally) and employment. In particular there are links to the Sport England Local Delivery Pilot across 2 strands of work; Activity Ambassadors and Active Workplaces, and the skills strategy is expected to identify areas of joint work under these themes.
- 14.2 The skills strategy will contribute to the emerging new Exeter Vision 2040, as investment in and delivery of activity to support employment and skills will ensure that citizens are able to take advantage of the opportunities and share in the prosperity of the city.
- 14.3 This will be achieved through ensuring that access to opportunities for education, to develop and increase skills and employment will be available for all. In particular the work undertaken will support the statement that “Employers will be able to recruit, nurture and retain a skilled local workforce as well as attracting the best global talent.”

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

Potential Risk	Likelihood	Mitigation
Identified priorities need significant budget (more than available) to deliver	Medium	The City Council needs to be aware of this, and be prepared to support bids and applications to external funding streams in order to meet the needs of the strategy. Engagement and support to partners may also secure funding and delivery of priorities.
Lack of partner support / engagement	Low	A range of organisations / partners / stakeholders have already been engaged in the process, and thus far have been very supportive.
Priorities cannot be agreed	Low	There is already significant commitment to supporting the employment and skills agenda. Through initial discussion and research, there will be suitable priorities to gain appropriate support.

16. 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?

16.1 All of the above will be considered during the development of the strategy, to date impacts have been recognised as;

- Equality and Diversity - By the very nature of this piece of work, ensuring equality of opportunity for all and the diversity of the workforce will be considered.
- Health and Wellbeing - The links between a healthy and active population, engagement in the workforce and productivity will be explored as part of the development of the strategy.
- Safeguarding Children - There is no direct impact on safeguarding children as part of the development of the strategy.
- Young People and Vulnerable Adults - It is anticipated that young people will very much be a feature of the strategy, in particular, their role in the economic prosperity of the city in the future, and how they are being prepared for the future opportunities that will be available to them in Exeter. There is also likely to be an impact on vulnerable adults, through some of the inclusion themes that are showing early signs of having a role in the strategy.
- Community Safety - There is no direct impact on community safety through the development of the strategy.
- Environment - There is no direct impact on environment as part of the development of the strategy. There may however be linked areas of work, such as the role that flexible and agile working could have on reducing congestion within Exeter.

17. Are there any other options?

- 17.1 The City Council could choose to do nothing and not produce a skills strategy for Exeter. The development of skills, education, employment prospects could be left to market forces and providers and organisations actively engaged in this space.
- 17.2 However, the City Council has a commitment to supporting inclusive growth and social mobility, and ensuring that there is a strategy that will deliver appropriate interventions, and set direction for organisations across the city in relation to vision and ambition, is crucial to that.
- 17.3 An approach could be adopted to work across the Greater Exeter area, however, the City Council have decided that the strategy should very firmly focus on the residents and businesses within the city. By the very nature of the functional economic and travel to work area, those employed within city businesses, but resident outside will benefit from the work undertaken.

Rosie Bates
Skills Officer

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

Background papers used in compiling this report:-

None

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

REPORT TO: PLACE SCRUTINY COMMITTEE
Date of Meeting: 8 November 2018
Report of: Chief Finance Officer
Title: 2018/19 Place Budget Monitoring Report – Quarter 2

Is this a Key Decision?

No

Is this an Executive or Council Function?

No

1. What is the report about?

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

Potential areas of budgetary risk are highlighted in Appendix 3 of this report, so that Members are aware that certain budgets have been identified as being vulnerable to factors beyond the control of the Council, which may result in potential deviations from budget, and are therefore subject to close monitoring by officers.

2. Recommendations:

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

3. Reasons for the recommendation:

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

4. What are the resource implications including non financial resources

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

5. Section 151 Officer comments:

The reduction in the overspend against the budget since quarter 1 is noted and forms part of the wider efforts to ensure expenditure is balanced against the budget during this financial year. The results for the General Fund as a whole will be reported to the Executive and Full Council within the Revenue Overview report, which collates the financial performance of the three Scrutiny Committees alongside other income and expenditure of the Council.

6. What are the legal aspects?

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

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring Officer.

8. Report Details:

Budget Monitoring – Quarter 2

8.1 Key Variations from Budget

The current forecast suggests that net expenditure for this committee will increase from the revised budget by a total of £246,718 after transfers to and from reserves, as detailed in Appendix 1. This represents a variation of 2.42% from the revised budget, which includes supplementary budgets of £755,800 already agreed by Council

8.2 The significant variations by management unit (+/- £30,000) are:

Budget Heading	Forecast Outturn Budget Variance at Quarter 1 (Under)/Overspend	Forecast Outturn Budget Variance at Quarter 2 (Under)/Overspend
Forecast Budget Variances by Management Unit:		
Public Realm Development Team	£2,200	(£80,500)
Responsible Officer: Public and Green Space Manager		
<ul style="list-style-type: none"> • Three posts have been deleted from this unit, leading to pay savings of £128,500. These savings have been used to help fund two tree officer posts in Parks and Green Spaces and three new posts in Waterways • Redundancy costs of £48,000 will be funded from the redundancy reserve. 		
Cleansing Chargeable Services	£50,000	£50,000
Responsible Officer: Cleansing and Fleet Manager		
As happened last year, income for Trade Refuse & Recycling is expected to be £100,000 (11%) below budget as local businesses look to reduce their own costs. The loss is reduced by £50,000 savings planned by the service, and commercialisation work will commence in-year.		
Recycling	£135,000	£135,000
Responsible Officer: Cleansing and Fleet Manager		
Problems with the MRF and fluctuations in global markets continue to increase costs and reduce income, despite the best efforts of the service to mitigate their impacts. The aging MRF equipment is increasingly unable to meet current quality standards, which leads directly to higher costs. Executive considered an MRF investment plan presented in September and agreed to consider a full business case and benchmarking exercise; these will propose measures to reduce costs and increase the service's ability to extract value from the recyclable material delivered to the plant.		

Budget Heading	Forecast Outturn Budget Variance at Quarter 1	Forecast Outturn Budget Variance at Quarter 2
	(Under)/Overspend	(Under)/Overspend
Parking Services	£10,000	£63,000
<p>Responsible Officer: Community Safety and Enforcement Service Manager</p> <p>The estimate for National Non Domestic Rates (NNDR) for this service was £60,000 more than the actual costs.</p> <p>Additional costs of £30,000 arose as a result of the additional change in tariffs requiring new signage and other related costs and increased maintenance costs</p> <p>An estimated £35,000 increased income from parking charges is expected to partially offset these additional costs.</p>		
Growth & Enterprise	£0	(£30,000)
<p>Responsible Officer: Economy and Enterprise Manager</p> <p>In-year saving from deferring recruitment to 2 currently-vacant posts.</p>		
Building Control	(£33,000)	(£28,620)
<p>Responsible Officer: City Development Manager.</p> <ul style="list-style-type: none"> • Additional income in the Land Charges service is expected to lead to a surplus of £18,000, which will be transferred into an earmarked reserve. • A grant payment of £15,000 has been received in respect of the Land Charges service. 		
Planning Services	£262,000	£413,990
<p>Responsible Officer: City Development Manager.</p> <ul style="list-style-type: none"> • Community Infrastructure Grants amounting to £282,000 have been paid; these will be funded from the Community Infrastructure Levy (CIL). • An additional officer has been seconded to deal with CIL work; the additional £23,000 cost arising will be funded from the CIL. • £160,000 has been contributed towards the Growth Team will be paid, for which there is no budget. £80,000 of this will be funded from New Homes Bonus. • Additional costs of approximately £60,000 are expected to arise from an ongoing Planning appeal • Additional consultancy costs of £26,000 are expected to arise to deal with the increased workload. • Fee income is expected to exceed the budget by £140,000 		

Budget Heading	Forecast Outturn Budget Variance at Quarter 1 (Under)/Overspend	Forecast Outturn Budget Variance at Quarter 2 (Under)/Overspend
Forecast Budget Variances by Management Unit:		
Contracted Sports Facilities	£91,463	£91,463
<p>Responsible Officer: Category Contracts Manager</p> <p>In June 2018 the Council agreed to the recommendations in the Built Sports and Leisure Facilities report that included the permanent closure of Clifton Hill Sports Centre. A supplementary budget of up to £150,000 was approved to demolish Clifton Hill Sports Centre, to secure the site and avoid incurring Business Rates and other unbudgeted revenue costs. The figure shown here is covered by the up to £100,000 also approved to cover loss of revenue and VAT.</p>		

8.3 Pay budgets throughout the Council are under pressure as a result of the final pay award for 2018/19 for staff on lower grades exceeding the budgets, and the estimated impact of this in Place is reflected in the figures in Appendix 1. The issue is being closely monitored.

9. Capital Budget Monitoring – Quarter 2

To advise members of the financial performance in respect of the 2018/19 Place Capital Programme.

9.1 Revisions to the Place Capital Programme

The 2018/19 Capital Programme was last reported to Corporate Services Scrutiny Committee on 27 September 2018. Since that meeting the following changes have been made to the programme:

Description	£	Approval/Funding
Capital Programme, as reported to Corporate Services Scrutiny Committee, 27 September 2018	15,823,840	
Budget Deferred to 2019/20 & Beyond at Quarter 1	(5,633,880)	Approved by Council 16 October 2018
Overspends/(Underspends) reported at Quarter 1	(350,000)	
Outdoor Leisure Facilities (Arena Skatepark)	128,700	Additional S106 funding
Revised Capital Programme	9,968,660	

9.2 Performance

The Place Capital Programme is detailed in Appendix 2. The appendix shows a total spend of £1,574,533 in 2018/19 during the first six months of the year with £491,100 potentially deferred until 2019/20.

9.3 Capital Variances from Budget

The main variances and issues concerning expenditure in 2018/19 are:

Scheme	Estimated Overspend / (Underspend) £	Reason
Topsham Lock	50,000	The initial stabilising solution failed. A separate report will be presented to the Executive on 11 December.

9.4 Capital Budgets Deferred to 2019/20 and Beyond

Schemes which have been identified as being wholly or partly deferred to 2019/20 and beyond are:

Scheme	2018/19 Budget £	Budget to be Deferred £	Reason
Repair Canal Bank at M5	29,090	25,990	Delays in receiving various consents within Site of Special Scientific Interest.
Bowling Green Marshes Coastal Defence Scheme	28,900	28,900	To cover initial costs should the Environment Agency schemes proceed.
Exeter Flood Alleviation Scheme	200,000	200,000	
Replacement of Mallison Bridge	350,000	300,000	Delays due to the planning process and the additional design work required as scope of the scheme has expanded (with external funding) and the project will take longer than anticipated to complete.
Purchase of Harbour Patrol Vessel for Exe Estuary	50,000	50,000	Purchase of boat to be within wider Council vehicle replacement programme tender in February 2019.
City Wide Property Level Protection	94,400	30,000	To overcome listed building issues.
Outdoor Leisure Facilities	425,530	80,000	Long term sickness absence of the officer best placed to deliver these schemes.
Leisure Complex	1,399,200	(141,610)	Budgets re-profiled in-line with anticipated expenditure.
Bus Station Construction	265,200	(97,180)	

9.5 Achievements

- **Cowick Barton Tennis Courts**

Three tennis courts at Cowick Barton Playing Fields have been refurbished to provide enhanced (and free) facilities to further encourage active lifestyles. The previously tired, grey and crumbling courts have been transformed with a far more suitable surface in pleasing shades of green. The courts provide a great opportunity for tennis players of all ages and abilities to either take up the sport or improve their game.

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

Place Committee contributes to 6 key purposes, as set out in the Corporate Plan; a stronger city, keep place looking good, keep me / my environment safe and healthy, provide great things for me to see and do, help me run a successful business and deliver good development.

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?

No impact

13. Are there any other options?

No

DAVE HODGSON
Chief Finance Officer

Authors: Nicola Matthews-Morley / Sally Reeve / Adrian Rutter

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

Background papers used in compiling this report:

None

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

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**PLACE SCRUTINY COMMITTEE
2018/19 BUDGET MONITORING REPORT
QUARTER 2**

APPENDIX 1

ACTUAL TO DATE			CODE	YEAR END FORECAST			
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE		APPROVED BUDGET	OUTTURN FORECAST	OUTTURN VARIANCE	OUTTURN VARIANCE Q1
£	£	£		£	£	£	£
121,706	(21,074)	(142,780)	81A1 ENVIRONMENTAL PROTECTION	288,580	288,580	0	0
85,007	99,366	14,359	81A3 LICENCING,FOOD,HEALTH & SAFETY	231,130	231,130	0	0
39,963	51,288	11,325	81A4 PUBLIC SAFETY	315,730	309,730	(6,000)	0
473,056	534,878	61,822	81A6 PARKS & GREEN SPACES	1,762,920	1,787,920	25,000	21,500
289,940	281,699	(8,241)	81B&C PUBLIC REALM DEVELOPMENT TEAM	565,730	485,230	(80,500)	2,200
12,600	(26,520)	(39,120)	81B2 BEREAVEMENT SERVICES	4,840	(2,860)	(7,700)	8,000
737,414	718,297	(19,117)	81D2 DOMESTIC REFUSE COLLECTION	2,081,240	2,108,240	27,000	27,000
665,150	688,669	23,519	81D4 STREET CLEANING	1,562,030	1,587,530	25,500	(17,000)
90,639	109,912	19,273	81D5 PUBLIC CONVENIENCES	257,530	285,030	27,500	39,500
(191,460)	(166,914)	24,546	81D6 CLEANSING CHARGEABLE SERVICES	(287,830)	(237,830)	50,000	50,000
114,852	119,805	4,953	81D7 EXTON ROAD OVERHEADS AND FLEET	249,500	261,500	12,000	12,000
(65,430)	168,978	234,408	81D8 RECYCLING	109,690	244,690	135,000	135,000
21,000		(21,000)	83A2 TRANSPORTATION	21,000	0	(21,000)	0
(2,460,969)	(2,424,177)	36,792	83A3 PARKING SERVICES	(5,526,960)	(5,463,960)	63,000	10,000
207,224	120,982	(86,242)	83A4 GROWTH & ENTERPRISE	502,670	472,670	(30,000)	0
143,852	82,362	(61,490)	83A5 ARTS & EVENTS	305,970	305,970	0	0
166,304	191,585	25,281	83A6 TOURIST INFORMATION	370,725	371,725	1,000	0
92,455	70,609	(21,846)	83A8 DISTRICT HIGHWAYS AND FOOTPATHS	256,580	256,580	0	0
(24,255)	(70,642)	(46,387)	83A9 BUILDING CONTROL	45,740	17,120	(28,620)	(33,000)
134,535	370,762	236,227	83B5 PLANNING SERVICES	378,880	792,870	413,990	262,000
		0	83B6 CONSERVATION	4,920	4,920	0	0
		0	83B7 AFU	1,670	1,670	0	0
		0	83B8 MAJOR PROJECTS	30,000	30,000	0	0
(219,913)	(375,280)	(155,367)	83B9 MARKETS & HALLS	(459,365)	(469,365)	(10,000)	(5,000)
117,515	132,885	15,370	83C1 WATERWAYS	223,940	240,440	16,500	0
935,845	542,856	(392,989)	83C2 MUSEUM SERVICE	2,190,660	2,190,660	0	0
11,126	(101,362)	(112,488)	83C3 CONTRACTED SPORTS FACILITIES	4,591,910	4,683,373	91,463	91,463
25,410	29,325	3,915	83C7 PHYSICAL ACTIVITY DEVELOPMENT	101,820	101,820	0	0
1,523,566	1,128,289	(395,277)	NET EXPENDITURE	10,181,250	10,885,383	704,133	603,663

TRANSFERS TO / (FROM) EARMARKED RESERVES

83A9 - Building Control and Land Charges Reserves	13,200	18,000
83B5 - Planning Services - Community Infrastructure Levy (CIL) income	(334,850)	(270,000)
83B5 - Planning Services - New Homes Bonus funding	(160,000)	(80,000)
81A6 Parks and Green Spaces - redundancy reserve	(48,050)	0
83C3 Contracted Sports Facilities - redundancy reserve	(7,715)	0

OUTTURN FOR THE YEAR AFTER MOVEMENTS TO/(FROM) RESERVES	10,347,968	10,452,913
REVISED BUDGETS	10,181,250	10,181,250
ADJUSTED OUTTURN VARIANCE	166,718	271,663

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2018/19 CAPITAL MONITORING - QUARTER 2

	2018/19 Capital Programme	2018/19 Spend to Date	2018/19 Forecast Spend	2018/19 Budget to be Carried Forward to 2019/20 and Beyond	2018/19 Programme Variances (Under)/Over
	£	£	£	£	£
PLACE					
WELL RUN COUNCIL					
Vehicle Replacement Programme	442,500	44,207	442,500		
MRF Air Compressor	7,840	0	0		(7,840)
Car Park Resurfacing, Lining & Boundary Improvements	50,000	0	50,000		
Mechanisation of Street Scene	150,000	0	150,000		
Waste Infrastructure	16,700	0	16,700		
IMPROVE THE ENVIRONMENT AND MY NEIGHBOURHOOD					
Repair Canal Bank at M5	29,090	3,100	3,100	25,990	
Queen's Crescent CPO	18,000	0	18,000		
Kings Arms Bridge	399,630	34,883	384,630	15,000	
Bowling Green Marshes Coastal Defence Scheme	28,900	0	0	28,900	
Exeter Flood Alleviation Scheme	200,000	0	0	200,000	
Exwick Cemetery Ashes Section	32,420	30,404	30,404		(2,016)
Replacement of Mallison Bridge (Exeter Quay)	350,000	17,398	50,000	300,000	
Parks Infrastructure	150,000	23,844	150,000		
Cemeteries & Churchyards Infrastructure Improvements	60,000	0	60,000		
Purchase of Harbour Patrol Vessel for Exe Estuary	50,000	0	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	20,000	0	20,000		
Repairs to Salmonpool Bridge	45,000	0	45,000		
Repair to Walls at Farm Hill	30,000	0	30,000		
Bank Repairs & Stabilisation to Watercourses	20,000	17,972	23,000		3,000
Matford Centre Fire Alarm Replacement	100,000	0	100,000		
KEEP ME/MY ENVIRONMENT SAFE & HEALTHY					
Car Park Surfacing - Haven Road	12,350	0	12,350		
Replace Lifts at Mary Arches MSCP	240,000	0	240,000		
City Wide Property Level Protection	94,400	12,714	64,400	30,000	
RAMM Air Monitoring Equipment	89,560	256	89,560		
Topsham Lock	180,000	8,752	230,000		50,000

	2018/19 Capital Programme	2018/19 Spend to Date	2018/19 Forecast Spend	2018/19 Budget to be Carried Forward to 2019/20 and Beyond	2018/19 Programme Variances (Under)/Over
	£	£	£	£	£
PROVIDE GREAT THINGS FOR ME TO SEE & DO					
Outdoor Leisure Facilities	425,530	25,046	345,530	80,000	
Sports Facilities Refurbishment	146,430	106,571	146,430		
Passenger Lift at RAMM	73,880	0	73,880		
St Nicholas Priory	39,920	6,682	39,920		
RAMM World Culture Galleries	160,440	82,128	160,440		
Cowick Barton Tennis Courts	35,000	33,434	33,434		(1,566)
Newtown Community Association - Belmont Park Community Building	150,000	0	150,000		
Belmont Park Enhanced Facilities	50,000	0	50,000		
MAINTAIN THE ASSETS OF OUR CITY					
RAMM Roof Access Improvement	58,520	952	58,520		
Pyramids Essential Works	950,000	794,360	950,000		
Leisure Centre Essential Enhancements	2,000,000	0	2,000,000		
Leisure Centre Additional Enhancements	880,000	0	880,000		
Livestock Market Drainage & Toilets	200,000	0	200,000		
DELIVER GOOD DEVELOPMENT					
Leisure Complex - Build Project	1,399,200	250,846	1,540,810	(141,610)	
Bus Station Construction	265,200	74,884	362,380	(97,180)	
Pinhoe Community Hub	90,000	0	90,000		
Newtown Community Centre (S106)	75,090	6,100	75,090		
Newtown Community Centre (1st Grant)	50,000	0	50,000		
Newtown Community Centre (2nd Grant)	43,410	0	43,410		
Beacon Heath Martial Arts & Boxing Club - New Roof	14,650	0	14,650		
PLACE TOTAL	9,968,660	1,574,533	9,519,138	491,100	41,578

AREAS OF BUDGETARY RISK

The table below notes service-areas that have been identified as a budgetary risk within the Place 2018-19 revenue and capital budgets.

The revenue budget areas of risk are:

Budget Title	Approved Budget (Management Unit)	Risk and mitigation
Revenue 81B2: Cemeteries	(256,260)	<p>The income budgets include various sources such as interment fees, rights of burial and headstone fees.</p> <p>Historically the income received has been lower than target. Income levels will be monitored and the issue flagged to senior management if the trend of income continues as in previous years.</p>
Revenue 81D6: Cleansing Chargeable Services	(£287,830)	<p>The majority of the £1,444,690 income is subject to local and national markets with many competitors.</p>
Revenue 81D8: Recycling	£109,690	<p>Recycling income is budgeted at £1,222,550. Although the service actively seeks to trade at the most advantageous price available, this income is subject to fluctuations in the global market, and can be very volatile with even small changes in world prices having a material impact.</p> <p>The Exton Road MRF operates on the basis that some materials too small for us to sort cost-effectively are sent to alternative MRFs to be processed for a fee. Access to these alternative MRFs is becoming more difficult and expensive. The ageing machinery in our MRF is also resulting in more breakdowns and reduced productivity, reducing our ability to extract valuable materials for resale. The Service is preparing a report setting out options .regarding the future of the MRF</p>

Budget Title	Approved Budget (Management Unit)	Risk and mitigation
Revenue 83A3: Car Parking	(£7,577,970)	Car Parking income can be volatile; a 3% shortfall in income would mean a shortfall of £225k against the budget.
Revenue 83B5: Planning Services	348,640	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.
Revenue 83B9: Markets & Halls	(£459,365)	Sources of £1,811,710 income cannot be guaranteed at current or historical levels so there is a risk that the net income budget may not be achieved. The service seeks to minimise risk by taking a pro-active approach to revenue optimisation.

REPORT TO: PEOPLE SCRUTINY
PLACE SCRUTINY
CORPORATE SERVICES SCRUTINY

Date of Meetings: 1st November 2018, 8th November 2018, 22nd November 2018

Report of: The Scrutiny Programme Officer,
Democratic Services and Civic Support

Title: Annual Scrutiny Report 2017/2018

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

To provide an annual update in respect of the Scrutiny work achieved during the municipal year 2017/2018.

2. Recommendations:

The Annual Scrutiny Report 2018 is acknowledged and approved.

3. Reasons for the recommendations:

The Annual Scrutiny Report provides the Scrutiny Committees with an opportunity to:-

- a) track the progress of the Scrutiny function and process at Exeter City Council;
- b) comment upon the progress and direction of Scrutiny over the past year and into the future;
- c) ensure that the Scrutiny Committees are kept fully up to date as to the Task and Finish Groups and what they have achieved;
- d) illustrate how effective Scrutiny can contribute towards an accountable, transparent and democratic process.

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

None.

5. Section 151 Officer comments:

There are no financial implications contained within this report.

6. What are the legal aspects?

None identified.

7. Monitoring officer Comments

This report raises no issues for the Monitoring Officer.

8. Report Details:

This update concentrates on providing Members with an overview of the work and achievements of Scrutiny during 2017/2018 and is set out in detail at Appendix A attached to this report.

This update is divided into five main areas:-

- The Scrutiny Work Programme
- Task and Finish Group priority topics
- Summary of Task and Finish Group work
- Outstanding Task and Finish Group work
- Profile of Scrutiny at Exeter City Council

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

None in respect of the recommendation contained within this report.

**Anne-Marie Hawley : Scrutiny Programme Officer,
Democratic Services and Civic Support**

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

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

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REPORT TO: PEOPLE SCRUTINY COMMITTEE
PLACE SCRUTINY COMMITTEE
CORPORATE SERVICES SCRUTINY COMMITTEE

Date of Meetings: 1st November 2018, 8th November 2018, 22nd November 2018

Title: Annual Scrutiny Report 2018

1. The Scrutiny Work Programme

Following discussion at the Annual Scrutiny Work Programme meeting in July 2018, the Scrutiny Work Schedule has been amended as follows:-

- a) The Council Tax Support Scheme and the Increase in the Council Tax Empty Premium reports will both be submitted to the Corporate Services Scrutiny Committee.
- b) An overview presentation on Exeter City Futures Urbanisation issues will be provided to each of the Scrutiny Committees.
- c) The Annual Health and Safety Report will now appear on all three Scrutiny Committee Agendas since the interest spans across all areas.
- d) The Local Air Quality Action Plan progress report and recommendations will appear on the Scrutiny Bulletin as an update once the report has been considered by the Place Scrutiny Committee.
- e) An overview presentation detailing Exeter's cultural offer will be provided to the Place Scrutiny Committee.

2. Task and Finish Group Priority Topics

Through the Interim and Annual Scrutiny Work Programme Meetings which took place in November 2017 and July 2018 respectively, Members identified priority topics for Task and Finish Group/Spotlight Review investigation as follows:-

- Accessibility and Inclusion
- Green Travel Plans – IKEA
- Green Travel Plans - Policy
- Impacts upon the City
- The Evening Economy
- Financial Reporting
- Member Development
- Agency Working
- Council Representation on Outside Bodies
- CCTV
- Estimates, fees and charges
- Governance Review
- Housing Tenant Involvement
- PSPO Spotlight Review

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Together with topical presentations:-

People Scrutiny Committee

- The impact of Universal Credit going live in Exeter;
- Accessibility and Inclusion – a presentation by the Joint Chair of the Devon Learning Disability Partnership Board and Devon County Council's Involvement Officer.

Place Scrutiny Committee

- Transport/buses/City/Quay

3. Summary of Task and Finish Group/Spotlight Review Work

Concluded Groups:-

Green Travel Plans (IKEA)

(Reported to Place Scrutiny Committee: 14th June 2018)

Green Travel continues to be high on the list of priorities both locally and nationally.

The work of this Task and Finish Group linked in with the Council's aims and priorities in terms of the Core Strategy Plan, The Air Quality Strategy 2015 – 2020, Exeter City Futures: Congestion Free by 2025, and the National Planning Framework Policy and would continue to contribute to the wider conversation around congestion and transport in Exeter.

The Group consisted of Exeter City Councillors, Devon County Councillors and officers from the respective Authorities, the Travel Devon Business Coordinator and a representative from Exeter City Futures.

Key objectives were settled upon as follows:-

- (i) To review the IKEA Green Travel Plan as a benchmark example.
- (ii) To understand how future Green Travel Plans might be improved at the planning stage.
- (iii) To understand the interconnecting role of Devon County Council in terms of performance monitoring, review and enforcement.
- (iv) To ascertain whether this Green Travel Plan aligns with the aspirations of Exeter City Council and Exeter City Futures.

Members understood the challenges and restrictions faced through planning framework limitations and considered the aspirational targets of the Council and Exeter City Futures in relation to congestion targets.

The Group were keen to hear from IKEA representatives so that they could understand IKEA's plans for the future in terms of developing and improving the existing plan. Intentions were not clear from the existing Green Travel Plan document.

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IKEA's Marketing Manager and Travel Coordinator attended and explained that IKEA's travel plan is still in its infancy in terms of development but that IKEA remain committed and very keen to make it work and continue to engage with Exeter City Council. Performance of the IKEA Green Travel Plan in terms of measured success would not be apparent until 12 months has passed. It would then be easy to identify what the successes are, what the challenges are and what could be improved.

The Group considered that early discussion of larger scheme Green Travel Plans would highlight key issues at a stage that would still allow time for the developer to adapt schemes before they are submitted to Planning Committee. At present Green Travel Plans are dealt with primarily through planning conditions and reliant upon discharge so the Group felt that early discussion with developers would ensure that they are fully aware of expectations and the standard of Green Travel Plan required, in turn creating more robust and aspirational Green Travel Plans going forward and it was agreed that this should be a key consideration of the Task and Finish Group's work.

It was established that consistency of approach, both in terms of Exeter City Council and key partners, is essential to successfully ensuring that more detailed and better quality Green Travel Plans are submitted to the Planning Committee and specific training for Members would provide them with the further knowledge required to review Green Travel Plans put forward by developers and raise the bar on expectations as they would have a better understanding as to what could be achieved with various schemes.

Recommendations were put forward to the Place Scrutiny Committee and subsequently approved as follows:-

- (a) To support a review of the performance of the IKEA Green Travel Plan in 12 months' time.
- (b) To request early discussion of Green Travel Plans for larger schemes at Planning Member Working Group (PMWG) or at Delegated Briefing as appropriate.
- (c) To agree that green travel planning should be incorporated into the yearly Planning Induction Training for Councillors.

As a side issue it was agreed that it might be helpful if Green Travel Plans in respect of future significant schemes were raised at the Highways and Traffic Orders Committee (HATOC) highlighting key issues for discussion and feedback. A member of the Task and Finish Group was also a member of HATOC and would raise this at their next meeting.

An update on the performance of IKEA's Green Travel Plan appears on the Scrutiny Work Schedule for the Place Scrutiny Committee to consider at their meeting on the 13th June 2019.

Both Councillors and Officers can request early discussion of Green Travel Plans for larger schemes at PMWG or Delegated Briefing where appropriate on a case by case basis.

In terms of training, the City Development Manager will incorporate an aspect on Green Travel planning within the induction planning training which takes place every year.

Green Travel Plans (Policy)

(Reported to Place Scrutiny Committee: 14th June)

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As with the Green Travel (IKEA) Task and Finish Group, this piece of work linked in similarly with the Council's aims and priorities surrounding the Core Strategy Plan, The Air Quality Strategy 2015 – 2020, Exeter City Futures: Congestion Free by 2025, and the National Planning Framework Policy and the general discussions around reducing congestion and improving transport within Exeter.

Again, the Group membership consisted of Exeter City Councillors and officers, Devon County Council Officers and Exeter City Futures representatives. Members were particularly keen to look at how the City Council's policy currently interacts with planning applications.

The Group decided that the key objectives should be to:-

- (a) help shape and form a short guidance note to accompany the Sustainable Transport Supplementary Planning Document (STP);
- (b) identify how the City Council can encourage City based organisations and communities to work together to meet the City's Green Travel aspirations;
- (c) encourage improvements to existing Green Travel Plans;
- (d) identify ways in which Exeter City Council and Devon County Council can enhance their collaborative working to further improve the quality of Green Travel Plans going into the future.

Overviews were provided by both Exeter City Council's City Development Manager and Devon County Council's Principal Transport Planner to clarify the planning policy background and provide the Group with some understanding of the framework through which it is delivered.

It was accepted that the Sustainable Transport Plan sets out the minimum requirements for businesses to provide and encourage their staff to get to work using sustainable travel but that both the City Council and the County Council could call for stricter adherence to that requirement.

Through subsequent discussions consideration was given to questions such as:-

- How much can the City Council achieve through the traditional planning system?
- How much can the City Council achieve outside the planning process?
- How ambitious does the City Council want to be with regard to travel plans?
- Does the City Council work closely enough with Devon County Council and other key partners?
- Is the policy basis sufficient?
- Can the City Council become more aspirational in negotiations when it comes to green travel plans?
- Are ambitions aligned?
- How do we collectively find solutions?

Engagement with interested organisations and community groups was recognised as essential to gain a different perspective, take on board ideas and comments and to assist in encouraging employers to sign up to the green travel approach. Working with schools and the community to change the culture together with collective ownership of ideas and objectives were seen as key to improving success as was encouraging businesses to engage with each other, raising awareness of positive examples of innovative Green Travel Plans, for instance, Oxygen House.

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Guidance analysis as to how much green travel could save businesses and research into what revenue businesses could lose if car parking spaces are lost to workers might encourage businesses to adopt more of a green travel approach with staff. Engagement with the BID was seen as key to reaching local City based businesses and encouraging their cooperation, but it was also recognised that the City Council should lead by example, through their own green travel plans.

The Group concluded that Exeter City Council and Devon County Council could further assist developers and applicants in understanding the City Council's Green travel aspirations, ambitions and direction of the policy, whilst continuing to positively promote green travel with key organisations and communities across the City of Exeter, helping to improve future and existing Green Travel Plans. Aligning aspirational targets with key partners, such as Exeter City Futures, Devon County Council and the wider business community were seen as essential to ensure a more effective and robust level of Green Travel Plans moving forward.

On the 14th June 2018 the Place Scrutiny Committee approved the Task and Finish Group's recommendations.

As a result of the Group's work, officers from Devon County Council, Travel Devon Team, Exeter City Council and Exeter City Futures have met and discussed the content which should be included in the guidance note to accompany the STP and how City based organisation and communities could be encouraged to work together to meet the City's green travel aspirations.

It was established that local case studies would be an essential component of a guidance note and that presentation would also be key. The four main sections will relate to:-

- (a) Planning Policy background
- (b) Devon Toolkit
- (c) Three good examples/case studies
- (d) A "did you know page" covering data statistics on air quality impact on knowledge workers/working days lost, for example.

The Principal Transport Planner, Devon County Council is currently drafting the guidance note in association with Exeter City Council's City Development Manager and the draft note is expected to be available by October 2018, following which it will be submitted to the Place Scrutiny Committee seeking approval for its publication against a re-launch of the Sustainable Transport Supplementary Planning Document.

Exeter City Futures and the Travel Devon team are now collaboratively working on business engagement, research and analysis.

The City Development Manager (ECC) and Principal Transport Planner (DCC) identified the following areas where collaborative working may be improved to achieve more robust Green Travel Plans going forward, which could be implemented immediately through current working practices:-

- Work more closely with key site developers during the determination period, to identify key points to be included in their proposed Green Travel Plans and overall report to the Planning Committee. This will raise the profile of Green Travel and the City's aspirations which will produce better outcomes.
- Making it clear to people what is being proposed very early on in the planning process.

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- Improving engagement with various groups who provide very detailed responses to planning applications/green travel plans which are welcomed and essential in order to fully inform the proposed Travel Plan.
- avoid a “disconnect” in trying to deal with areas through discharge of planning conditions in favour of identifying opportunities at an early stage.

Through the work of this Group Members came to the conclusion that it is important to continue with efforts to ensure public engagement and that if Green Travel Plans were discussed much earlier in the process this would ensure a better result for everyone concerned. They felt strongly that it should be made clear to developers and organisations that once a Green Travel Plan is in place, if the site is expanded in future, it would be possible to re-assess the requirements in conjunction with green travel opportunities available and this point should be highlighted during initial discussions.

Financial Reporting

(Verbal updates provided to each Scrutiny Committee: June 2018)

The intention behind this Group was to focus on the financial reports prior to their submission to the Scrutiny Committees so that Members could identify what aspects they would like to concentrate upon since these may be different from those highlighted by the accountants. This would make the scrutiny of financial reports more effective and ensure that, should Councillors have questions about service areas, Service Managers could be asked to attend to provide further information and answer service related questions. This would streamline the effectiveness and quality of scrutiny.

Members could also consider how financial reports may be improved so that they would be easier to read and understand. This would enable greater challenge of the content of the reports.

Membership of the Group consisted of:-

Cllr Sheldon (Chair of Corporate Services Scrutiny Committee)
Cllr Wardle (Chair of People Scrutiny Committee)
Cllr Owen (nominated by the Chair of Place Scrutiny Committee)
Cllr Henson
Cllr Mitchell

It was quickly established that not all underspends are necessarily good and not all overspends are bad and it was recognised that different service areas can fluctuate and budgets are set on assumptions and intelligent estimates.

The Group identified areas which Members may wish to particularly consider when reviewing financial reports such as:-

- The impact of underspends on the level of service;
- Areas which are over or under budget;
- Whether budgets previously showing underspends have been amended for future;
- Whether the budget is reasonable;
- The reason for trends and particularly consistent trends;
- If bids to the Capital Programme are accurate;
- Whether expectations as to the level of delivery are realistic when considering available budget;

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- Attention to the Investment Strategy and whether the Council continues to reduce the debt;
- Whether overspends are fundamental or ongoing and the reasons for this;
- Identifying areas for savings over the next 2 years.

Various improvements could be made to the financial reports immediately and with relative ease by officers such as:-

- (i) Future budget monitoring reports to provide both the previous outturn variance forecast and the current outturn forecast on a management unit basis, so that Members can see how forecasts have changed.
- (ii) A brief explanation will appear against each point, accompanying details of overspends and underspends, setting out clearly how the figures have changed in the last three months so that it is easier for Councillors to identify and challenge.
- (iii) Where there is an overspend split between two items, the proportions of that split will appear in brackets by the side of the item.
- (iv) The last quarter figures will be included and highlighted. At present, the standard layout of variances with details of overspend and underspend is 3 months on from the previous report figures and because of this Members cannot see how the figures have changed.

These improvements have now been implemented by the Chief Finance Officer and his team.

This Spotlight Review also acted as a timely reminder that the Chairs and Deputy Chairs of the Scrutiny Committees are entitled to attend Executive meetings to set out areas of concern to their Committees and that Executive Members would welcome this, particularly in respect of financial reporting.

Financial training continues to form part of Councillors' induction training each year. As a result of this Group, the training now includes two elements, the first being a training session delivered by the Chief Finance Officer which details an internal overview and a session delivered by an external trainer providing a general overview. The focus of the training is to understand how to effectively scrutinise accounts and ask the right questions.

Member Development

(Verbal up to Corporate Services Scrutiny Committee: 27th September 2018)

The purpose of this Spotlight Review Group was to gain feedback from Members as to the current Member Development Programme including the induction plan, training and briefings.

Members were provided with details of the current induction plan, training and briefings for 2017/2018.

In relation to Members' training the Group suggested that:-

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- Planning training should be made available to all Councillors and not just those who are selected for Planning Committee;
- More indepth ipad training would be helpful;
- More detail as to the existing skills base of Councillors should be obtained so that training needs can be better assessed;
- The level of training could be structured so that, for example, Level 1 would cater for new Councillors, Level 2 for old and new Councillors (concentrating on updates) and Level 3 for all Councillors mainly concentrating on new information;
- Understanding the difference between a “duty” and a “power” should be covered within the existing governance training for Councillors;
- The training session on Committees and roles should take place the week before the Annual Council meeting;
- Paper information on training should be made available in the Members’ room and saved on the “S drive” since it is not possible to access the documents on ipads after 6 months;
- The Party Whip should encourage attendance at training sessions.

In relation to the Induction Programme the Group suggested that:-

- Small group visits should be arranged for Councillors to Belle Isle, MRF, RAMM and the recycling and collection rounds (for example). This would give the opportunity for Councillors to integrate with services and staff and gain first hand experience of what the service does and how it operates;
- There should be a tour of developments within the City and an opportunity to meet the planning team and cleansing team given that a lot of issues Councillors deal with relate to these areas;
- The opportunity to attend Planning Committee, Planning Member Working Group and Delegated Briefings should be highlighted to Councillors in case they wish to attend;
- At least two dates should be made available for Councillors to meet Directors and senior managers and the meetings should be reduced time wise;
- Existing Councillors should attend in a group to provide details and “sign up” post Election and new Councillors should be seen at arranged individual appointments.

In relation to Members’ Briefings the Group suggested that the level of attendance may be improved by:-

- Providing more information with the invitation as to the importance of the briefing;
- Sending invitations a week or two before the date of the Briefing instead of sending Councillors a block of invitations to all planned Briefings;
- Sending weekly reminders to Councillors as to what the current week’s Briefing relates to and when it is, asking for confirmation of attendance.
- The Party Whip should encourage attendance at Member Briefings.

Other, more general suggestions related to there being a list of useful officer contacts and the responsibilities of various front line services being made available together with a list of 24 hour services and contact details, for example, to use in reporting noise nuisance during the night time. It was also felt that a general organisational structure chart would be helpful in relation to operational services so that Councillors knew immediately who to contact in the event of a problem and an escalation process regarding particular problems or

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complaints. It would also be useful to have details of who does what outside the Council, for example, details of organisations and contact numbers in respect of Highways and Schools.

Generally, the Group felt that the offer in respect of Member Development was currently good, but valued the opportunity to look at ways in which it could be further improved.

The Corporate Manager, Democratic and Civic Support, together with the Democratic Service (Committees) Manager are working together to bring the Group's ideas forward.

Agency Working

(Update reported in the Scrutiny Bulletin: 4th July 2018)

This topic was identified as high priority for Spotlight Review as Councillors wished to review agency usage figures and the reasons behind high usage in certain service areas. There was a concern that not all Councillors may be aware of the current position.

The Group were provided with a table to show the hours & cost per department for the months of October 2017 & April 2018 to give an illustrative idea of any variation, together with a spreadsheet showing "Agency Total Hours FTE" which showed a month by month breakdown of agency workers' hours as well as the pre-VAT cost (records kept since July 2017).

Prior to the meeting, the service areas of Housing, Public Realm, Refuse/MRF, Customer Access and HR were identified as having fairly significant variances and the Service Leads from these areas were invited to attend the meeting to explain the reasons for this.

In conclusion, the Group found a broad theme for variations across these front line services with reasonable explanations such as:-

- Vacant posts due to staff sickness, holiday, retirement or maternity leave;
- Pool staff are used where possible but there is a limited supply;
- Seasonal work creates fluctuation in terms of staffing required;
- Seasonal variations mean that there is a real risk that if posts are covered by recruiting permanent staff, the Department would be overstaffed for a number of weeks in the winter;
- Extra demand at various times (for instance, cleansing and refuse/student term times);
- Whilst there is a supportive and generous absence policy, long term absences can cause a staffing problem and particularly where it is not possible to offer light duties (for example MRF/Refuse);
- Staff positions need to be covered straight away in terms of front facing services (such as the Customer Service Centre for example);
- Difficulty in recruiting;
- Lack of a permanent funding stream (in respect of external funding) which can be used to secure agency staff but not to support a full time and permanent staff position;
- Re-structure resulting in the loss of staff.

It was acknowledged that the Strategic Management Board together with HR continue to monitor agency usage on a monthly basis which provides an accountability check in terms of need and necessity. However, the Group were clear that variations should be assessed on a service by service basis, since the issues affecting each service are individual rather

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than uniform and that it was important to recognise that the ebb and flow of agency staff usage is not evident in the information provided to the Group.

Council Representation on Outside Bodies

(Reported to Executive: 10th July 2018 and Council: 24th July 2018)

The Corporate Manager, Democratic and Civic Support put forward the suggestion for this Spotlight Review since he wished Members to have the opportunity to consider:-

- What is achieved through representation?
- Is there merit, necessity or both in continuing with representation?
- What the Councillor attendance record is like.

Members were reminded that all appointments can be viewed on the City Council website and that the full list of Appointments to Outside Bodies is reported once a year in the first cycle in the Municipal Year.

The Group worked through the list of organisations (52 in total) to determine whether to recommend that the Council withdraw or continue with representation. Special consideration was given to charitable organisations since withdrawal of representation could mean that they would have to change their Articles of Association and make a direct approach to the Charities' Commission. This could have a negative impact on the charities concerned which Councillors wished to avoid.

Findings of the Group and recommendations as to appointments were submitted to the Executive Committee on the 10th July and subsequently to Council on the 24th July 2018 and were approved together with a recommendation that the Corporate Manager Democratic and Civic Support should be granted delegated powers, in consultation with Group Leaders to appoint, where necessary, representatives to outside bodies during the course of the Municipal Year. This would facilitate rapid appointment wherever possible and remove the need to report to Executive and Council which could cause unnecessary delay to the appointment process.

PSPO Spotlight Review

(Reported to Place Scrutiny Committee: 13th September 2018)

The purpose of this Spotlight Review was to provide the Place Scrutiny Committee with an update following implementation of the Public Spaces Protection Order (PSPO) in June 2017 which would detail the operation and effectiveness of the PSPO in reducing problematic anti-social behaviour together with details of any negative or unforeseen impacts that may have developed and provide any recommendations for varying or discharging the Order.

The Neighbourhood Inspector for Exeter and the City Centre Sergeant attended to provide input from a police perspective. They explained that the initiative generally presented an opportunity to work with other organisations such as the City Council together with businesses, communities and agencies to collectively demonstrate that the City will not tolerate certain behaviour and to put in place prevention measures. The power to seize alcohol is used by the police on a daily basis.

In conclusion the Group agreed that:-

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- The PSPO is working well with a 16% reduction in anti-social behaviour reported to the Police.
- The power to seize alcohol and disperse groups and individuals is a very effective tool in tackling anti-social behaviour,
- The area currently covered by the PSPO is sufficient.
- The collaborative, multi organisational response is working well in terms of prevention, education and enforcement.
- Communities are being encouraged and supported to tackle low level anti-social behaviour, particularly through the Community Safety Partnership.

Councillor Vizard and Councillor Wright presented a report on behalf of the Group to the Place Scrutiny Committee on the 13th September 2018 where it was agreed that the PSPO is working well and should continue in its current form.

Governance Review

(Reported to the Audit and Governance Committee: 19th September 2018)

The basis for this cross party Review arose out of the Audit and Governance Committee meeting held on the 14th March 2018. The Committee agreed to the formation of a Governance Review Group to address the roles and responsibilities of the various Committees, to ensure that they continue to meet the Council's priorities, aims and objectives and that the standing orders and procedural rules contained within the Constitution remained fit for purpose.

There were three main aspects to the Review:-

- i. To draw a comparison between Exeter and other similar sized Authorities in terms of the democratic services offer;
- ii. Whether the Constitution and Standing Orders remain fit for purpose;
- iii. To identify ways in which the structure and content of the Council's democratic processes might be streamlined and improved.

In respect of (ii) comparisons were drawn with Norwich, Cambridge, Sedgemoor and Taunton Deane, considering in particular, staffing, committees, number of meetings and available budget for Democratic Services.

Specific aspects were considered such as:-

- The appetite for revision of the work load of the Scrutiny Committees – are they working as effectively as possible in their current form and number?
- Is there merit in introducing the facility for public speaking at all Committees?
- Should there be a restriction on the amount of time Councillors have to speak or restricted to a right to reply or point of clarification?
- Should amended recommendations be projected onto a screen at respective Committee meetings before the vote is taken so that Councillors are absolutely clear as to what they are voting upon?

The Review Group concluded that the Constitution and Council procedures largely remain fit for purpose subject to slight alterations and that, in the main, the Democratic process and structure at Exeter City Council works well with a reasonable comparison drawn with other similar sized Authorities.

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The following recommendations were submitted to the Audit and Governance Committee on the 19th September 2018:-

- (i) The amendment of Standing Order 8 (3) (a) to state that questions should be submitted in written form no later than 10 am on the working day before the meeting.
- (ii) The addition to Standing Order 10 (6) of the following: "As long as the effect is not to negate the motion";
- (iii) The publicising, through social media and other means determined by officers, of the Council agenda prior to commencement of the Council meeting;
- (iv) That Committee Chairs will move the minutes of their respective Committees for noting on block rather than minute by minute (with the exception of any minutes containing recommendations);
- (v) That Executive recommendations will be identified and highlighted more clearly at Council meetings and voted on accordingly;
- (vi) That the current system of three Scrutiny Committees be retained.

The findings of the Governance Review Group were reported by the Corporate Manager Democratic & Civic Support to the Audit and Governance Committee on the 19th September 2018 and the recommendations were approved and are being implemented.

Accessibility and Inclusion

(To be reported to the People Scrutiny Committee: 1st November 2018)

This topic was raised as high priority topic for Task and Finish Group investigation at the Interim Scrutiny Programme Meeting in November 2017. Inclusivity and accessibility remain high on the agenda both at national and local level, in particular the Council's commitment to providing a well run Council with effective, efficient, person centred services. The Equality Act 2010 sets the legislative background and requirements and the Council's Equality Policy was revised and subsequently approved by Corporate Services Scrutiny on the 28th June 2018. The adoption of this Policy further cements the Council's commitment to making information about services more widely available and accessible and making contacting the Council easier and more accessible to all customers.

The Policy Officer provided the Group with an overview as to the current position and key objectives were settled upon as follows:-

- (a) To review accessibility of the Council's website in relation to those with wide ranging disabilities;
- (b) To investigate whether the Council obtains feedback with regards to accessibility of services and whether that feedback is obtained in a uniform way across the Council;
- (c) To understand what the departmental offer is in terms of accessibility for those with a wide range of disabilities.

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It was essential to focus the work of the Group, given the broad range of the topic and work already underway in relation to accessibility and safeguarding. As a result of this, the Group decided that it would be of benefit to focus on the four specific service areas of Housing Benefit, Housing Advice, Customer Access and Environmental Health. Initially, Service Leads from each were invited to join the Group to provide an overview of their particular service and answer specific questions so that there was a consistent structure from which to draw comparisons. It was clear that there is a lot of ongoing work in terms of services improving accessibility and that staff are going to great lengths to assist customers where they can. It is noticeable that there has been an increase in individuals presenting with mental health issues and low literacy skills.

The second part of the Group's work was to concentrate upon engaging with service users to gain their views. A questionnaire survey was conducted with focussed questions as to how individuals choose to access Council services and information; how easy they thought this was together with any suggestions they might have for improvement. Assistance was provided by Living Options, the Learning Disability Partnership and a member of Exeter City Council's staff. The aim was to reach people with a wide range of disabilities, sending questionnaires not only via e-mail but also by post using specific formats. Generally the feedback suggests that the Council's overall accessibility rating is good in terms of communication and assistance. What was noticeable is the amount of people who choose to contact the Council by phone, either themselves or with the help of family or support workers, rather than on line.

The Task and Finish Group concluded that there are two prominent messages. Firstly, that the Council needs to better advertise its offer in respect of the support it can provide to access services and secondly, in a time of the ever increasing digital offer to customers, other forms of communication should not be overlooked or viewed as less important.

The Task and Finish Group's report, together with recommendations is due to be considered by the People Scrutiny Committee on the 1st November 2018.

4. Outstanding Task and Finish Group Work

Impacts upon the City

Considering what appears on other Local Authorities' Forward Plans and how that might impact the City. This will provide an opportunity to identify, isolate and prioritise various areas for further investigation, inviting engagement with other Authorities, stakeholders and external organisations, to ensure that the City Council is consulted on proposals which could affect the City. Topics such as Healthcare and Planning could be areas of particular interest.

The Evening Economy

Specifically concentrating upon the 5 pm to 7 pm period and use of City Council Parks (maximising use could help to reduce anti-social behaviour). Ideas such as later opening times for cafes, food markets and entertainers could maximise use and may help to reduce anti-social behaviour and should be relatively inexpensive and easy to deliver. It also presents an opportunity to understand if there is something that is preventing progress in certain areas and to identify what can realistically be achieved.

CCTV

To consider the service, cost, charges and merit in continuation.

Estimates, Fees and Charges

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A general review to establish how the City Council deals with these and whether there are other aspects that should be considered.

5. Profile of Scrutiny at Exeter City Council

The profile of Scrutiny at Exeter City Council has been raised at both local and national level as a result of:-

➤ Corporate Challenge Feedback Report (4-7 December 2017)

3.3 Organisational leadership and governance – “The council is making positive steps towards enhancing the scrutiny function. This includes significant success on pre-decision scrutiny – with all papers and decisions for cabinet going to scrutiny first. The People Scrutiny Committee, one of three scrutiny committees in the council conducted a review of Homelessness with Teignbridge District Council, which led to a joint Homeless Strategy and Action Plan”.

➤ The House of Commons Communities and Local Government Committee Inquiry into the effectiveness of local authority overview and scrutiny committees

The Scrutiny Programme Officer provided a submission to the Inquiry outlining how the City Council view an effective scrutiny process as a vital component of good governance and a key component to the practical and successful delivery of Exeter’s vision. The Inquiry provided the City Council with an opportunity to contribute to the wider picture, sharing what is happening in Exeter and ensuring the continued, positive evolution of scrutiny at both local and national level. The first report of session was published on the 11th December 2017.

A copy of the submission has previously appeared in the Scrutiny Bulletin and a further copy is available upon request.

➤ The MJ Local Government Achievement Awards

The Scrutiny Programme Officer provided a submission to the MJ Awards category for “Excellence in Scrutiny and Governance” which concentrated upon the work and achievements of the Homelessness Strategy Task and Finish Group - a joint initiative between Exeter City Council and Teignbridge District Council. The Task and Finish Group involved Councillors and Officers from both Local Authorities. This work provided a prime example of how an effective Scrutiny process can support two politically opposing Councils in achieving a common goal for the benefit of all.

A copy of the submission has previously appeared in the Scrutiny Bulletin and a further copy is available upon request.

➤ Association of Democratic Service Officers (ADSO) Awards 2018 Team of the Year

Exeter City Council’s Democratic Services Team entered the Awards and have been shortlisted alongside Tower Hamlets Council, Brent Council and Sutton Council. The next stage in the process is a conference video interview with the Team which will take place on Thursday 1st November. This will involve a brief

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presentation to bring to life the submission, followed by questions from the judges before a final decision is made.

ADSO commented that, "The standard of the submissions was particularly high this year and it was a very difficult decision not to shortlist others. Congratulations to all of the authorities listed and many thanks to all of the authorities who participated, it is appreciated..... it is really important that the quality work our members undertake is recognised. The awards provides us with the ideal opportunity to do that".

➤ Scrutiny Training

Scrutiny training continues to be provided as part of induction training for Councillors each year. This is currently delivered by the Scrutiny Programme Officer, in addition to which external courses are also available to Councillors who wish to attend.

