

EXECUTIVE

Date: Tuesday 6 October 2020

Time: 5.30 pm

Venue: Legislation has been passed that allows Council's to conduct Committee meetings remotely.

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 John Street, Corporate Manager Democratic & Civic Support on 01392 265106.

During the Corona Virus outbreak, Executive Committee meetings will be held by virtual means. The [live stream can be viewed here](#) at the meeting start time..

Membership -

Councillors Bialyk (Chair), Sutton (Deputy Chair), Foale, Ghusain, Harvey, Morse, Pearson, Williams, Wright and Wood

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 1 September 2020.

(Pages 5 -
10)

3 Declarations of Interest

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

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

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

RESOLVED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of item 16 on the grounds that it involves the likely disclosure of exempt information as defined

in paragraphs, 3 and 4 of Part I, Schedule 12A of the Act.

5 **Questions from Members of the Public**

Questions from the Public Under Standing order No. 19

To receive questions relating to items on the Agenda from members of the public and responses thereto.

Details of questions should be notified to the Corporate Manager Democratic and Civic Support by 10.00am at least three working days prior to the meeting. Further information about speaking at a committee can be found here: [Speaking at a Committee](#).

6 **Changes to Executive Portfolios and Priorities 2020/21**

To note the updated Portfolio Holders Responsibilities and Priorities. (Pages 11 - 14)

7 **Exeter City Council Annual Infrastructure Funding Statement**

To consider the report of the Director City Development, Housing & Supporting People. (Pages 15 - 26)

8 **2020/21 General Fund Capital Monitoring Statement – Quarter 1**

To consider the report of the Director Finance. (Pages 27 - 44)

9 **Overview of General Fund Revenue Budget 2020/21 – Quarter 1**

To consider the report of the Director Finance. (Pages 45 - 60)

10 **2020/21 HRA Budget Monitoring Report - Quarter 1**

To consider the report of the Director Finance. (Pages 61 - 80)

11 **Governance Review Update**

To consider the report of the Corporate Manager Democratic & Civic Support. (Pages 81 - 84)

12 **Amendments to the Scheme Of Delegation and Terms of Reference for the Licensing Sub-Committee**

To consider the report of the Corporate Manager, Democratic & Civic Support. (Pages 85 - 126)

13 **Corporate Asset Maintenance**

To consider the report of the Director Net Zero Exeter & City Management. (Pages

Part II: Items suggested for discussion with the press and public excluded

No representations have been received in respect of the following items in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

14 Support for District Heating Network to serve the Alphington Strategic Allocation and SW Exeter

To consider the report of the Director City Development, Housing & Supporting People.

(Pages
153 - 196)

Date of Next Meeting

The next scheduled meeting of the Executive will be held on **Tuesday 3 November 2020** at 5.30 pm in the Civic Centre.

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

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

Follow us:

[Twitter](#)

[Facebook](#)

Individual reports on this agenda can be produced in large print on request to Democratic Services (Committees) on 01392 265275.

This page is intentionally left blank

EXECUTIVE
(HELD AS A VIRTUAL MEETING)

Tuesday 1 September 2020

Present:

Councillor Bialyk (Chair)
Councillors Sutton, Foale, Ghusain, Harvey, Morse, Pearson, Williams, Wright and Wood

Apologies:

Councillor K. Mitchell in his capacity as an Opposition Leader.

In attendance

Councillors Leadbetter in his capacity as an Opposition Leader

Also present:

Chief Executive & Growth Director, Director (JY), Corporate Manager Democratic and Civic Support, Service Lead - Environmental Health & Community Safety, Democratic Services Officer (MD) and Democratic Services Officer (HB)

84

MINUTES

The minutes of the meeting held on 7 July 2020, were taken as read and approved as correct, for signing by the Chair at the earliest possible convenience.

85

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests were made.

86

QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER NO. 19

A member of the public, Mr Cleasby submitted the following question, related to Minute No. 89:-

- In relation to para 10.1 of the report at item 8, will the Council please explain exactly what is envisaged the “senior leader” members of the Liveable Exeter Place Board will get out of the meetings so that they find it worthwhile to continue attending?

The Council Leader responded:-

The Liveable Exeter Place Board members have previously endorsed the Exeter 2040 Vision and are generously contributing their time to support the realisation of our Vision.

The Place Board provides a forum in which to discuss challenges in the realisation of the Vision and what the Place Board members can do, individually and collectively, to overcome these challenges and to realise the 2040 Vision. The Place Board also gives the leaders the opportunity to raise other issues which they believe require the support of others to overcome, to the benefit of the City.

Any matters raised by the Board which require any Council decisions will always be brought through the Council's existing decision making and governance processes in order to ensure transparency.

Mr Cleasby asked a supplementary question:-

Do you agree that the participants may well seek to get inside information or competitive advantage on emerging development plans and that the Place Board's decisions and conclusions will have to be accepted by Exeter City Council or they will see no point in continuing?

The Council Leader responded:-

The purpose of the Board is not to enable anyone to seek advantage and it is unfortunate if it is not fully appreciated what the Board is designed to do.

87 **FOOD LAW AND HEALTH AND SAFETY ENFORCEMENT SERVICE PLAN 2020
- 2021**

The Executive received the report, which sought approval to adopt the statutory Food Law and Health and Safety Service Enforcement Plan 2020/21, which sets out the Council's regulatory function in respect of food safety and health and safety and the priorities for the forthcoming year.

Particular reference was made to the need for the Council to demonstrate how it would fulfil its regulatory obligations in respect of its food safety service and to make adequate arrangements for enforcement of health and safety.

RECOMMENDED that Council approve: -

- (1) the Food Law and Health and Safety Enforcement Service Plan 2020/21; and
- (2) the authorisation for the Service Lead - Environmental Health and Community Safety to change the plan in the light of national guidance and/or to meet operational needs.

88 **FINANCIAL ASSISTANCE POLICY FOR THE BETTER CARE FUND**

The Executive received the report on the Better Care Fund, which was a joint programme between the Council and the NHS to share health and care services. The Council had a statutory responsibility to allocate Better Care Fund resources, which are allocated to Districts through the Upper Tier Social Care Authority (Devon County Council), including financial assistance to eligible residents. The policy requires regular review to ensure that the available assistance is appropriate and to target resources to ensure that vulnerable individuals had access to support when it is needed.

Members welcomed the following within the updated policy:-

- the streamlining of the process for stair-lift grants and the removal of the means testing following a successful pilot which had led to the doubling of the number of stair-lifts installed in the last 12 months;
- the widening of the type of assistance available to tackle delayed hospital discharges; and

- the range of Warm Home Grants provided to those in greatest need which support the Council's desire to promote the use of renewable energy and energy efficiency.

RESOLVED that the Executive supports the adoption of the revised Financial Assistance Policy for the Better Care Fund; and

RECOMMENDED that Council adopt the revised Financial Assistance Policy for the Better Care Fund.

89

LIVEABLE EXETER PLACE BOARD

The Executive received the report which provided an update on the governance structure for the Liveable Exeter Garden City programme, including the terms of reference and membership of the Board, following the establishment of a Board to oversee the Liveable Exeter Garden City programme in July 2019.

Members were informed of:-

- the ambition to ensure high quality place making and built environment, key to which was the provision of 12,000 new homes by 2040, supported by necessary infrastructure;
- the Place Board amended the Exeter Vision 2040 statement to include the Net Zero Exeter 2030 target;
- the development of a Cultural Compact and Exeter designated City of Literature status by UNESCO;
- the role of the Sport England Local Delivery Pilot in developing active and healthy lifestyles;
- the creation of a strategic board, comprising the City's leading stakeholders, enabled Exeter to respond effectively to the Covid pandemic through the development of a Recovery Plan for the City; and
- one place being held on the Board for the University of Exeter's new Vice-Chancellor Lisa Roberts.

The following responses were given to Members' queries: -

- the Chair of the Chamber of Commerce, as a Place Board member, would represent the interests of local businesses; and
- the terms of reference and membership of the Place Board would be kept under review.

RESOLVED that: -

- (1) the terms of reference and membership of the Liveable Exeter Place Board be noted; and
- (2) matters arising from the Liveable Exeter Place Board and issues for consideration at the Liveable Exeter Place Board, be reported back to the City Council by the Leader of the City Council on a regular basis.

90

FREEDOM OF THE CITY

The Executive received the report which set out a proposal to offer the Freedom of the City to Mr Richard Jacobs in recognition of his outstanding service to the City of Exeter as a local businessman and entrepreneur.

It was noted that reference to the Ted Wragg Trust now supporting two schools in Exeter, should be amended to refer to two schools in Plymouth.

RECOMMENDED to Council that:-

- (1) the title of Honorary Freeman of the City Status be conferred on Richard Jacobs; and
- (2) the Right Worshipful the Lord Mayor be requested to convene an Extraordinary Meeting of the Council to be held on the rising of the Ordinary Meeting on 20 October 2020, for the purpose of passing the appropriate resolution under Section 249 of the Local Government Act 1972.

91 **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION OF PRESS AND PUBLIC**

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1, Schedule 12A of the Act.

92 **EXETER CITY GROUP - RECOMMENDATIONS ON GOVERNANCE**

The Executive received the report which sought to make governance changes to the Exeter City Group to ensure that the Group of companies could play a significant role in the Council's strategic agenda to support the recovery of the city, building at pace and scale, in demonstrating environmental excellence under the Net Zero Exeter agenda; and contributing significant income to the Council's general fund to help address the funding gap evident in the medium to long term funding of the Council.

RESOLVED that:-

- (1) the current Shareholder Representative appoint additional Directors, namely the Council's Director (Chief Finance Officer) and Director (the City Solicitor) to both the Exeter City Group Board and Exeter City Living;
- (2) following the implementation of (1) above, the Shareholder Representative be changed by removing the current Director appointment (David Bartram) and appointing the Chief Executive & Growth Director in the role of Shareholder Representative to undertake the activities and decisions as identified in the Shareholder Representative Delegated Powers document, in consultation with the Leader of the City Council and the Portfolio Holder for Council Housing Development and Services;
- (3) the new Shareholder Representative be authorised to agree any necessary amendments to the Management Agreement in consultation with the Leader of the Council and Portfolio Holder for Council Housing Development and Services; and
- (4) Exeter City Living be requested to consider appointing two additional senior management posts to the Exeter City Group, comprising a Development Director in Exeter City Living and a Director of Operations overseeing

procurement of business services and development of the organisation across the Exeter City Group.

(The meeting commenced at 5.30 pm and closed at 6.26 pm)

Chair

The decisions indicated will normally come into force 5 working days after publication of the Statement of Decisions unless called in by a Scrutiny Committee. Where the matter in question is urgent, the decision will come into force immediately. Decisions regarding the policy framework or corporate objectives or otherwise outside the remit of the Executive will be considered by Council.

DRAFT

This page is intentionally left blank



Executive Portfolios and Priorities 2020/21

Portfolio Holders		
1.	Leader <i>Cllr Phil Bialyk</i>	<ul style="list-style-type: none"> ◇ Corporate vision and strategy ◇ Liveable Exeter Transformational Housing Programme ◇ Partnerships and the growth agenda including Local Industrial Strategy ◇ Strategic finance ◇ Organisational Development ◇ Internal change of Council operations ◇ Performance framework ◇ Strategic communication ◇ Exeter City Living (Development Company) & Exeter City Group ◇ Commercial & property assets (includes redevelopment of Paris Street/Sidwell Street, Exeter City Centre)
2.	Deputy Leader Net Zero Exeter 2030 <i>Cllr Rachel Sutton</i>	<p>Net Zero Exeter 2030:</p> <ul style="list-style-type: none"> ◇ To implement the Net Zero Road Map 2030 ◇ Transport (working with Portfolio Holder for Environment & City Management) ◇ Skills agenda (including construction & retrofit skills) ◇ Low Carbon Task Force ◇ Exeter City Futures ◇ District heating networks ◇ It is expected that this work will have implications for every other portfolio and therefore will require all portfolio holders to support the corporate ambition for Net Zero Exeter by 2030.
3.	Supporting People <i>Cllr Ruth Williams</i>	<ul style="list-style-type: none"> ◇ Benefits, council tax, council housing rent payments, business rates payments ◇ Homelessness & vulnerability ◇ Housing advice and homelessness prevention ◇ Social housing allocations ◇ Downsizing support ◇ Supported housing services ◇ Armed Forces Champion
4.	Transformation & Environment <i>Cllr Bob Foale</i>	<p>Supporting the Leader to address:</p> <ul style="list-style-type: none"> ◇ The medium term financial plan ◇ Devolution and implications arising from the forthcoming white paper on devolution & local government reorganisation

(Amended September 2020)

Portfolio Holders

		<ul style="list-style-type: none"> ◇ The challenge of stubborn urban anti-social behaviour ◇ Finance (working with the Leader) ◇ Procurement ◇ Enforcement Services ◇ Community Safety & anti-social behaviour ◇ Community Safety Partnership ◇ Environmental Health, licensing, corporate health & safety ◇ Private Sector Housing & HMOs ◇ Better Care Fund & Disabled Facilities Grants ◇ Car Parking Policy & tariff structure (working with Portfolio Holder for Net Zero Exeter 2030)
5.	<p>Communities & Culture <i>Cllr Amal Ghusain</i></p>	<ul style="list-style-type: none"> ◇ Equality and diversity policy ◇ Chair the Community Grants Programme ◇ Asset-based community development: ◇ Community & Arts Grants Strategy and programme ◇ Wellbeing Exeter ◇ Youth Strategy ◇ Provision of multi-purpose performance venue ◇ Markets and Halls (including Tourist Information, Underground Passages, Corn Exchange, Livestock Market, Custom House and Markets) ◇ Cultural Strategy ◇ Arts Development ◇ RAMM ◇ Tourism Strategy, Visit Exeter and major events
6.	<p>City Centre & Corporate Services <i>Cllr Ollie Pearson</i></p>	<ul style="list-style-type: none"> ◇ Democratic and electoral services ◇ Mayoralty ◇ Legal services ◇ HR ◇ Internal Audit & Governance ◇ Strata & IT requirements ◇ Business Improvement District & City Centre recovery (working with the Leader) ◇ Business rates discretionary grants
7.	<p>Leisure & Physical Activity <i>Cllr Duncan Wood</i></p>	<ul style="list-style-type: none"> ◇ Sport England Local Delivery Pilot ◇ Physical Activity Strategy, Built Leisure Facilities and Playing Pitches Strategies ◇ Leisure Services (running facilities) ◇ Comms (working with the Leader) ◇ St Sidwell's Point (working with the Leader) ◇ Health and Wellbeing Board
8.	<p>City Management <i>Cllr David Harvey</i></p>	<ul style="list-style-type: none"> ◇ Cleansing, recycling, refuse and waste ◇ Fleet management ◇ Parks, open spaces and allotments ◇ Public Realm, green spaces and green infrastructure ◇ Bereavement services

(Amended September 2020)

Portfolio Holders

		<ul style="list-style-type: none"> ◇ CCTV and Home Call ◇ Engineering, flooding, day-to-day management of waterways ◇ Strategy and policy for waterways
9.	<p>Council Housing Development and Services</p> <p><i>Cllr Laura Wright</i></p>	<ul style="list-style-type: none"> ◇ Housing Revenue Account (HRA), housing needs analysis and supply of housing ◇ Rent and service charge setting ◇ Landlord services ◇ Leaseholder services ◇ Right to buy ◇ Tenant consultation and engagement ◇ Council house building & working with the Leader in relation to Exeter City Living
10.	<p>City Development & Chair of Planning Committee</p> <p><i>Cllr Emma Morse</i></p>	<ul style="list-style-type: none"> ◇ Exeter Local Plan ◇ Infrastructure planning ◇ Planning policy and planning control ◇ Strategic housing policy ◇ Building control and land charges ◇ Design and heritage ◇ Community Infrastructure Levy (CIL) (working with the Leader) and Section 106 agreements

Member Champion

1.	<p>Equality and Diversity</p> <p><i>Cllr Trish Oliver</i></p>	<ul style="list-style-type: none"> ◇ Supporting the Portfolio Holder for Equalities, Diversity & Communities ◇ Developing a programme of engagement with all groups ◇ Working together with all Portfolio Holders to ensure equality and diversity
----	--	---

This page is intentionally left blank

REPORT TO EXECUTIVE

Date of Meeting: 6 October 2020

REPORT TO COUNCIL

Date of Meeting: 20 October 2020

Report of: Director City Development, Housing & Supporting People

Title: Exeter City Council Annual Infrastructure Funding Statement

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

- 1.1 The report seeks approval for the publication of an Infrastructure List, as part of an Annual Infrastructure Funding Statement (AIFS), which will include other, purely factual, information about CIL and Section 106. Government regulations dictate that the AIFS must be published by 31 December 2020.

2. Recommendations:

- 2.1 It is recommended that:
- (a) the Infrastructure List attached to this report as Appendix 1 is approved for publication along with other requisite information in the Annual Infrastructure Funding Statement; and,
 - (b) the report on this agenda on the Review of the Scheme of Delegation is noted in respect of proposed delegated arrangements for the future review and publication of the Annual Infrastructure Funding Statement.

3. Reasons for the recommendation:

- 3.1 Government regulations require local authorities to publish an Annual Infrastructure Funding Statement, including an Infrastructure List.

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

- 4.1 The production of the AIFS can be managed within existing resources, although it is considered to be practical and necessary to delegate future responsibility for the review and publication of the AIFS to the City Development Service Lead in consultation with the Leader and Executive Member with Relevant Portfolio, so that the AIFS does not need to be brought to Executive and Full Council for approval each year.
- 4.2 Whilst the AIFS sets out future infrastructure and affordable housing spending intentions and priorities, it should be noted that decisions on the non-neighbourhood element of CIL spend will continue to be made through Executive and Full Council. Section 106

contributions and spend will continue to be determined through existing planning and corporate processes.

5. Section 151 Officer comments:

- 5.1 Whilst the report itself contains no financial implications for Council to consider, CIL provides an essential funding opportunity for the Council's capital programme ambitions. Given the financial position of the Council, it is essential that all future new asset requirements are properly reflected in the list to ensure that the Council can deliver without damaging the revenue position of the Council.

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. Report details:

- 8.1 Government regulations, specifically regulation 121A in the Community Infrastructure Levy Regulations (as amended – most recently on 1 September 2019), require local authorities to publish an Annual Infrastructure Funding Statement (AIFS), including an Infrastructure List. They specify that the AIFS must include the following:
- (a) *a statement of the infrastructure projects or types of infrastructure which the charging authority intends will be, or may be, wholly or partly funded by CIL (other than CIL to which regulation 59E or 59F applies) ("the infrastructure list");*
 - (b) *a report about CIL, in relation to the previous financial year ("the reported year"), which includes the matters specified in paragraph 1 of Schedule 2 ("CIL report");*
 - (c) *a report about planning obligations, in relation to the reported year, which includes the matters specified in paragraph 3 of Schedule 2 and may include the matters specified in paragraph 4 of that Schedule ("section 106 report").*
- 8.2 CIL regulation 59 specifies that: *"A charging authority must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area."*
- 8.3 The first Annual Infrastructure Funding Statement must be published by 31st December 2020. The information to be included in the CIL Report and Section 106 Reports, which are to form part of the AIFS, is purely factual, and will include, for example, the total amount of CIL and S106 received in the reported year, and information on what the receipts were spent on. Along with the Infrastructure List attached at Appendix 1, this information will be assembled in time for the publication of the AIFS on 31st December 2020.
- 8.4 Government CIL Guidance, which complements and sits alongside the CIL regulations, advises that: *"The infrastructure funding statement should set out future spending priorities on infrastructure and affordable housing in line with up-to-date or emerging plan policies. This should provide clarity and transparency for communities and developers on the infrastructure and affordable housing that is expected to be delivered."*

Infrastructure funding statements should set out the infrastructure projects or types of infrastructure that the authority intends to fund, either wholly or partly, by the levy or planning obligations. This will not dictate how funds must be spent but will set out the local authority's intentions.

This should be in the form of a written narrative that demonstrates how developer contributions will be used to deliver relevant strategic policies in the plan, including any infrastructure projects or types of infrastructure that will be delivered, when, and where.”

8.5 In this context, the Infrastructure List at Appendix 1 should be seen as a statement of intent rather than an articulation of commitments.

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

9.1 The Infrastructure List attached as Appendix 1 to this report contributes to the Council's Corporate Plan in that it identifies spending intentions in respect of infrastructure necessary to deliver on the three strategic programmes that address the current major challenges facing the city, i.e.

- Tackling congestion and accessibility
- Promoting active and healthy lifestyles
- Building great neighbourhoods

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

10.1 There is a risk that developers might find ways to exploit the Council's lack of preparedness if the Council were to have no Annual Infrastructure Funding Statement (including Infrastructure List) in place by 31st December 2020. This might be particularly problematic in planning appeal scenarios, although the implications of not having an AIFS in place are not clear at this point in time. Putting an AIFS in place is considered to be a judicious course of action to reduce potential risks.

11. Equality Act 2010 (The Act)

11.1 Whilst Council spending on infrastructure has the potential to impact (positively or negatively) on people with protected characteristics as determined by the Act, in respect, for example, of addressing disadvantage, the Infrastructure List that forms part of the AIFS does not dictate how funds will be spent and therefore does not commit the Council to financial expenditure, (see sections 4 and 8 of this report above for further explanation), and consequently no such impacts are foreseen at this point in time. The Council's responsibilities under the Act will be revisited when such financial commitments are made. An Equalities Impact Assessment is attached to this report as Appendix.

12. Carbon Footprint (Environmental) Implications:

12.1 Council expenditure of CIL and S106 has potential carbon footprint implications. The Infrastructure List attached at Appendix 1 takes climate footprint concerns into full consideration, highlighting in particular the potential and intention to spend CIL receipts on net zero carbon infrastructure across any or all of the Liveable Exeter sites.

13. Are there any other options?

13.1 The requirement to publish an Annual Infrastructure Funding Statement, including an Infrastructure List, is a requirement laid down in Government regulations. In this sense, there is no other option but to publish such a Statement.

Bindu Arjoon - Director City Development, Housing & Supporting People

Author: Peter Hearn, Principal Project Manager, Strategic Infrastructure Planning

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

Background papers used in compiling this report:-

- CIL Regulations 2010, as amended (most recently on 1 September 2019)
- MHCLG CIL Guidance, as updated (last updated on 1 September 2019)

Contact for enquires:
Democratic Services (Committees)
Room 4.36
01392 265275

Exeter City Council Infrastructure List

In addition to the CIL receipts set aside for spend in neighbourhoods, administration of CIL, and infrastructure elements of habitats mitigation, the City Council has made a number of CIL expenditure commitments as follows:

Infrastructure Commitment	£	Status
St. Sidwell's Point	8,000,000	Project underway
Marsh Barton Railway Station	1,300,000	Project not yet started – payable by March 2021
Sandy Park Junction Reconfiguration	1,025,000	Project complete - payable by March 2023
Monkerton to City Centre Cycle Lane (Sandrock section)	375,000	Project underway - payment timeframe yet to be formalised
Public Conveniences + Play Parks Maintenance	160,000	Project underway
Total Commitments	10,860,000	

The Council will continue to consider investment in City Centre infrastructure, which might, for example, include environmental enhancements to the High Street, or the refurbishment of the Corn Exchange. The Council will also continue to invest in major community infrastructure projects (including projects designed to improve physical activity), where beneficial using CIL receipts which are additional to those comprising the 'Neighbourhood 15%'. The Council will continue to consider school funding requirements. However, no CIL commitments have yet been made in these respects.

Looking ahead, Exeter must accommodate significant growth in coming years. It has embarked on a review of its Core Strategy, the retained parts of its Local Plan First Review, and its Development Delivery Plan. The vision and priorities expressed in the Council's Corporate Plan, and the Net Zero Exeter 2030 Plan provide local context for the review as follows:

Vision: *“By the time they are an adult, a child born in Exeter today will live in a city that is inclusive, healthy and sustainable – a city where the opportunities and benefits of prosperity are shared and all citizens are able to participate fully in the city's economic, social, cultural and civic life.”*

Corporate Plan priorities:

- Building great neighbourhoods
- Promoting active and healthy lifestyles
- Tackling congestion and accessibility

On 21st July 2020, in pursuance of the goal to make Exeter a carbon neutral city by 2030, the City Council adopted Exeter City Futures' Net-Zero Exeter 2030 Plan as Council policy, to

inform all policy documents, plans and corporate decision-making in response to the Climate Emergency.

In this broad context, Exeter's future Local Plan will be more specifically informed by the City's Objectively Assessed Housing Need, the Council's Housing Needs Survey, and the Liveable Exeter Transformational Housing Delivery Programme, which identifies the potential to deliver circa 12,000 new dwellings. Work undertaken on the Exeter Transport Infrastructure Strategy under the auspices of the National Infrastructure Commission will be important insofar as it identifies the transport interventions required to deliver growth. Affordable Housing will continue to be a Council priority, to be delivered by developers on and / or off-site through contributions secured through the Section 106 mechanism (it is currently unlawful to deliver Affordable Housing through CIL receipts).

The Liveable Exeter initiative will be the umbrella beneath which delivery of development will take place and consequently, besides Affordable Housing, the Council will otherwise prioritise expenditure of developer contributions (principally Community Infrastructure Levy receipts, but also Section 106 receipts which are not for delivering Affordable Housing) on infrastructure projects and types of infrastructure on which the development of sites identified through the Liveable Exeter Transformational Housing Programme is dependent.

Expenditure proposals will be refined as the Liveable Exeter initiative and the Local Plan review progress, and timeframes for spend will be added and refined, but it is expected that Community Infrastructure Levy receipts will be prioritised for spend on the following Liveable Exeter projects, and infrastructure projects or types of infrastructure which are necessary to deliver them.

Liveable Exeter Project	Infrastructure Projects / Types of Infrastructure (indicative – subject to ongoing refinement)	
Red Cow Village	<ul style="list-style-type: none"> • Public Realm Improvements, St. David’s Station and Station to City Centre. • Managed Workspace. • Land Acquisition (for any or all of the purposes above). 	<ul style="list-style-type: none"> • Green Infrastructure + (infrastructure elements of) Habitats Mitigation in the Valley Parks, Northbrook + other locations as necessary. • Net Zero Carbon Infrastructure.
Water Lane	<ul style="list-style-type: none"> • Strategic Flood Mitigation Measures. • Relocation of WPD Bulk Supply Point. • Truncation of High Pressure Gas Main. • Primary School and Early Years Provision. • Community Facilities (potentially including Managed Workspace) • Sustainable Transport Measures, including Mobility Hub, Clapperbrook Lane Highway Improvements, Marsh Barton Railway Station Ancillary Facilities. • Public Realm Improvements. • Land Acquisition (for any or all of the purposes above). 	
Marsh Barton	<ul style="list-style-type: none"> • Strategic Flood Mitigation Measures. • Sustainable Transport Measures. • Land Acquisition (for business relocation + any other requisite purposes). 	
East Gate	<ul style="list-style-type: none"> • Public Realm Improvements. • Sustainable Transport Measures. • Managed Workspace. • Land Acquisition (for any or all of the purposes above). 	
West Gate	<ul style="list-style-type: none"> • Strategic Flood Mitigation Measures. • Sustainable Transport Measures + Public Realm Improvements. 	
South Gate	<ul style="list-style-type: none"> • Strategic Flood Mitigation Measures. • Sustainable Transport Measures + Public Realm Improvements. 	
North Gate	<ul style="list-style-type: none"> • Sustainable Transport Measures. 	
Sandy Gate (J30)	<ul style="list-style-type: none"> • Sustainable Transport Measures. 	
Wonford Integrated Health and Wellbeing Hub	<ul style="list-style-type: none"> • Redevelopment of existing sports, community centre and NHS Primary Care Centre into a single integrated health and wellbeing hub , to include: • Multipurpose community and leisure facilities • Community kitchen and garden • Integrated primary care centre • Potential mixed development including housing 	

<p>Community Sports Village (Exeter Arena and ISCA Centre site)</p>	<ul style="list-style-type: none"> • Development of the existing site to include: • Recreational and sporting cycle hub for the city • Community swimming Pool to replace the Northbrook swimming pool • New leisure centre to include sports hall, fitness suite, studios soft play, martial arts centre and multi-purpose community spaces • Multi- use Club house • Playing pitch and play area improvements 	
---	---	--

In identifying these priorities for spending CIL receipts, it should be noted that there remains scope to secure contributions for the same infrastructure projects and types through the Section 106 mechanism. The Council will seek such contributions where circumstances provide for this.

It should be noted that this Infrastructure List is subject to change. The Government has stated its intention to fundamentally reform the planning system, and the outcomes of any reform may impact significantly upon the ways in which infrastructure is funded and delivered. The Council is also in the process of reviewing its CIL Charging Schedule.

Lastly, it should also be noted that while this Infrastructure List is a statement of the Council's intentions, it does not dictate how the Council must spend developer contributions, and spending priorities are likely to change in response to changing statutory and development exigencies. It is intended that this Infrastructure List will be updated annually.

Equality Impact Assessment: *Exeter City Council Annual Infrastructure Funding Statement*

The Equality Act 2010 includes a general duty which requires public authorities, in the exercise of their functions, to have due regard to the need to:

- **Eliminate discrimination**, harassment and victimisation and any other conduct that is prohibited by or under the Act.
- **Advance equality of opportunity** between people who share a relevant protected characteristic and people who do not share it.
- **Foster good relations** between people who share a relevant protected characteristic and those who do not

In order to comply with the general duty authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

Authorities which fail to carry out equality impact assessments risk making poor and unfair decisions which may discriminate against particular groups and worsen inequality.

Committee name and date:	Report Title	Decisions being recommended:	People with protected characteristics potentially impacted by the decisions to be made:
Executive – 6 th October 2020 Council – 20 th October 2020	Exeter City Council Annual Infrastructure Funding Statement	(a) the Infrastructure List attached to this report as Appendix 1 is approved for publication along with other requisite information in the Annual Infrastructure Funding Statement; and,	Expenditure on infrastructure has the potential to impact on groups with protected characteristics as determined by the Act, in particular those experiencing disadvantage.

Committee name and date:	Report Title	Decisions being recommended:	People with protected characteristics potentially impacted by the decisions to be made:
		(b) the report on this agenda on the Review of the Scheme of Delegation is noted in respect of arrangements for the future publication of the Annual Infrastructure Funding Statement.	

Factors to consider in the assessment: For each of the groups below, an assessment has been made on whether the proposed decision will have a **positive, negative or neutral impact**. This is must be noted in the table below alongside brief details of why this conclusion has been reached and notes of any mitigation proposed. Where the impact is negative, a **high, medium or low assessment** is given. The assessment rates the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

High impact – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

Medium impact – some potential impact exists, some mitigating measures are in place, poor evidence

Low impact – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little discretion

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
Race and ethnicity (including Gypsies and Travellers; migrant workers; asylum seekers).	Neutral	N/A	The Infrastructure List that forms part of the AIFS does not dictate how funds will be spent and therefore does not commit the Council to financial expenditure (see sections 4 and 8 of the report for further explanation) and consequently no such impacts are foreseen at this point in time. The Council's responsibilities under the Act will be revisited when such financial commitments are made.

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
Disability: as defined by the Equality Act – a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse impact on their ability to carry out normal day-to-day activities.	Neutral	N/A	As above.
Sex/Gender	Neutral	N/A	As above.
Gender reassignment	Neutral	N/A	As above.
Religion and belief (includes no belief, some philosophical beliefs such as Buddhism and sects within religions).	Neutral	N/A	As above.
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	Neutral	N/A	As above.
Age (children and young people aged 0-24; adults aged 25-50; younger older people aged 51-75/80; older people 81+; frail older people; people living with age related conditions. The age categories are for illustration only as overriding consideration should be given to needs).	Neutral	N/A	As above.
Pregnancy and maternity including new and breast feeding mothers	Neutral	N/A	As above.
Marriage and civil partnership status	Neutral	N/A	As above.

Actions identified that will mitigate any negative impacts and/or promote inclusion

Officer: Peter Hearn

Date: 7th September 2020

This page is intentionally left blank

REPORT TO EXECUTIVE

Date of Meeting: 6 October 2020

REPORT TO COUNCIL

Date of Meeting: 20 October 2020

Report of: Director Finance

Title: 2020/21 General Fund Capital Monitoring Statement – Quarter 1

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

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

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

2. Recommendations:

It is recommended that Executive Committee supports and recommends to Council to approve:

(1) The revision of the annual capital programme to reflect the reported variations detailed in 8.1 and Appendix 1.

(ii) The additional budget requests detailed in 8.7

3. Reasons for the recommendation:

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

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

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

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

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

5. Section 151 Officer comments:

Members should note the impact on the progress of the capital programme delivery. As is to be expected a number of schemes have been delayed as a result of the Covid-19 pandemic and members should be prepared for this to increase further throughout the year. That being said the major schemes within the programme are continuing, albeit with potentially reduced workforces as a result of Covid safe working practices.

6. What are the legal aspects?

None identified

7. Monitoring Officer's comments:

Members are asked to note the Finance Directors comments regarding the delay of projects as a result of COVID. This is indeed the case with some contractors serving contractual delay notices on the council asking for an extension of time on the practical completion dates.

8. Report details:

2020/21 GENERAL FUND CAPITAL MONITORING STATEMENT – QUARTER 1

8.1 REVISIONS TO THE CAPITAL PROGRAMME

The 2020/21 Capital Programme, including commitments brought forward from 2019/20, was last reported to Executive on 7 July 2020. Since that meeting the following changes have been made that have increased the programme:

Description	£	Approval/Funding
Capital Programme, as reported to Council 21 July 2020	62,275,315	
Park Anti-Intrusion Measures	112,000	Approved by Council 21 July 2020
Pinhoe Station Road Playing Field Upgrades	250,000	
Leisure Management	330,000	
Leisure Complex Fit Out	1,500,000	

A379 Sandy Park Junction	837,830	Approved by Council 23 February 2016, funded by Community Infrastructure Levy. Original approval for £1.025m, but costs now lower than expected.
Miscellaneous	180	
Revised Capital Programme	65,305,350	

8.2 PERFORMANCE

The revised capital programme for the current financial year is £65.305 million. During the first three months of the year the Council spent £4.222 million on the programme, which equates to 6.47% of the revised programme. This compares with £5.492 million (12.9%) that was spent in the first three months of 2019/20.

The current programme is detailed in Appendix 1. The Appendix shows a total forecast spend for 2020/21 of £63.035 million with £2.130 million of the programme potentially being deferred to 2021/22 and beyond.

Appendix 2 shows the approved budgets for 2021/22 with the proposed 2020/21 budget to be carried forward to 2021/22 and beyond for Executive and Council to consider for approval.

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

8.3 AVAILABLE CAPITAL RESOURCES

The available capital resources for the General Fund for 2020/21 are £10.673 million. An estimated spend of £63.035 million is required of which £57.398 million will be funded from borrowing with £5.037 million capital receipts carried forward to 2021/22.

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

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

	General Fund £
Balance as at 1 April 2020	4,333,210
New Receipts	0
Balance as at 30 June 2020	4,333,210

8.4 EXPENDITURE VARIANCES

The main (greater than +/- £30k) variances and issues concerning expenditure are as follows:

Scheme	Estimated Overspend / (Underspend) £
Civic Centre Kitchens Replacement	(89,830)
<p>Officer Responsible: City Surveyor</p> <p>These works are no longer required due to the majority of staff working from home.</p>	
Pinhoe Playing Field Upgrades	(50,000)
<p>Officer Responsible: Commercial Operations Manager, Public Realm</p> <p>The upgrades planned for the playing fields at Pinhoe have been delayed due to Covid-19, however, the contract has been tendered and awarded with the first phase of the works expected to complete this financial year.</p>	

8.5 SCHEMES TO BE DEFERRED TO 2020/21 AND BEYOND

Schemes which have been identified as being wholly or partly deferred to 2021/22 and beyond are:

Scheme	Budget to be Deferred £
Customer Contact Platform	100,000
<p>Officer Responsible: Corporate Manager, Executive Support</p> <p>It is hoped that a Business Analyst will be appointed on a 2 year fixed term appointment in the forthcoming months.</p>	
Parks Infrastructure	244,560
Cemeteries & Churchyards Infrastructure	99,790
<p>Officer Responsible: Service Manager Public & Green Space</p> <p>The Parks Infrastructure works have been delayed due to Covid-19 and are now planned for Spring 2021.</p> <p>A columbarium project is being developed with works likely to commence in 2021.</p>	

Scheme	Budget to be Deferred £
Outdoor Leisure Facilities	121,270
Northbrook Flood Alleviation	40,000
Property Level Protection	46,660
Bowling Green Marshes Flood Defence	180,000
Mallison Bridge	307,630
Pinhoe Playing Field Upgrades	50,000
Topsham Flood Prevention Scheme	800,000
<p>Officer Responsible: Commercial Operations Manager, Public Realm</p> <p>A multiple use games area is planned for the Omaha Drive site but we are still waiting for the agreement for Devon County Council to pass the site to Exeter City Council before work can commence.</p> <p>Devon County Council are responsible for the Northbrook Flood Alleviation scheme and they have indicated that the required contribution for this financial year will be £60,000.</p> <p>It is proposed to carry the property level protection budget forward into 2021/22 pending the result of changes required by Heritage England.</p> <p>The Bowling Green Marshes scheme has been delayed due to Covid-19, the business case will be reviewed.</p> <p>The proposed Mallison Bridge scheme has been delayed while further funding is identified.</p> <p>The upgrades planned for the playing fields at Pinhoe have been delayed due to Covid-19, however, the contract has been tendered and awarded with the first phase of the works expected to complete this financial year.</p> <p>The Topsham Flood Prevention scheme has been delayed by Covid-19.</p>	
Repairs to Turf Locks Pier Head	73,500
Repairs to Walls at Farm Hill	40,000
<p>Officer Responsible: Service Manager, Community Safety & Enforcement</p> <p>The Turf Locks Pier Head works have been temporarily put on hold pending a structural assessment and review by the Harbourmaster.</p> <p>Covid-19 has delayed the wall inspections at Farm Hill.</p>	

8.6 ACHIEVEMENTS

A new harbour patrol boat has been purchased to ensure users of the Exe Estuary – including wildlife - are kept safe.

The fast motor launch has been revealed by Exeter City Council's Harbour Patrol Team and will be used to ensure other vessels keep to the speed limits of the Exe as well as other regulations. The Team will also use it to ensure the wildlife refuges for wading birds and other wildlife are respected and depths of the estuary are monitored by sonar equipment, so that navigational buoys can be moved if necessary. To find out about more about the wildlife refuges visit the South East Devon Habitat Regulations Partnership website.

The boat has been funded by Exeter City Council (£50,000), East Devon District Council (£15,000) and Exmouth Town Council (£10,000).

8.7 FURTHER FUNDING REQUEST

Navigation Buoys

The annual survey of the channel identified that the markings were not in the correct place. It is a statutory responsibility to mark the deepest part of the channel correctly for navigation to reduce the risk of running aground. A number of existing buoys were found to be in poor condition and would need replacing within 6 months, so it would be more economical to replace now than relocate and then replace later. The buoys have a useful life of between 6 and 8 years.

The budget required is £16,500.

Princes Garden Gatehouse

Further to the previous report in June 2020, where a budget was approved to remove the existing roof, it is now proposed to repair the roof. The original budget approval of £16,500 (revenue) will be removed and replaced with a capital budget of £85,000.

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

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

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

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

11 Equality Act 2010 (The Act)

Under the Act's Public Sector Equalities Duty, decision makers are required to consider the need to:

- eliminate discrimination, harassment, victimisation and any other prohibited conduct;
- advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- foster good relations between people by tackling prejudice and promoting understanding.

In order to comply with the general duty authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

In making decisions the authority must take into account the potential impact of that decision in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage and civil partnership status in coming to a decision.

In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because: because

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

12 Carbon Footprint (Environmental) Implications:

We are working towards the Council's commitment to carbon neutral by 2030. The impact of each scheme is considered prior to approval. .

13 Are there any other options?

There are no other options.

Dave Hodgson, Director Finance

Author: Kayleigh Searle

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

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 4.36
01392 265275

This page is intentionally left blank

2020/21 CAPITAL MONITORING - QUARTER 1

Responsible Officer	Scheme	2020/21 Capital Programme	2020/21 Spend to date	2020/21 Forecast spend	2020/21 Budget to be Carried Forward to 2021/22 and Beyond	2020/21 Programme Variances (Under)/Over
		£		£	£	£
Chief Executive & Growth Director						
	Customer Contact Platform	162,840	0	62,840	100,000	
	Annual Contribution to Strata	53,900	53,904	53,900		
	Idox System for Planning	100,500	0	100,500		
	HR System	8,690	0	8,690		
	Disaster Recovery Virtual Desktop Infrastructure	53,900	0	53,900		
	Street Scene and Other Asset Management	124,840	0	124,840		
	Legal Case Management	7,910	0	7,910		
Chief Executive & Growth Director	Cash and Income Management	36,350	0	36,350		
	Oracle Weblogic	4,490	0	4,490		
	GIS Systems	860	0	860		
	Land Charges	5,390	0	5,390		
	Cemeteries	9,740	0	9,740		
	Finance System Upgrades	35,000	0	35,000		
	Idox System Upgrades	15,000	0	15,000		
	Financial Management	373,290	0	373,290		
	Idox Environmental Health	17,250	0	17,250		
TOTAL		1,009,950	53,904	909,950	100,000	0
Communities, Health, Well Being, Sport & Leisure						
	Leisure Centre Essential Enhancements	996,520	0	996,520		
	Riverside Leisure Centre	3,317,550	366,478	3,317,550		
	Leisure Complex - Build Project	24,724,430	2,770,595	24,724,430		
Director	Leisure Complex - Fit Out	1,500,000	0	1,500,000		
	Bus Station Construction	4,094,650	698,706	4,094,650		
	Pinhoe Community Hub	53,760	0	53,760		
	Agile & Flexible Rollout	105,300	0	105,300		
	Leisure Management	330,000	0	330,000		
Environmental Health & Licensing Manager	Disabled Facility Grants	500,000	73,884	500,000		
	Warm Up Exeter/PLEA Scheme	399,470	11,009	399,470		
	Wessex Loan Scheme	18,230	18,222	18,230		
TOTAL		36,039,910	3,938,895	36,039,910	0	0

Responsible Officer	Scheme	2020/21 Capital Programme £	2020/21 Spend to date	2020/21 Forecast spend £	2020/21 Budget to be Carried Forward to 2021/22 and Beyond £	2020/21 Programme Variances (Under)/Over £
Environment and City Management						
Service Manager Public & Green Space	Parks Infrastructure	264,560	1,794	20,000	244,560	
	Cemeteries & Churchyards Infrastructure Improvements	114,790	0	15,000	99,790	
	Parks Anti-Intrusion Measures	112,000	0	112,000		
City Surveyor	Passenger Lift at RAMM	161,460	18,701	161,460		
	RAMM Roof Access Improvement	18,350	0	18,350		
	Energy Saving Projects	1,965,420	2,775	1,965,420		
	Building Management System (BMS)	80,000	0	80,000		
	Civic Centre Air Conditioning Replacement	25,000	0	25,000		
	Civic Centre Kitchens Replacement	89,830	0	0		(89,830)
	Livestock Market Drainage & Toilets	319,930	978	319,930		
	Fire Risk Assessment Works	618,190	7,324	618,190		
	Beacon Heath Martial Arts & Boxing Club - New Roof	14,650	0	14,650		
Commercial Operations Manager, Public Realm	Outdoor Leisure Facilities	121,270	0	0	121,270	
	Repair Canal Bank at M5	26,890	0	0	26,890	
	Northbrook Flood Alleviation	100,000	0	60,000	40,000	
	City Wide Property Level Protection	46,660	0	0	46,660	
	Bowling Green Marshes Coastal Defence Scheme	180,000	0	0	180,000	
	Exeter Flood Alleviation Scheme	29,250	0	29,250		
	Replacement of Mallison Bridge (Exeter Quay)	323,120	15,492	15,490	307,630	
	Mary Arches Footbridge	240,000	0	240,000		
	Pinhoe Playing Field Upgrades	250,000	0	150,000	50,000	(50,000)
	Topsham Flood Prevention Scheme	800,000	0	0	800,000	
Service Manager, Community Safety & Enforcement	Car Park Resurfacing, Lining & Boundary Improvements	160,720	100,288	160,720		
	Purchase of Harbour Patrol Vessel for Exe Estuary	75,000	75,000	75,000		
	Improved Car Park Security Measures at King William Street & Arena Park	45,000	7,000	45,000		
	Repairs to Turf Lock Pier Head	73,500	0	0	73,500	
	Repairs to Salmonpool Bridge	45,000	0	45,000		
	Repair to Walls at Farm Hill	90,000	0	50,000	40,000	
	Bank Repairs & Stabilisation to Watercourses	20,000	0	20,000		
Cleansing & Fleet Manager	Waste Infrastructure	323,700	0	323,700		
Miscellaneous	Capitalised Staff Costs	50,000	0	50,000		
TOTAL		6,784,290	229,352	4,614,160	2,030,300	(139,830)

Responsible Officer	Scheme	2020/21 Capital Programme £	2020/21 Spend to date	2020/21 Forecast spend £	2020/21 Budget to be Carried Forward to 2021/22 and Beyond £	2020/21 Programme Variances (Under)/Over £
Strategic Housing, Planning, Housing Needs & Homelessness, Customer Services, Welfare Reform, Revenues, Benefits & Business Rates						
Director	Sandy Park Junction	837,830	0	837,830		
TOTAL		837,830	0	837,830	0	0
Communications, Tourism & Culture						
Director	Council Signage Improvement	79,090	0	79,090		
TOTAL		79,090	0	79,090	0	0
Chief Finance Officer						
Chief Finance Officer	Loan to Exeter City Living	15,641,560	0	15,641,560		
	Purchase of Commercial Property	4,912,720	0	4,912,720		
TOTAL		20,554,280	0	20,554,280	0	0
GENERAL FUND SERVICES TOTAL		65,305,350	4,222,151	63,035,224	2,130,300	(139,830)

This page is intentionally left blank

BUDGETS CARRIED FORWARD TO 2021/22 AND BEYOND

		2021/22 Budget as per Budget Book/Council Approvals	Proposed Budget to be Carried Forward to 2021/22 and Beyond at Qtr 1	Budget Reprofiled to Future Years	Total 2021/22 Capital Programme	2022/23 Budget per Budget Book/Council Approvals
		£	£	£	£	£
Chief Executive & Growth Director						
Chief Executive & Growth Director	Customer Contact Platform	0	100,000		100,000	
	Annual Contribution to Strata	53,900	0		53,900	53,900
TOTAL		53,900	100,000	0	153,900	53,900
Communities, Health, Well Being, Sport & Leisure						
Director	Leisure Complex - Build Project	112,180	0		112,180	
Environmental Health & Licensing Manager	Disabled Facility Grants	720,000	0		720,000	720,000
TOTAL		832,180	0	0	832,180	720,000
Environment and City Management						
Service Manager Public & Green Space	Parks Infrastructure	0	244,560		244,560	0
	Cemeteries & Churchyards Infrastructure Improvements	20,000	99,790		119,790	
Commercial Operations Manager, Public Realm	Outdoor Leisure Facilities	0	121,270		121,270	0
	Repair Canal Bank at M5	0	26,890		26,890	0
	Northbrook Flood Alleviation	0	40,000		40,000	0
	City Wide Property Level Protection	0	46,660		46,660	0
	Bowling Green Marshes Coastal Defence Scheme	160,000	180,000		340,000	160,000
	Replacement of Mallison Bridge (Exeter Quay)	0	307,630		307,630	0
	Pinhoe Playing Field Upgrades	0	50,000		50,000	0
	Topsham Flood Prevention Scheme	0	800,000		800,000	0
Service Manager, Community Safety & Enforcement	Repairs to Turf Lock Pier Head	0	73,500		73,500	0
	Repair to Walls at Farm Hill	0	40,000		40,000	0
Cleansing & Fleet Manager	Waste Infrastructure	144,000	0		144,000	0
	Improved recycling containers	2,150,000	0		2,150,000	0
	Enhance the Materials Reclamations Facility	1,500,000	0		1,500,000	0
Miscellaneous	Capitalised Staff Costs	50,000	0		50,000	50,000
TOTAL		4,024,000	2,030,300	0	6,054,300	210,000
GENERAL FUND SERVICES TOTAL		4,910,080	2,130,300	0	7,040,380	983,900

This page is intentionally left blank

CAPITAL SCHEMES SPANNING MORE THAN ONE FINANCIAL YEAR

Responsible Officer	Scheme	Total Capital Budget £	Total Spend to Date £	Programme Variances (Under)/Over £
Communities, Health, Well Being, Sport & Leisure				
Director	Leisure Centre Essential Enhancements	1,266,480	269,964	0
	Riverside Leisure Centre	6,127,100	3,176,029	0
	Leisure Complex - Build Project	41,591,750	19,525,735	0
	Bus Station Construction	8,458,300	5,062,353	0
	Pinhoe Community Hub	100,000	46,244	0
TOTAL		57,543,630	28,080,325	0
Environment and City Management				
Interim Public & Green Space Manager	Parks Infrastructure	500,000	237,228	0
	Cemeteries & Churchyards Infrastructure Improvements	180,000	45,205	0
City Surveyor	Passenger Lift at RAMM	203,220	60,464	0
	RAMM Roof Access Improvement	68,500	50,146	0
	Livestock Market Drainage & Toilets	325,000	6,048	0
Commercial Operations Manager, Public Realm	Repair Canal Bank at M5	64,520	37,631	0
	Replacement of Mallison Bridge (Exeter Quay)	350,000	42,382	0
Service Manager, Community Safety & Enforcement	Repairs to Turf Lock Pier Head	75,000	1,500	0
TOTAL		1,766,240	480,604	0
GENERAL FUND SERVICES TOTAL		59,309,870	28,560,929	0

This page is intentionally left blank

GENERAL FUND AVAILABLE RESOURCES

GENERAL FUND	2020-21 £	2021-22 £	2022-23 £	2023-24 £	TOTAL £
CAPITAL RESOURCES AVAILABLE					
Capital Receipts Brought Forward	4,333,210				4,333,210
GF Capital Receipts	3,949,000	0	0	0	3,949,000
Revenue Contributions to Capital Outlay	15,490	789,600	103,900	103,900	1,012,890
Disabled Facility Grant	899,470	720,000	720,000	720,000	3,059,470
New Homes Bonus	68,410	0	0	0	68,410
Community Infrastructure Levy	837,830	0	0	0	837,830
Other - Grants/External Funding/Reserves/S106	570,264	502,588	160,000	160,000	1,392,852
Total Resources Available	10,673,674	2,012,188	983,900	983,900	14,653,662
GENERAL FUND CAPITAL PROGRAMME					
Capital Programme	65,305,350	4,910,080	983,900	983,900	72,183,230
Overspends/(Savings)	(139,830)				(139,830)
Slippage	(2,130,300)	2,130,300			0
Total General Fund	63,035,220	7,040,380	983,900	983,900	72,043,400

UNCOMMITTED CAPITAL RESOURCES:					
Capital Receipts Brought Forward	4,333,210	5,036,770	2,448,870	2,448,870	4,333,210
Resources in Year	6,340,464	2,012,188	983,900	983,900	10,320,452
Less Capital Receipts to carry forward	(5,036,770)	(2,448,870)	(2,448,870)	(2,448,870)	(2,448,870)
Less Spend in Year	(63,035,220)	(7,040,380)	(983,900)	(983,900)	(72,043,400)
Borrowing Requirement	57,398,316	2,440,292	0	0	59,838,608

This page is intentionally left blank

REPORT TO EXECUTIVE

Date of Meeting: 6 October 2020

REPORT TO COUNCIL

Date of Meeting: 20 October 2020

Report of: Director Finance

Title: Overview of General Fund Revenue Budget 2020/21 – Quarter 1

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

To advise Members of the overall financial position of the General Fund Revenue Budgets for the 2020/21 financial year after three months.

2. Recommendations:

It is recommended that Members of the Executive note the report and Council notes and approves (where applicable):

- i. The General Fund forecast financial position for the 2020 financial year;
- ii. The self-financing supplementary budgets as detailed in paragraph 8.7;
- iii. The outstanding Sundry Debt position as at June 2020; and
- iv. The creditors payments performance

3. Reasons for the recommendation:

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

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

The impact on the General Fund working balance is set out in section 8.8.

The General Fund Working Balance is projected to stand at £5.340 million at year end.

5. Section 151 Officer comments:

The projected financial position is set out against the emergency budget approved in July 2020 and shows an improved position for a number of reasons. It is important for members to be cautious over this projection given the fluctuations that can be expected over the winter as the risk of restrictions being imposed remains possible.

Additionally as noted in the emergency budget there are further unbudgeted pressures likely to arise throughout the year, including the pay award, which has now been agreed and will add a further £161,000 to the cost of services. This along with other pressures will offset the improved position shown in the report.

6. What are the legal aspects?

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

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring Officer.

8. Report details:

Overview of General Fund Revenue Budget 2020/21 – Quarter 1

8.1 Financial Summary

FUND	Planned Transfer To / (From) Working Balance	Budget Variance Over / (under)	Outturn Transfer 2020/21
	£	£	£
General Fund	(1,365,490)	849,082	(516,408)

8.2 General Fund (Appendix 1 & Appendix 2)

The current Service forecasts show an overall projected underspend of £498,580 against a revised net expenditure budget of £22,437,530. This includes supplementary budgets of £1,198,760 already agreed by Council (21 July 2020). Variances of more than +/- £30,000 are detailed below:

8.3 **Communications, Tourism & Culture**

Budget Heading	Over / (Underspend)
Visitor Facilities	(£139,510)
<p>Responsible Officer: Facilities & Markets Manager</p> <p>A detailed review building on the 'headlines' of the Emergency Budget has identified achievable savings in items usually purchased for resale that will not be required if visitor numbers do not pick up.</p>	

8.4 Environment and City Management

Budget Heading	Over / (Underspend)
Parking Services	(£574,420)
<p>Responsible Officer: Waterways, Parking and Enforcement Service Manager</p> <p>Parking income recovered better than expected over the summer. Rates refunds are due for Mary Arches and John Lewis as a result of closures, and there are savings on Pay by Phone charges as a result of the reduced usage and change in provider from September 2020.</p>	
Parks and Green Spaces	£154,340
<p>Responsible Officer: Public & Green Spaces Service Manager</p> <p>Additional costs of re-opening and increased cleaning of play areas in compliance with government guidance.</p>	
Cleansing Chargeable Services	(£198,620)
<p>Responsible Officer: Cleansing and Fleet Service Manager</p> <p>The underspend is primarily due to the income budgets on MRF Commercial work being moved to Recycling. There is a saving on the budgeted costs as there is no further planned activity this year due to the fall in value of recyclate and the unreliability of the MRF. Green waste has generated more income than expected.</p>	
Cleansing Overheads	£47,100
<p>Responsible Officer: Cleansing and Fleet Service Manager</p> <p>There is a projected overspend due to unforeseen ongoing expenditure on drain clearance in order to satisfy South West Water requirements, and re-surfacing works.</p>	
Recycling	£319,520
<p>Responsible Officer: Cleansing and Fleet Service Manager</p> <p>Recycling income is forecast to overspend due to the removal of MRF commercial income budgets, which it was hoped would subsidise other activity. When the MRF is unavailable we incur gate fees and haulage costs to transfer materials to other sites.</p>	
Corporate Property - Energy	(£41,730)
<p>Responsible Officer: City Surveyor</p> <p>Capitalised salary costs relating to the Smart Grid and Storage Project at Water Lane, which was not included in the original revenue budget due to delays in project initiation.</p>	

8.5 City Solicitor & Head of HR

Budget Heading	Over / (Underspend)
Corporate Support	(£35,600)
<p>Responsible Officer: Corporate Manager Democratic and Civic Support</p> <p>The National Non Domestic Rates charge is less than budgeted. Expenditure on printing, stationery and postage costs is expected to be less than budgeted.</p>	

8.6 Other Financial Variations

Budget Heading	Over / (Underspend)
Net Interest	(£115,000)
<p>Based on current Cashflow, it is unlikely that additional borrowing will be required, which has offset the reductions in interest received as a result of lower interest rates.</p>	
Covid 19 Grant	(£205,992)
<p>A further award of funding from Central Government to support Councils has been made.</p>	

8.7 General Fund Balance

In 2020/21 it is projected that there will be an overall net contribution from the General Fund Balance of £516,408. The minimum requirement for the General Fund working balance was approved by Council in February 2020 at £3m.

Movement	2020/21
Opening Balance, as at 01/04/20	£5,856,249
Deficit	(£516,408)
Projected Balance at Year End	£5,339,841

8.8 Supplementary Budgets & Budget Transfers

It is proposed that the self-financing supplementary budgets identified in Appendix 3 are approved and added to the 2020/21 budget.

This will have no impact on the projected General Fund working balance.

Appendix 4 also lists proposed budget transfers which have been identified where budgets need to be transferred from one service area to another.

8.9 Outstanding Sundry Debt

An aged debt analysis of the Council's sundry debts is shown in the table below.

Age of Debt	March 2019	March 2020	June 2020
Up to 29 days (current)	£1,356,559	£2,399,454	£2,119,464
30 days – 1 Year	£1,613,514	£1,530,103	£2,851,081
1 – 2 years	£647,966	£451,358	£790,527
2 – 3 years	£617,436	£550,482	£517,110
3 – 4 years	£511,466	£276,837	£258,803
4 – 5 years	£275,815	£417,580	£310,581
5 + years	£583,089	£752,772	£892,746
Total	£5,605,845	£6,378,586	£7,740,315

8.10 Debt Write-Offs

The following amounts have been written-off during 2020/21:

	2019/20 Total	2020/21 (Qtr 1)
• Council Tax	£268,615	£2,492
• Business Rates *	£1,924,524	£0
• Sundry Debt	£36,552	£32
• Housing Rents	£74,727	£51,138
• Non-HRA Rents	£91,418	£34,792
• HB Overpayments	£153,310	£32,611

* Business Rate write offs dealt with annually

8.11 Creditor Payments Performance

Creditors' payments continue to be monitored in spite of the withdrawal of statutory performance indicator BVPI8. The percentage paid within 30 days was 97.09% for the first three months of 2020/21 compared with 95.09% for 2019/20.

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

This is a statement of the projected financial position to the end of the 2020/21.

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

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

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

11. Equality Act 2010 (The Act)

11.1 Under the Act's Public Sector Equalities Duty, decision makers are required to consider the need to:

- eliminate discrimination, harassment, victimisation and any other prohibited conduct;

- advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- foster good relations between people by tackling prejudice and promoting understanding.

11.2 In order to comply with the general duty authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

11.3 In making decisions the authority must take into account the potential impact of that decision in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage and civil partnership status in coming to a decision.

11.4 In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because: because

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

12. Carbon Footprint (Environmental) Implications:

There are no direct carbon/environmental impacts arising from the recommendations.

13. Are there any other options?

Not applicable.

Dave Hodgson, Director Finance

Authors:

Nicola Matthews-Morley, Michelle White, Sally Reeve, Adrian Rutter and Claire Hodgson

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

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 4.36
01392 265275

2020/21 GENERAL FUND BUDGET MONITORING - SUMMARY

QUARTER 1

	Original Budget £	Emergency Budget Revisions £	Supplementary Budgets & Virements £	Revised Budget £	Year End Forecast £	Variance to Budget £
Chief Executive & Growth Director	2,838,330	(121,000)	62,900	2,780,230	2,774,230	(6,000)
Communities Health, Well Being, Sport & Leisure	7,169,710	1,998,000	29,400	9,197,110	9,197,110	0
Strategic Housing, City Development, Housing Needs & Homelessness, Customer Services, Welfare Reform, Revenues, Benefits & Business Rates	4,032,630	641,400	613,710	5,287,740	5,287,740	0
Communications, Tourism & Culture	3,186,780	471,000	(31,730)	3,626,050	3,513,930	(112,120)
Environment and City Management	(1,467,760)	6,247,090	407,740	5,187,070	4,910,810	(276,260)
Chief Finance Officer	2,331,450	(78,380)	(12,240)	2,240,830	2,271,230	30,400
City Solicitor	2,533,410	(326,980)	128,980	2,335,410	2,349,810	14,400
Less Use of Furlough Scheme	0	(403,000)	0	(403,000)	(552,000)	(149,000)
less Notional capital charges	(7,315,330)	0	0	(7,315,330)	(7,315,330)	0
Service Committee Net Expenditure	13,309,220	8,428,130	1,198,760	22,936,110	22,437,530	(498,580)
Net Interest	527,000	290,000		817,000	702,000	(115,000)
New Homes Bonus	(2,489,740)	0		(2,489,740)	(2,489,740)	0
Revenue Contribution to Capital	838,000	(838,000)		0	31,490	31,490
Minimum Revenue Provision	1,350,000	(800,000)		550,000	550,000	0
Voluntary Revenue Provision	0	0		0	0	0
General Fund Expenditure	13,534,480	7,080,130	1,198,760	21,813,370	21,231,280	(582,090)
Transfer To/(From) Working Balance	839,330	(2,086,300)	(118,520)	(1,365,490)	(516,408)	849,082
Transfer To/(From) Earmarked Reserves	(307,000)	(3,527,830)	(1,143,440)	(4,978,270)	(5,039,270)	(61,000)
General Fund Net Expenditure	14,066,810	1,466,000	(63,200)	15,469,610	15,675,602	205,992
Formula Grant	(4,501,000)	0		(4,501,000)	(4,501,000)	0
Business Rates Growth / Pooling Gain	(2,578,000)	0		(2,578,000)	(2,578,000)	0
Covid 19 Grant	0	(1,306,000)		(1,306,000)	(1,511,992)	(205,992)
CIL Income	(900,620)	(160,000)	63,200	(997,420)	(997,420)	0
Council Tax	(6,087,190)	0		(6,087,190)	(6,087,190)	0
	0	0	0	0	0	0

Working Balance March 2020

£ 5,856,249

£ 5,339,841

March 2021

This page is intentionally left blank

2020/21 GENERAL FUND BUDGET MONITORING - DETAIL

QUARTER 1

ACTUAL TO DATE			YEAR END FORECAST			
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	APPROVED EMERGENCY BUDGET	CURRENT OUTTURN FORECAST	FORECAST VARIANCE	
£	£	£	£	£	£	
7,684,687	7,517,866	(166,821)	TOTAL GENERAL FUND NET EXPENDITURE			
			30,654,440	30,304,860	(349,580)	
Chief Executive & Growth Director						
542,405	546,162	3,757	IT SERVICES	1,623,510	1,623,510	0
209,230	183,027	(26,203)	STRATEGIC MANAGEMENT	843,450	843,450	0
79,973	27,807	(52,166)	CENTRAL SUPPORT	313,270	307,270	(6,000)
831,608	756,996	(74,612)	NET EXPENDITURE	2,780,230	2,774,230	(6,000)
Communities, Health, Well Being, Sport & Leisure						
(56,358)	(80,267)	(23,909)	ENVIRONMENTAL PROTECTION	389,890	389,890	0
147,190	135,638	(11,552)	LICENCING, FOOD, HEALTH & SAFETY	506,390	506,390	0
79,878	55,143	(24,735)	LEISURE & SPORT	6,790,600	6,790,600	0
233,442	200,622	(32,820)	ACTIVE & HEALTHY PEOPLE	937,820	937,820	0
64,627	20,780	(43,847)	ST SIDWELLS POINT	138,430	138,430	0
147,173	119,160	(28,013)	GRANTS/SOCIAL INCLUSION	433,980	433,980	0
615,952	451,076	(164,876)	NET EXPENDITURE	9,197,110	9,197,110	0
Strategic Housing, City Development, Housing Needs & Homelessness, Customer Services, Welfare Reform, Revenues, Benefits & Business Rates						
212,701	204,002	(8,699)	HOUSING NEEDS & HOMELESSNESS	1,203,570	1,203,570	0
89,980	89,980	0	SUNDRY LANDS MAINTENANCE	89,980	89,980	0
146,176	151,645	5,469	GF HOUSING - PROPERTY	201,450	201,450	0
23,682	13,139	(10,543)	BUILDING CONTROL	184,640	184,640	0
141,319	184,843	43,524	PLANNING SERVICES	750,900	750,900	0
454,101	468,808	14,707	REVENUES, BENEFITS & CUSTOMER ACCESS	2,252,640	2,252,640	0
50,000	49,253	(747)	LIVEABLE EXETER GARDEN CITY	604,560	604,560	0
1,117,959	1,161,670	43,711	NET EXPENDITURE	5,287,740	5,287,740	0
Communications, Tourism & Culture						
216,020	216,522	502	CULTURE	365,460	365,460	0
49,675	44,810	(4,865)	TOURISM	167,310	167,310	0
(34,310)	(6,487)	(27,823)	MARKETS & HALLS	50,350	77,740	27,390
455,240	435,269	(19,971)	MUSEUM SERVICE	2,236,210	2,236,210	0
126,800	122,628	(4,172)	VISITOR FACILITIES	396,490	256,980	(139,510)
111,250	111,342	92	COMMUNICATIONS	410,230	410,230	0
924,675	924,084	(591)	NET EXPENDITURE	3,626,050	3,513,930	(112,120)
Environment and City Management						
75,687	23,637	(52,050)	PUBLIC SAFETY	365,750	365,750	0
1,254,439	1,204,005	(50,434)	PARKING SERVICES	(1,730,040)	(2,304,460)	(574,420)
59,743	108,475	48,732	WATERWAYS	302,560	302,560	0
95,432	116,357	20,925	ENGINEERING SERVICES	540,000	540,000	0
394,002	375,424	(18,578)	PARKS & GREEN SPACES	1,606,400	1,760,740	154,340
43,260	30,034	(13,226)	BEREAVEMENT SERVICES	131,890	131,890	0
397,694	312,814	(84,880)	STREET CLEANING	1,501,230	1,516,570	15,340
51,392	60,396	9,004	PUBLIC CONVENIENCES	371,600	387,790	16,190
490,263	429,718	(60,545)	DOMESTIC REFUSE COLLECTION	2,127,450	2,127,450	0
68,244	62,892	(5,352)	CLEANSING CHARGEABLE SERVICES	338,550	139,930	(198,620)
40,023	238,371	198,348	EXTON ROAD OVERHEADS AND FLEET	95,080	142,180	47,100
128,554	237,904	109,350	RECYCLING	355,190	674,710	319,520
91,216	(49,515)	(140,731)	GROWTH & COMMERCIALISATION	420,680	420,680	0
48,550	33,691	(14,859)	MAJOR PROJECTS	194,660	194,660	0
(1,870,604)	(1,873,414)	(2,810)	CORPORATE PROPERTY - ESTATES	(2,462,080)	(2,462,080)	0
233,348	374,538	141,190	CORPORATE PROPERTY - ASSETS	894,560	880,580	(13,980)
32,691	34,333	1,642	CORPORATE PROPERTY - ENERGY	133,590	91,860	(41,730)
1,633,934	1,719,660	85,726	NET EXPENDITURE	5,187,070	4,910,810	(276,260)
CHIEF FINANCE OFFICER						
42,945	54,120	11,175	CORPORATE	(38,680)	(33,680)	5,000
1,402,463	1,415,946	13,483	UNAPPORTIONABLE OVERHEADS	1,497,520	1,508,520	11,000
175,693	171,806	(3,887)	FINANCIAL SERVICES	569,650	584,050	14,400
28,325	27,622	(703)	INTERNAL AUDIT	98,170	98,170	0
48,598	48,744	146	PROCUREMENT	114,170	114,170	0
1,698,024	1,718,238	20,214	NET EXPENDITURE	2,240,830	2,271,230	30,400
CITY SOLICITOR						
151,778	163,352	11,574	HUMAN RESOURCES	537,880	548,880	11,000
143,220	93,390	(49,830)	LEGAL SERVICES	217,500	226,500	9,000
26,433	41,338	14,905	ELECTIONS & ELECTORAL REG	241,090	255,590	14,500
167,193	166,472	(721)	DEMOCRATIC REPRESENTATION	628,890	626,390	(2,500)
62,413	66,986	4,573	CIVIC CEREMONIALS	249,850	267,850	18,000
311,498	274,677	(36,821)	CORPORATE SUPPORT	460,200	424,600	(35,600)
0	(20,073)	(20,073)	TRANSPORTATION	0	0	0
862,535	786,142	(76,393)	NET EXPENDITURE	2,335,410	2,349,810	14,400

This page is intentionally left blank

PROPOSED SUPPLEMENTARY BUDGETS & VIREMENTS

Supplementary Budgets

Description	£	Funded by:
Business Support Grants - Expenditure Funded by Grant	29,150,000	Self-Financing
Business Support Grants - Grant Income	(29,150,000)	
Self Employed Support - Expenditure Funded by Grant	64,670	
Self Employed Support - Grant Income	(64,670)	
LA Discretionary Grants - Expenditure Funded by Grant	1,457,500	
LA Discretionary Grants - Grant Income	(1,457,500)	
Total	0	

Virements

Transfer £34,700 BMS Contract budget from Strata to Corporate Property

This page is intentionally left blank

2020/21 BUDGET MONITORING
AREAS OF BUDGETARY RISK

The table below notes service-areas that, based on either experience last year or market factors this year, have been identified as having significant budgetary risk within the 2020/21 revenue budgets.

The revenue budget areas of risk are:

Service	20/21 Approved Budget	Risk Rating	Risk and mitigation
Strategic Housing, City Development, Housing Needs & Homelessness, Customer Services, Welfare Reform, Revenues, Benefits & Business Rates			
Planning Services Revenue	£751,340		There has been a number of recent planning decisions which have been appealed. This generally results in a need for external consultancy and legal advice. Significant expenditure has been incurred in this area in previous financial years.
Revenues and Benefits Housing Benefit Subsidy	£36,696,810		The Council currently administers over £36 million of Housing Benefit payments for rent allowances and rent rebates. Not all expenditure can be claimed back as subsidy. Certain supported and temporary accommodation costs are not eligible for full subsidy; these claim types will remain in Housing Benefit and not move to Universal Credit. As more Housing Benefit claims move onto Universal Credit the amount of unsubsidised expenditure will be an increased proportion of total expenditure. Errors made by ECC officers are not subsidised in full if they go over a set percentage of total expenditure. As total expenditure reduces due to Universal Credit rollout, the margins within which error payments are subsidised will reduce, increasing the risk of a subsidy loss in this area.
Communications, Tourism & Culture			
Markets & Halls Revenue	£50,350		Income is from entrepreneurial activities at Matford and the Corn Exchange such as car boot sales and shows and concerts, so there has been significant impact from the coronavirus pandemic. Full-year outturn is therefore subject to many unpredictable factors but savings are possible.
Visitor Facilities	£396,490		The Service makes a small contribution from commission on ticket sales etc. for visitors, and so there is an element of budgetary risk around predicting demand.

Service	20/21 Approved Budget	Risk Rating	Risk and mitigation
Environment and City Management			
Children's Play Areas	£387,810		Compliance with the Government guidance regarding the re-opening and ongoing cleaning of play areas is costing significant additional costs. Some of this is one off costs such as signage and removal of some equipment to enable social distancing, and some is ongoing as agency staff are required to clean each play area daily. It is assumed that this will need to remain in place for the rest of the financial year.
Recycling Revenue	(£428,220)		Due to the fall in prices for recycle and issues with the Materials Reclamation Facility, no further commercial work is planned from June onwards unless the situation improves. When setting the budgets it was anticipated that this would be a substantial source of income, so although there will be some associated cost savings this will result in a significant net loss.
Exton Road Overheads	£95,080		There have been significant costs to date which were not budgeted for including re-surfacing works and drain clearance. These are required for Health & Safety reasons and to comply with South West Water requirements respectively, but were not built in to the budget. There is little scope for savings within the overheads management unit, but these will be kept to a minimum and opportunities for making savings elsewhere within Cleansing will be explored.
Corporate Property – Estates Rental Income	(£3,638,950)		<p>For the Emergency Budget the assumption was made that 75% of budgeted income would be received in the year. Analysis of outstanding debts from March and June confirms that 23% of the budgeted income is at risk, and the value of rent concessions made to date is low. However as many tenants are currently being supported through government initiatives such as business grants and furloughing of staff, the impact of COVID 19 on rental income will not be known until later.</p> <p>Commercial rents will not be covered under the Local government income compensation scheme for lost sales, fees and charges. Income levels will continue to be monitored and the issue flagged to senior management if material issues are identified.</p>

Service	20/21 Approved Budget	Risk Rating	Risk and mitigation
Car Parking Revenue	(£4,418,700)		<p>As a result of COVID 19 and the lockdown, car parking income has dramatically fallen against budgeted levels to date. The Emergency Budget agreed in July was based on predictions of less than half the budgeted income being received. It was estimated that Q1 would achieve only 5% of the original profiled budget, rising to 30% in Q2, 70% in Q3, and increasing to 90% in Q4 as there is expected to be some long term impact on commuter and visitor parking.</p> <p>Since mid-June onwards the recovery has been better than expected rising to 30% of the profiled budget to date by the end of August. This may in part be due to the advice to avoid public transport where possible. The outturn forecast takes into account the improvement in income levels over the summer, but the remainder of the year is difficult to predict.</p> <p>Car Parking income can be volatile under normal circumstances; even a small variation in usage can have a large impact on income levels. The losses to date are irrecoverable and there is little that can be done to increase parking revenues. However it is anticipated that the Local government income compensation scheme for lost sales, fees and charges will offset a significant proportion of the lost income.</p>
City Solicitor			
Civic Centre Rents	(£370,110)		<p>At the time the estimates for 2020/21 were prepared, plans to let out the remaining space in Phase I of the Civic Centre were expected to increase rental income by £300,000 to £470,110. These plans have been delayed due to COVID19.</p> <p>When preparing the emergency budget in July 2020, it was recognised that the target would not be achievable so the budget was reduced by £100,000. Only one new lease had been agreed at 31 August 2020; it is therefore possible that even the reduced rental income budget will not be achieved. The position will be reviewed for the Quarter 2 monitoring report</p>

Risk Rating Key:

	Current forecasts indicate either a favourable variance compared to the budget or no variance at all
	Current forecasts indicate an adverse budgetary variance of between 0% and 5% that will be kept under review
	Current forecasts indicate an adverse budgetary variance of more than 5% and will be monitored closely

REPORT TO EXECUTIVE

Date of Meeting: 6 October 2020

REPORT TO COUNCIL

Date of Meeting: 20 October 2020

Report of: Director Finance

Title: 2020/21 HRA Budget Monitoring Report - Quarter 1

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

To advise Members of the overall financial position of the HRA Revenue and Capital Budgets for the 2020/21 financial year after three months.

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

2. Recommendations:

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

- The HRA forecast financial position for 2020/21 financial year;
- The revision of the HRA Capital Programme to reflect the reported variations detailed in Appendix 4

3. Reasons for the recommendation:

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

The Housing Revenue Account is a statutory account and local housing authorities have a duty to keep a HRA in accordance with proper accounting practices and to review the account throughout the year. Members are presented with a quarterly financial update in respect of the HRA and this is the first update for 2020-21.

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

The financial resources required to deliver both housing services to Council tenants and to invest in new and existing housing stock during 2020/21 are set out in the body of this report.

The impact on the HRA's available financial resources are set out in Appendix 3.

5. Section 151 Officer comments:

The HRA has taken advantage of the low interest rates available to finance the planned investment in new Housing approved by Council. This will have a long term benefit for the HRA whilst also supporting the Council as a whole during the challenges presented by the Covid-19 restrictions.

Although the reduction in expenditure is significant in this financial year, members should note in Appendix 3 that the medium term forecast demonstrates that virtually all available resources will be used up by 2023-24.

6. What are the legal aspects?

The Housing Revenue Account is framed by the Local Government and Housing Act 1989. This Act created the ring-fence and the structure within which the HRA operates and covers the detailed operation of the HRA, including the credits (income) and debits (expenditure) which make up the account.

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring Officer.

8. Report details:

HRA BUDGET MONITORING – QUARTER 1

8.1 Background to the HRA

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

8.2 Projected Surplus/Deficit

	£
Approved Budgeted Deficit/ (Surplus)	3,321,605*
Housing Tenancy Services Restructure budget - Council approved 25 February 2020	149,026
Supplementary budgets – Council approved 21 July 2020	657,040
Emergency budget – Council approved 21 July 2020 (£nil impact on total surplus/deficit)	-
Revised Budgeted Deficit	4,127,671

*2020/21 Approved Budget Represented By	£
85A1 MANAGEMENT	1,108,135
85A2 HOUSING CUSTOMERS	1,302,920
85A3 SUNDRY LANDS MAINTENANCE	573,830
85A4 REPAIR & MAINTENANCE PROGRAMME	6,785,570
85A5 REVENUE CONTRIB TO CAPITAL	5,246,550
85A6 CAPITAL CHARGES	3,513,540
85A7 HOUSING ASSETS	2,093,020
85A8 RENTS	(19,195,320)
85B2 INTEREST	1,893,360
85B4 MOVEMENT IN WORKING BALANCE	(3,321,605)
Net Cost	£nil

The approved budget was in a deficit position due to a large anticipated revenue contribution to capital in the year.

8.3 The budget variances, anticipated at quarter 1, indicate that there will be a net surplus of £647,909 in 2020/21 – See appendix 2. This represents a movement of £4,775,580 compared to the revised budgeted deficit of £4,127,671 for 2020/21. The key budget deviations are explained below.

Budget Heading	Forecast Outturn Budget Variance at Quarter 1 (Under)/Overspend
Revenue Contribution to Capital	(£4,500,000)
<p>Officer Responsible: Service Lead – Housing Assets</p> <ul style="list-style-type: none"> The amount of revenue monies required towards financing the HRA Capital programme in 2020-21 has been reduced by £4.5m and transferred to 2021-22. <p>A larger than anticipated portion of the 2020-21 capital programme has been funded by borrowing, due to the PWLB loan taken out in April 2020. Therefore, less revenue monies are required towards capital financing this year but the contribution is still required in future years.</p>	
Management Costs	£62,637
<p>Officers Responsible: Service Lead – Housing Tenancy Services & Service Lead – Housing Assets</p> <ul style="list-style-type: none"> (£35k) Forecast savings in employee costs, due to recruitment delays as a result of COVID-19. £80k Forecast additional consultancy fees in relation to the implementation of the new housing IT system. Overspend is being met by a saving in employee costs across the HRA. £18k Amalgamation of various forecast overspends in relation to COVID-19, including cost of letters to tenants, empty property charges and additional cleaning costs. 	
Housing Customers	(£46,766)
<p>Officer Responsible: Service Lead – Housing Tenancy Services</p> <ul style="list-style-type: none"> (£58k) Savings in employee costs, due to recruitment delays as a result of COVID-19. £11k Forecast additional cleaning costs of sheltered accommodation due to COVID-19. 	

Repair & Maintenance Programme	(£465,136)
<p>Officer Responsible: Service Lead – Housing Assets</p> <ul style="list-style-type: none"> • (£477k) forecast underspend on low maintenance and painting, this is due to delays in the programme as works could not be completed during COVID-19 lockdown. • £12k amalgamation of various minor forecast over and underspends. • The response repairs and various service contracts are anticipating to catch-up following the disruptions in the early part of the year, assurances have been obtained from contractors were necessary. 	
Housing Assets	£11,857
<p>Officer Responsible: Service Lead – Housing Assets</p> <ul style="list-style-type: none"> • £12k Forecast overspend in employee costs, largely due to an extension of fixed-contract fire safety officer as more work has been identified in this area, following COVID-19 lockdown. Overspend is being met by a saving in other employee costs across the HRA. 	
Rents	£nil
<p>Officer Responsible: Service Lead – Housing Tenancy Services & Service Lead Revenues, Benefits and Customer Access</p> <ul style="list-style-type: none"> • The rents for 2020-21 were reviewed as part of the COVID-19 Emergency budget. The anticipated fall in rents of £824k is therefore already built in to the approved budget. This is believed to be worst case scenario, but no reasonable variance should be reported at this stage, for purposes of prudence. 	
Interest	£161,828
<p>Officer Responsible: Service Lead – Housing Tenancy Services & Service Lead – Housing Assets</p> <ul style="list-style-type: none"> • Reflects the actual interest cost of the new PWLB loan taken out for the HRA in April 2020, this will be used to fund the next wave of Council property developments. The loan was agreed earlier than originally anticipated in order to benefit from the low interest rate offered at the time. This has reduced the cost to the HRA over the life of the loan. 	

<ul style="list-style-type: none"> This also reflects the lower anticipated interest receivable by the HRA. Interest rates received on investments have fallen significantly since the start of the year and the impact of this will be reflected in the interest earned on HRA balances. 	
Total budget (underspend)/overspend	£4,775,580
Projected HRA deficit / (surplus)	(647,909)

8.4 Impact on HRA Working Balance

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

The forecast balance, as at 31 March 2021, is set out below:

Movement	2019/20
Opening HRA Working Balance, as at 1 April 2020	£10,239,475
Forecast surplus for 2020/21	647,909
Balance resolved to be retained (HRA contingency)	(£4,000,000)
Balance Available, as at 31 March 2021	£6,887,384

8.5 HRA Available Resources over the Medium Term

The forecast HRA available resources for delivering both housing services and capital investment are set out in Appendix 3 for the period to 2023/24.

The forecast total available resources has improved by £1,039k since last reported, this is largely due to an upward estimation of capital receipts for 2020/21.

8.6 HRA Debt

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

Executive on 8 October 2019 approved the first Council House Building Programme, which will deliver 100 new homes into the HRA at a cost of £18 million. It is expected that these schemes will be funded using the new freedoms to borrow in conjunction

with potential grant from Homes England and retained Right to Buy receipts, which will be determined on a site by site basis.

As at 31 March 2020, the HRA's borrowing remained at the former 'debt cap' level of £57,882,413, as no new borrowing was undertaken before the year end.

At Spring Budget 2020, the Government announced a new, discounted rate of PWLB lending to support social housing, which enables the Council to borrow at 1% below the rate at which the local authority would usually borrow from the PWLB, specifically for social housing projects.

On 5 April 2020, the Council took out a loan of £15.4 million from the PWLB to support the social housing programme and therefore took advantage of the discounted rate.

The HRA currently has approval to borrow a further £3.9m, this will likely be required in the next 12 months.

8.7 HRA Capital Programme

The 2020-21 HRA Capital Programme was approved by Council on 25 February 2020. Since that meeting the following changes have been made that have increased the 2020/21 programme.

Description	2020/21	Approval / Funding
HRA Capital Programme	£27,789,232	
Thornpark Rise	2,600,000	Executive 8 th October 2019 (Slipped to 2020/21)
Anthony Road	900,000	Executive 7 July 2020
Budgets carried forward from 2019/20 HRA Capital Programme	3,811,578 1,194,490	Council 21 April 2020 Council 21 July 2020
Energiesprong Project	100,000	Council 21 July 2020
Revised HRA Capital Programme	£36,395,300	

8.8 Performance

The current HRA Capital Programme is detailed in Appendix 4. The appendix shows a total forecast spend of £27,792,577 compared to the £36,395,300 approved programme; a reduction of £8,602,723 that will be slipped to future years.

8.9 Capital Budget Variances

The details of key (greater than +/- £50k) variances from budget are set out below. The Service Lead – Housing Assets will be able to provide further details in respect of these areas, if required.

Schemes to be deferred to 2021/22 and beyond

Schemes which have been identified as being wholly or partly deferred to 2021/22 and beyond are:

Scheme	Budget deferred to future years
Balcony walkway improvements	£144,697
Communal Area Improvements - Flooring	£78,210
Communal Door and Screen Replacements	£121,460
Reroofing - Flats	£257,904
Reroofing – Houses	£298,514
Porch Canopies	£135,310
Structural Repairs	£171,704
Window Replacements	£301,614
Fire Risk Assessment Works	£200,000
<p>Officer Responsible – Planned Works Lead</p> <p>The planned works programme has been largely on-hold for the start of the year, during the COVID-19 lockdown period.</p> <p>The planned works team have worked together with external contractors to review and update work programmes for the rest of the year, this has resulted in the above anticipated budget slippages into future years.</p>	
Bathroom Replacement Programme	£68,074
Kitchen Replacement Programme	£396,769
<p>Officer Responsible – Planned Works Lead</p>	

<p>The kitchens and bathroom contract has now been awarded and works are anticipated to start in October, this delay will result in slippage of the programme budget into future years.</p> <p>The contractor has provided assurances over a strong programme of works for the remainder of 2020/21 in order to go some way in catching up.</p>	
Rennes House Structural Works	£2,218,347
<p>Officer Responsible – Service Lead – Housing Assets</p> <p>Works have been put on hold for the start of the year until decisions are made on how to proceed with the project, a report is due to go to executive on 1 December 2020. Significant works aren't likely to commence until later in autumn.</p>	
LAINGS Refurbishments	£400,000
<p>Officer Responsible – Service Lead – Housing Assets</p> <p>This project was shut down by the main contractor during the COVID-19 lockdown, this has delayed the programme and pushed back the anticipated completion date to July 2021.</p>	
Hamlin Gardens	£1,619,145
Vaughan Road	£2,159,975
<p>Officer Responsible – Service Lead – Housing Assets</p> <p>There has been a delay in starting these projects due to difficulties during COVID-19 lockdown, works are due to start in October 2020.</p>	

COUNCIL OWN BUILD FINAL ACCOUNTS TO 31 MARCH 2021

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

8.11 Key Variances from Budget

There are no projected variances to report at the end of Quarter 1. The budgeted net surplus of £15,470 is still projected to be achieved during 2020/21.

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

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

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

It is not permissible for the HRA to go into an overall financial deficit position, it is therefore important to ensure that an adequate level of HRA balances is maintained as a contingency against risks. The HRA resolve to retain a working balance at no less than £4 million to mitigate against financial risks.

The full implications of COVID19 are yet to be fully established but additional service delivery costs have been experienced to date and this is set to continue, a specific record is being kept of such activity.

Areas of budgetary risk are highlighted to committee as part of the quarterly budget monitoring updates. Appendix 1 sets out the risks identified, at Quarter 1.

11. Equality Act 2010 (The Act)

11.1 Under the Act's Public Sector Equalities Duty, decision makers are required to consider the need to:

- eliminate discrimination, harassment, victimisation and any other prohibited conduct;
- advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- foster good relations between people by tackling prejudice and promoting understanding.

11.2 In order to comply with the general duty authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

11.3 In making decisions the authority must take into account the potential impact of that decision in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage and civil partnership status in coming to a decision.

11.4 In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because: because there are no significant quality and diversity impacts associated with this decision.

12. Carbon Footprint (Environmental) Implications:

We are working towards the Council's commitment to carbon neutral by 2030. The impact of each scheme is considered prior to approval.

13. Are there any other options?

None

Dave Hodgson, Director Finance

Author: Kayleigh Searle

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

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 4.36
01392 265275

This page is intentionally left blank

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

Budget Title	2020/21 Approved Budget	Risk Rating	Risk and mitigation
General Maintenance	£1,981,790 (revenue)		The volatility of the level of requested repairs due to factors beyond the control of the Council, for example adverse weather conditions represent a budgetary risk. The impact of property inspections undertaken by the Housing Customer Team may also lead to the identification of additional repairs. The impact of COVID-19 (if any) on this budget is yet to be fully determined. Mitigation measures include monthly contract meeting with the Contractor – the meetings include budget review and work in progress updates. Other supporting measures include weekly Surveyors meetings to highlight repair demand pressures.
Repairs to Void Properties	£1,195,010 (revenue)		Property turnover and the varying condition of properties when returned to the Council represent a budgetary risk. Additional costs relating to void clearances post COVID-19 lockdown, have been identified but it is expected that these costs will be absorbed within this budget during the year. Mitigation includes a current review of the void standard – for inclusion in the currently commissioned Integrated Asset Management Contract. Additionally, property inspections by Housing Officers highlight sub-standard property conditions wherever possible and are an early alert to issues.
Rental Income from Dwellings	£18,370,522 (revenue)		Right to Buy sales, number of new tenancies set at convergence rent levels, number of days lost through major works, rent lost in respect of void properties and welfare reform changes (for which an increased bad debt provision has been made) all impact on the annual rental income. The impact on rents due to COVID-19 was considered as part of the emergency budget and an anticipated fall in rental income was built in to the budget, however the long-term impact is yet to be fully determined. Rental income after the first 3 months is close to profile. Mitigation has been impacted by the scale of work to some void properties – including some fire damaged properties and some with subsidence issues. However, contract works are monitored to focus on timely completion of refurbishments including a current focus on the time taken for asbestos surveys.

Risk Rating:

	Current forecasts indicate either a favourable variance compared to the budget or no variance at all
	Current forecasts indicate an adverse budgetary variance of between 0% and 5% that will be kept under review
	Current forecasts indicate an adverse budgetary variance of more than 5% and will be monitored closely

This page is intentionally left blank

HOUSING REVENUE ACCOUNTS BUDGET MONITORING 2020-21

APPENDIX 2

QUARTER 1

ACTUAL TO DATE				YEAR END FORECAST		
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	MANAGEMENT UNIT	APPROVED BUDGET	Qrt 1 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£		£	£	£
0	0	0	REVENUE CONTRIBUTION TO CAPITAL	5,246,550	(4,500,000)	746,550
216,592	220,499	3,907	MANAGEMENT	1,252,403	62,637	1,315,040
284,367	203,707	(80,660)	HOUSING CUSTOMERS	1,294,218	(46,766)	1,247,452
127,595	70,926	(56,669)	SUNDRY LAND MAINTENANCE	639,830	0	639,830
1,749,203	1,084,412	(664,791)	REPAIRS & MAINTENANCE PROGRAMME	6,585,570	(465,136)	6,120,434
0	0	0	CAPITAL CHARGES	3,513,540	0	3,513,540
458,680	394,272	(64,408)	HOUSING ASSETS	2,072,722	11,857	2,084,579
4,239,351	4,250,231	10,880	RENTS	(18,370,522)	0	(18,370,522)
0	33,669	33,669	INTEREST	1,893,360	161,828	2,055,188
			Statutory Contributions	0	0	0
			MOVEMENT TO/(FROM) WORKING BALANCE	(4,127,671)	4,775,580	647,909
			Net Expenditure	0	0	0
			Working Balance 1 April 2020	10,239,475	31 March 2021	10,887,384

Page 75

COUNCIL OWN BUILD SITES

PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE		APPROVED BUDGET	Qrt 1 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£		£	£	£
8,378	5,656	(2,722)	MANAGEMENT	33,510	0	33,510
(2,558)	(2,492)	66	ROWAN HOUSE	(10,230)	0	(10,230)
(14,760)	(13,665)	1,095	KNIGHTS PLACE	(59,040)	0	(59,040)
0	0	0	INTEREST	5,740	0	5,740
0	0	0	CAPITAL CHARGES	14,550	0	14,550
			MOVEMENT TO/(FROM) WORKING BALANCE	15,470	0	15,470
			Net Expenditure	0	0	0
			Working Balance 1 April 2020	274,855	31 March 2021	290,325

This page is intentionally left blank

HRA AVAILABLE RESOURCES

HOUSING REVENUE ACCOUNT	2020-21 £	2021-22 £	2022-23 £	2023-24 £	TOTAL £
CAPITAL RESOURCES AVAILABLE					
Usable Receipts Brought Forward					9,755,844
Major Repairs Reserve Brought Forward					11,831,831
Other HRA Sales	640,000	0	0	0	640,000
RTB sales	1,500,000	750,000	750,000	750,000	3,750,000
Surrender back to DCLG - pending investment in replacement affordable housing	0	(1,461,917)	0		(1,461,917)
Major Repairs Reserve	3,513,540	3,513,540	3,513,540	3,513,540	14,054,160
Revenue Contributions to Capital	746,550	8,500,000	2,900,000	3,050,000	15,196,550
External contributions	592,424	0	0	0	592,424
Grant funding - Estate Regeneration Funding	0	0	0	0	0
Grant funding - Zero Energy Buildings Project	0	0	0	0	0
Commuted sums	4,375,218	0	0	0	4,375,218
Borrowing	16,260,000	3,000,000	0	0	19,260,000
Total Resources available	27,627,732	14,301,623	7,163,540	7,313,540	77,994,110
CAPITAL PROGRAMME					
HRA Capital Programme	36,395,300	20,890,453	10,420,170	8,760,210	76,466,133
Reported slippage - Quarter 1	(8,602,723)	3,285,638	4,604,691	712,394	0
Reported (under)overspends - Quarter 1					0
Total Housing Revenue Account	27,792,577	24,176,091	15,024,861	9,472,604	76,466,133
UNCOMMITTED CAPITAL RESOURCES:					
Usable Receipts Brought Forward	9,755,840	6,519,218	3,571,057	1,361,057	9,755,840
Major Repairs Reserve Brought Forward	11,831,831	14,903,613	7,977,305	2,325,984	11,831,831
Resources in Year	27,627,732	14,301,623	7,163,540	7,313,540	56,406,435
Less Estimated Spend	(27,792,577)	(24,176,091)	(15,024,861)	(9,472,604)	(76,466,133)
Uncommitted Capital Resources	21,422,826	11,548,363	3,687,041	1,527,977	1,527,973
WORKING BALANCE RESOURCES:					
Balance Brought Forward	10,239,475	10,887,384	4,567,373	4,169,246	10,239,475
HRA Balance Transfer - Surplus/(Deficit)	(4,127,671)	(6,320,011)	(398,127)	(50,102)	(10,895,911)
Quarter 1 forecast under/(over)spend	4,775,580				4,775,580
Balance Carried Forward	10,887,384	4,567,373	4,169,246	4,119,144	4,119,144
Balance Resolved to be Retained	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)
Uncommitted HRA Working Balance	6,887,384	567,373	169,246	119,144	119,144
TOTAL AVAILABLE CAPITAL RESOURCES	28,310,210	12,115,736	3,856,287	1,647,121	1,647,117

This page is intentionally left blank

**2020-21
CAPITAL MONITORING - QUARTER 1**

	2020-21 Capital Programme	2020-21 Spend	2020-21 Forecast Spend	2020-21 Budget to be Carried Forward to Future Years	TO 2021-22	TO 2022-23	TO 2023-24	TO 2024-25	2020-21 Programme Variances Under ()
	£	£	£	£					£
HRA CAPITAL									
EVERYONE HAS A HOME									
Adaptations	560,820	77,741	560,820						-
Estate Improvements	50,000	-3,154	50,000						-
Garage Upgrades	0	1,150	1,150						1,150
Balcony Walkway Improvements	344,697	0	200,000	144,697	48,232	48,232	48,232		-
Bathroom Replacements (inc. Communal)	1,068,074	-9,212	1,000,000	68,074	68,074				-
Boiler Replacement Programme & Central Heating	1,091,792	182,156	1,091,792						-
Common Area Footpath & Wall Improvements	139,265	200	139,265						-
Communal Area Improvements - New Flooring	158,210	0	80,000	78,210	26,070	26,070	26,070		-
Communal Door and Screen Replacements	371,460	6,389	250,000	121,460	40,487	40,487	40,487		-
Door Replacements (inc. Outbuildings)	420,274	25,296	420,274						-
Electrical Central Heating	15,000	926	15,000						-
Lift Upgrades	80,000	0	80,000						-
Electrical Rewires - Communal	218,016	17,956	218,016						-
Electrical Rewires - Domestic	323,521	36,933	323,521						-
Fire Risk Assessment Works	744,830	27,463	544,830	200,000	66,667	66,667	66,667		-
Fire Safety Storage Facilities	237,901	732	237,901						-
Kitchen Replacements (inc. Communal)	1,396,769	6,452	1,000,000	396,769	132,256	132,256	132,256		-
LAINGS Refurbishments	2,277,827	7,155	1,877,827	400,000	400,000				-
Reroofing - Flats	457,904	-16,720	200,000	257,904	85,968	85,968	85,968		-
Reroofing - Houses (outbuildings, chimney, gutters, downpipes, fascia)	1,399,664	48,684	1,100,000	298,514	99,505	99,505	99,505		(1,150)
Porch Canopies	155,310	0	20,000	135,310	45,103	45,103	45,103		-
Rennes House Structural Works	2,718,347	-1,031	500,000	2,218,347	486,025	1,732,322			-
Soil Vent Pipe Replacement	36,000	1,208	5,000	31,000	10,333	10,333	10,333		-
Structural Repairs	321,704	1,893	150,000	171,704	57,235	57,235	57,235		-
Window Replacements	1,401,614	2,306	1,100,000	301,614	100,538	100,538	100,538		-
Energy Conservation	25,000	1,080	25,000						-
Housing Management system	57,167	32,619	57,167						-
Zebcat Project	100,000	-21,893	100,000						-
HOUSING REVENUE ACCOUNT TOTAL	16,171,166	426,326	11,347,563	4,823,603	1,666,493	2,444,716	712,394	0	0
COUNCIL OWN BUILD CAPITAL									
Social Housing Acquisitions - Section 106	490,000	0	490,000						-
Social Housing Acquisitions - Open Market	1,132,926	0	1,132,926						-
St Loyes Extracare Scheme	6,250,312	1,575,031	6,250,312						-
Council House Building Programme - Bovemoors Lane	1,571,776	343,050	1,571,776						-
Council House Building Programme - Hamlin Gardens	3,119,145	42,114	1,500,000	1,619,145	1,619,145				-
Council House Building Programme - Vaughan Road	4,159,975	45,781	2,000,000	2,159,975		2,159,975			-
Thornpark Rise	2,600,000	1,500	2,600,000						-
Anthony Road	900,000	0	900,000						-
COUNCIL OWN BUILD TOTAL	20,224,134	2,007,475	16,445,014	3,779,120	1,619,145	2,159,975	0	0	0
OVERALL HOUSING REVENUE ACCOUNT TOTAL	36,395,300	2,433,802	27,792,577	8,602,723	3,285,638	4,604,691	712,394	0	0

This page is intentionally left blank

REPORT TO EXECUTIVE

Date of Meeting: 6 October 2020

Report of: Corporate Manager, Democratic & Civic Support

Title: Governance Review Update

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

1.1 This report updates members on the new governance arrangements which were agreed in October 2019, as is required in minute 100 of the Executive meeting of 8th October 2019, and minute 64 of the Council meeting of 15th October 2019.

2. Recommendations:

That the Executive note the update on the Council's revised governance arrangements, and requests a further update be brought back in 12 months.

3. Reasons for the recommendation:

3.1 Whilst there is a requirement to bring back a review of the Council's revised governance arrangements after 12 months of operation, it is felt that due to the on-going Coronavirus pandemic, and the impact it has had on the operation of the Council's decision making process, it is too early to fully appreciate the changes that were made. It is therefore suggested that a further review be brought back in another 12 months, when it is hoped that a more normal decision making process will have been in operation.

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.

7. Monitoring Officer's comments:

No comment.

8. Report details:

8.1 Members will recall that, after a cross party working group, various changes to the Council's governance model were recommended, and approved.

8.2 The main principles of the changes were:-

- (1) The deletion of the Exeter convention requiring the Leader to allocate a seat on the Executive to a member from each political group;
- (2) That the opposition group leaders shall not be required to give notice under Standing Order 44 to speak on any item on the Executive Agenda;
- (3) The reduction to the number of scrutiny committees from three in number to two to be known as Strategic Scrutiny Committee and Customer Focus Scrutiny Committee;
- (4) To increase the membership of both scrutiny committees from 10 to 14 Members;
- (5) To set up a Scrutiny Programme Board ("SPB") to be made up of one Member appointed by the Leader together with the Chairs and Deputy Chairs of each of the two Scrutiny Committees;
- (6) To cease the current practice of pre-scrutinising reports destined for the Executive;
- (7) To encourage public participation in city council meetings by agreeing public questions at Council meetings, the Executive and Scrutiny Committees;

8.3 These recommendations were approved on 15th October 2019, and came into force immediately, and following some initial settling in issues, were, it is felt, working well.

8.4 However, due to the Coronavirus pandemic which took hold in March 2020, immediate decisions were taken which affected the council's decision making process. There were:-

- The immediate suspension of all non business critical meetings - this meant that only Planning Committees, Licensing Committees, the Executive and full Council operated after the 23rd March when lockdown was imposed;
- Following the passing of the appropriate legislation, all meetings have been held via virtual means;
- Once the impact of the pandemic started to ease in June 2020, the Scrutiny Programme Board took the decision to restart meetings of the two Scrutiny Committees, although they would, for a period of at least 6 months, only deal with COVID-19 issues.

8.5 The COVID-19 situation has meant that for more than 6 months of the operation of the new arrangements, the decision making process has been working in a different way to that which had been agreed.

8.6 This has not stopped some of the new arrangements from being monitored as follows:-

The opposition group leader's attendance at Executive:

Cllr Leadbetter Attendance: 4 Executive meetings since 10 December 2019

Cllr Mitchell Attendance: 3 Executive meetings since 10 December 2019

Public Questions

Public Questions at Executive: 10 questions since 10 December 2019

Public Questions at Council: 5 questions since 10 December 2019

Petitions Received

No of Petitions: 1 (with the petition organiser speaking at full Council)

Scrutiny

Public Questions at Scrutiny

Customer Focus Scrutiny: 1 question since 10 December 2019

Strategic Scrutiny: 0 questions since 10 December 2019

Member Questions at Scrutiny

Customer Focus Scrutiny: 25 Questions

Strategic Scrutiny: 25 Questions

Petitions Received for Scrutiny

Customer Focus Scrutiny: 3 Petitions

Strategic Scrutiny: 1 Petitions

Increase to 14 Members on Scrutiny

Attendance at Customer Focus Scrutiny: Average 85% attendance

Attendance Strategic Scrutiny: Average 64% attendance.

No of Task & Finish Groups formed: 3

- 8.7 From the above, it is pleasing to note that the number of public questions which have been asked total 16. Under the previous arrangement, none of these would have been possible. This it is felt meets one of the key objectives of the review which was to increase public engagement in the Council's democratic process. This has been all the more pleasing due to the fact that the majority of these questions have been asked whilst the Council has been operating virtual meetings, with all the added complications that they bring when compared to the traditional physical meetings.
- 8.8 Similarly, a different format for the recent meetings of both Scrutiny Committees has been operating, whereby the relevant portfolio holders have given an update on the work of the teams within their areas of responsibility during the COVID-19 pandemic, with all members being given the opportunity to question the portfolio holders on their work. This has gone some way to holding the Executive to account during these difficult times, with a total of 25 questions for Customer Focus Scrutiny Committee and 25 for Strategic Scrutiny Committee, having been raised at the meetings which have been held. Whilst a similar opportunity to ask portfolio holders questions on COVID-19 matters was afforded to members of the public, no such questions were received. This approach is also being taken with the current round of Scrutiny committees.
- 8.9 It is hoped that over the next 12 months, matters will return to be similar to that which were the case before the pandemic struck. As such, it is suggested that a further review take place in the autumn of 2021 to see how the new structure is working at that time.

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

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

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

There are no risks associated with the proposals.

11. Equality Act 2010 (The Act)

In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because: because

Assessment has been included in the background papers for Member's attention.

12. Carbon Footprint (Environmental) Implications:

No direct carbon/environmental impacts arising from the recommendations.

13. Are there any other options?

No

Author: John Street, Corporate Manager, Democratic & Civic Support

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

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 4.36
01392 265275

REPORT TO EXECUTIVE

Date of Meeting: 6 October 2020

REPORT TO COUNCIL

Date of Meeting: 20 October 2020

Report of: Corporate Manager, Democratic & Civic Support

Title: Amendments to the Scheme Of Delegation and Terms of Reference for the Licensing Sub-Committee

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1 This reports sets out proposals to amend the Scheme of Delegation to Officers to match operational arrangements, and also suggests a minor change to the Terms of Reference for the Licensing Sub-Committee.

2. Recommendations:

That the Council approve

- (a) the changes to the Scheme of Delegation to Officers as set out in the Appendix to this report
- (b) the following addition to the terms of reference for the Licensing Sub-Committee:-

To determine whether to revoke or suspend a personal licence where convictions come to light after grant or renewal.

3. Reasons for the recommendation:

- 3.1 To ensure that that Scheme of Delegation to Officers is up to date and matches the operational arrangements of the Council, thereby ensuring that day to day operational decisions can be taken. Particular attention has also been taken to ensure that Deputies have been appointed in all cases where authority has been delegated to officers, thereby ensuring that matters can continue to be dealt with, even if the absence of the named officer(s).
- 3.2 To ensure that there are appropriate delegated powers included to take account of the Council's decision to bring in house the provision of leisure services across the City.
- 3.3 To ensure efficient and timely decision making is undertaken in relation to licensing matters.

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

None

5. Section 151 Officer comments:

Other than to note the changes to the delegations as affecting Finance, there are no matters requiring Council's attention from a financial point of view.

6. What are the legal aspects?

It is important to ensure that appropriate authority for officers to undertake the operational requirements of the Council, is appropriately approved by full Council and forms part of the Council's constitution.

7. Monitoring Officer's comments:

No comment.

8. Report details:

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

8.2 The latest annual revision mainly concentrates on:-

- Restructures in a number of areas of the Council which have brought about changes in officers' titles;
- The creation of the Liveable Exeter Directorship and its need to have authority to undertake the day to day operational decisions that such a role will be taking;
- The increasing workload placed on the Director - Finance and Director - Corporate Services is necessitating the need to devolve n of some of their responsibilities to their Service Leads;

8.3 The Council's recent decision to bring in house the provision of leisure services across the City.

8.4 All of the above, has also necessitated various other changes to elements within the Council's constitution. Again, many of these relate to changes in the titles of officers, and as such would constitute minor amendments. The Corporate Manager, Democratic & Civic Support has delegated authority to make "minor" amendments to the constitution, and has done so in these circumstances.

8.5 It should be noted that, with the exception of appropriate powers being delegated to the Project Director - Liveable Exeter, to match those of other officers of a similar standing within the authority; and the inclusion of delegated powers to the Director, Comms, Culture & Leisure Facilities in respect of leisure facilities, no new powers have been delegated to officers from those contained in the previous version of the Scheme.

8.6 With regards to the minor amendment to the terms of reference of the Licensing Sub-Committee, this is due to The Licensing Act 2003 ('LA03') being amended by the Policing and Crime Act 2017 giving Licensing Authorities the power under section 132A of the LA03 to revoke or suspend personal licences. It is noted that this power could only be previously exercised where representations were made by the Police to the Licensing Authority. It is suggested that this minor amendment be made so as to allow efficient and timely decision making in relation to the revocation of suspension of personal licences.

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

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

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

There are no risks associated with the proposals.

11. Equality Act 2010 (The Act)

In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because: because

Assessment has been included in the background papers for Member's attention.

12. Carbon Footprint (Environmental) Implications:

No direct carbon/environmental impacts arising from the recommendations.

13. Are there any other options?

No

Author: John Street, Corporate Manager, Democratic & Civic Support

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

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 4.36
01392 265275

This page is intentionally left blank

Delegation to Officers & Deputies

GENERAL

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

Chief Executive & Growth Director

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

2. In cases of emergency and in consultation with the Leader of the Council, the power to prohibit public processions under section 13 of the Public Order Act 1986.
3. In consultation with the Leader of the Council, to grant or withhold consent to the Police making the Authorisation pursuant to sections 30 and 31 of the Anti-Social Behaviour Act 2003.
4. To ensure compliance with the Council's Health and Safety Policy throughout the common parts of the Civic Centre.
5. Subject to approved budget and in consultation with the Leader of the Council, Executive member with relevant portfolio to agree redundancies in accordance with the Council's adopted policy and procedure. To prepare a quarterly summary of any such redundancies for information to the Executive, Strategic Scrutiny Committee and Audit and Governance Committee.
6. To exercise all/any delegated functions already reserved to specific officers as set out in the scheme of delegation.
7. In consultation with the **Director (Finance)** and the Leader of the Council to allocate resources of up to £1.5 million, funded by an earmarked reserve to support transformation and other projects that will support the Council in delivering £2.75 million in savings (2 years from Council 13 June 2018).
8. **To agree any necessary amendments to the management agreement to Exeter City Group Ltd in consultation with the Leader of the Council, the Director (Finance) and the Executive Member with the Relevant Portfolio) and in addition the Chair or Deputy Chair of Strategic Scrutiny Committee.**
9. **Exeter City Group Ltd - To act in the role of Shareholder Representative and to undertake the activities and decisions as identified in the Shareholder Representatives Delegated Powers Document (refer to the report Exeter City Group Ltd Business Case, Council, 24 July 2018) including the ability to financially commit up to £499,999 funding for use by Exeter City Living Ltd for matters not in the Year 1 Business Case (August 2018 end March 2019).**

Directors

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

Directors and Corporate Managers (including Project Director – Liveable Exeter)

1. To be responsible for the effective and efficient day-to-day management of the services for which he/she is responsible in accordance with the Council's agreed priorities and strategic objectives. This shall include authority to sign agreements/contracts in order to fulfil the powers, functions and duties of the service for which the officer is responsible. This power shall only be

(Amended June 2020)

exercisable where expenditure is included in the approved annual budget or capital programme.

2. To ensure that all policies adopted by the Council, which shall include those relating to its workforce are implemented.
3. In agreement with the **Director (Corporate Services)**, authority to institute legal proceedings under any statute, by law or agreement (which shall include authority to appeal any decision made by a County or Magistrates Court) in the areas for which the Director /Corporate Manager is responsible.
4. Where appropriate, to defend any proceedings brought against the Council (which shall include the power to defend any appeal lodged against any decision or determination made under delegated authority).
5. To authorise the **Director (Corporate Services)** to undertake covert surveillance in accordance with the Regulation of Investigatory Powers (Prescription of Offices, Ranks and Positions) Order 2000.
6. To be responsible for ensuring that the Council's Health and Safety Policy is implemented within their own service area and for all buildings and sites for which they are responsible.
7. Where appropriate to discharge any function/s delegated to an officer within their service area in accordance with this Scheme of Delegation.
8. ~~Authority is required for~~ the removal of goods ~~will require authority~~ from a Director, **Director (Finance)**, and Chief Executive & Growth Director.
9. To take all necessary action for the economic, efficient and effective day to day management, administration and supervision of his/her service subject to compliance with the Council's policies on the management, employment and remuneration of staff (or in their absence the agreement of the Chief Executive & Growth Director) including but without prejudice to the generality of the foregoing:
 - a) Authorising the filling of posts within the approved budget (i.e. within the Council's establishment) and in accordance with the Council's employment policies.

*Deputies – **Director (Corporate Services)***

Legal Services

Service Lead, Legal Services

Human Resources

Service Lead Human Resources

- b) The taking of any necessary disciplinary action in accordance with the Council's established policy and procedures (this function may also be exercised by other Officers as set out in the relevant employment policy)

All tier three officers (of Grade N or above)

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

Director **Corporate Services**

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

CITY DEVELOPMENT

Service Lead City Development

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

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

Function	Consultation or Agreement	With Postholders/Group
<u>Applications</u> Applications (including TPO confirmations) that Ward Members have requested to be brought to the Delegation Briefing. City Council applications not subject to any objections. Applications that have been subject to objections based on material planning considerations that Officers are minded to approve under delegated powers.	Consultation “ “	Delegation Briefing “ “
<u>Enforcement</u> Issue of Enforcement Notice, Stop Notice (ink Temporary), Urgent Works and Repairs	Agreement	Service Lead, Legal Services

(Amended June 2020)

Notices and commencement of injunction, prosecution or other formal legal proceedings. Hazardous substance contravention notice.		Executive Member with Relevant Portfolio
<u>Section 106 Planning Obligations</u> Minor variations of existing Section 106 agreements, new agreements involving sums of less than £10,000 and those considered necessary with regard to planning appeals. Decisions on use of Section 106 funding where the terms are not prescribed by the agreement.	Consultation Agreement	Chair of Planning Committee Executive Member with Relevant Portfolio
<u>Neighbourhood Planning</u> Publicity, consideration of representations and decisions in respect of applications for neighbourhood plan areas and forums.	Agreement	Executive Member with Relevant Portfolio
<u>Annual Infrastructure Funding Statements (including 'Infrastructure Lists')</u>	Agreement	Leader of the Council and Executive member with relevant portfolio
<u>Local Infrastructure Fund</u> Decisions not considered by the Panel	Agreement	Chair of the Exeter Grants Panel or of any group that replaces it.
<u>Assets of Community Value</u> Decisions on listing assets	Agreement	Executive Member with Relevant Portfolio
<u>Affordable Housing</u> Approve the use of Commuted sums, as required, to acquire new affordable housing	Consultation	Executive Member with Relevant Portfolio and Finance and Estates Officers

Deputies – the relevant officer post holder Assistant Service Leads - City Development and/or Assistant Service Lead (Building Control), Assistant Service lead (Local Plans) and in relation to Annual Infrastructure Funding Statement Principal Project Manager (Strategic Infrastructure Planning)

(Amended June 2020)

1. Entering Land

The entering of land for the purposes of carrying out any function in relation to any Town and Country Planning legislation, The Building Act and subordinate legislation arising therefrom and in accordance with the Council's scheme of delegation

Deputies - all those holding Managerial posts, all Planning Project Officers of whatever level of seniority and all Building Control Officers of whatever level of seniority

2. Determining applications

Undertaking all actions in determining applications of whatever nature in relation to any Town and Country Planning legislation, The Building Act and subordinate legislation arising therefrom and in accordance with the Council's scheme of delegation

Deputies -all those holding Managerial posts, all Planning Project Officers of whatever level of seniority and all Building Control Officers of whatever level of seniority

CUSTOMER ACCESS

Service Lead Revenues, Benefits & Customer Access

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

Deputy –Benefits & Welfare Lead

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

Deputy –Benefits & Welfare Lead

3. To exercise the Council's powers in respect of the administration, collection and recovery of monies owed to the Council in respect of Business Rates and Council Tax; and the Business Improvement District levy on behalf of the Exeter BID Company.

Deputy - Payment & Collection Lead

4. To authorise appropriate officers to appear in the Magistrates Court on behalf of the Council in respect of the recovery of Business Rates and Council Tax; and the Business Improvement District levy on behalf of the Exeter BID Company.

Deputy - Payment & Collection Lead

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

(Amended June 2020)

Deputy –Benefits & Welfare Lead

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

Deputy –Benefits & Welfare Lead

7. To award, revise or revoke any discretionary relief applications for Business Rates.

Deputy – Payment & Collection Lead

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

Deputy –Payment & Collection Lead

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

Deputy –Payment & Collection Lead

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

Deputy –Payment & Collection Lead

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

Deputy –Payment & Collection Lead

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

Deputy –Payment & Collection Lead

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

Deputy –Payment & Collection Lead

14. In consultation with **Service Lead, Legal Services**, authority to institute legal proceedings where fraudulent activity is suspected in relation to Council Tax Support, Council Tax and Business Rates.

Deputies –Benefits & Welfare Lead and Payment & Collection Lead

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

Deputies –Benefits & Welfare Lead and Payment & Collection Lead

16. In consultation with the Executive Member with the Relevant Portfolio and Chief Executive & Growth Director, authority to apply for Charging Orders, Bankruptcy or Committal to Prison.

Deputy -Payment & Collection Lead

Service Lead Housing Needs & Homelessness

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

Deputy – Housing Solutions Lead

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

Deputy – Housing Access Team Lead

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

Deputy – Housing Solutions Lead

4. In consultation with the Service Lead, Legal Services, to take legal action to obtain possession of any dwelling occupied by a person accommodated in accordance with the Housing Act 1996 who has refused a reasonable offer of suitable permanent accommodation or who has been declared intentionally homeless.

(Amended June 2020)

Deputy – Temporary Accommodation Lead

5. In consultation with the Executive Member with Relevant Portfolio to make any necessary amendment to the housing scheme.

Deputy – Housing Solutions Lead

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

Deputy – Housing Solutions Lead

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

Deputy – Housing Access Team Lead

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

Deputy – Housing Solutions Lead

ENVIRONMENT

Service Lead – Environmental Health and Community Safety

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

Deputies - Environmental Health and Community Safety Managers

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

Deputy – Environmental Health and Community Safety Managers

3. Without prejudice to the generality of the above, where appropriate in consultation with the Service Lead, Legal Services, to deal with the provisions of and enforce compliance with the following Acts and associated legislation. This shall include the initiation, defence and settlement of legal proceedings, issuing of formal cautions and fixed penalty fines, service of Notices and Orders, the issue, refusal and revocation of licences, certificates and

registrations, carrying out of works in default and payment and recovery of costs:

Public Health

- 3.1 Food Safety Act 1990 and any Orders or Regulations or other instruments: (i) made thereunder, or (ii) relating thereto, or (iii) having effect by virtue of the European Communities Act 1972 and relating to food safety including:
- Regulation numbers 178/2002, 852-854/2004, 882/2004 and 2073/2005 which relate to food and feed
 - Food and Environmental Protection Act 1985
 - Food Safety and Hygiene (England) Regulations 2013
 - Food Information Regulations 2014
 - Official Feed and Food Controls (England) Regulations 2009
- 3.2 Health & Safety at Work etc. Act 1974 and any supporting regulations.
- 3.3 Health Act 2006 and associated regulations including:
- Smoke-free (Premises and Enforcement) Regulations 2007
 - Smoke-free (Exemptions and Vehicles) Regulations 2007
 - Smoke-free (Penalties and Discounted Amounts) Regulations 2007
 - Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007
 - Smoke-free (Signs) Regulations 2012
- 3.4 Public Health Acts 1936 and 1961, Public Health (Control of Disease) Act 1984, Health Protection (Local Authority Powers) Regulations 2010 and Health Protection (Part 2A Orders) Regulations 2010
- 3.5 Water Industry Act 1991 and relevant regulations in relation to:
- (a) functions with regard to the wholesomeness and sufficiency of public and private drinking water supplies
 - (b) entry into premises for the purpose of analysis of samples of water within Exeter City Council's district
 - (c) receiving and determining applications for authorisation for relaxation of Part III of the private water supplies regulations and the revocation or modification of such authorisations
- 3.6 Sunday Trading Act 1994

Private Sector Housing

- 3.7 Law of Property Act 1925 (Enforced sale provisions)
- 3.8 Caravan Sites and Control of Development Act 1960
- 3.9 Housing Acts 1985, 1988, 1989, 1996, the Home Energy Conservation Act 1996 and the Housing Grants, Construction and Regeneration Act

1996 – to deal with all matters, powers, functions and duties set out therein.

- 3.10 Protection from Eviction Act 1977, the Housing Defects Act 1984, the Local Government Housing Act 1989 – to investigate and take appropriate action under these enactments.
- 3.11 Housing Act 2004 – to investigate and take appropriate action under these enactments including: -
 - Section 131 Carry out works – interim or final management order
 - Section 235 Production of documents
 - Section 239 General powers of entry to inspect and survey
 - Schedule 7 Paragraph 25 Carry out works – empty dwellings
 - Schedule 3 Paragraph 3(4) Carry out works – Improvement notice
- 3.12 Mobile Homes Act 2013
- 3.13 Enterprise and Regulatory Reform Act 2013
 - Specifically: The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 (made under sections 83 and 84 of the Act)
- 3.14 Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015
- 3.15 Smoke and Carbon Monoxide Alarm (England) Regulations 2015
- 3.16 The Housing and Planning Act 2016
- 3.17 National Assistance Act 1948 and 1951
- 3.18 Tenant Fees Act 2019
- 3.19 The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

Licensing

- 3.20 Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
- 3.21 Animal Welfare Act 2006
- 3.22 Animal Boarding Establishments Act 1963
- 3.23 Breeding of Dogs Act 1973 and 1991
- 3.24 Riding Establishments Act 1964 and 1970

(Amended June 2020)

- 3.25 Cinemas Act 1985
- 3.26 Dangerous Dogs Act 1991
- 3.27 Dangerous Wild Animals Act 1976 (as amended)
- 3.28 Guard Dogs Act 1975
- 3.29 Theatres Act 1968
- 3.30 Zoo Licensing Act 1981
- 3.31 Gambling Act 2005
- 3.32 Licensing Act 2003. In particular to determine:
- applications for Personal Licences, where no police objection is made;
 - applications for Premises Licences/ Club Premises Certificates, where no relevant representations have been made;
 - applications for provisional statements, where no relevant representations have been made;
 - applications to vary Premises Licences/ Club Premises Certificates, where no relevant representations have been made;
 - applications to vary designated Premises Supervisor, where no police objection has been made;
 - requests to be removed as designated Premises Supervisor;
 - applications for transfer of Premises Licences where no police objection has been made;
 - applications for interim authorities where no police objection has been made;
 - decisions on whether a complaint is irrelevant, frivolous, vexatious etc.
 - to determine applications under the Licensing Act 2003 Minor Variations to Premises Licence Legislative Reform (Minor Variations to Premises Licences and Club Premises Certificates) Order 2009.
 - the giving of a counter notice for Late Temporary Event Notices
 - whether to make representations as a Responsible Authority
 - the issue of a notice of suspension of licence for non-payment of the Annual Fee
- 3.33 Scrap Metal Dealers Act 2013
- 3.34 Road Traffic Act 1991 (Access to Criminal Records)
- 3.35 Local Government (Miscellaneous Provisions) Act 1976, Transport Acts 1980 and 1985 and the Town Police Clauses Act 1847 – to grant hackney carriage and Private Hire operator, vehicle and driver licences in accordance with the Council’s agreed policy.
- 3.36 Local Government (Miscellaneous Provisions) Act 1982 (in accordance with the Council’s agreed policies)

(Amended June 2020)

- 3.37 Vehicle Crimes Act 2001 and the Motor Salvage Operators Regulations 2002
- 3.38 To deal with all matters, powers, duties and functions, which shall include the issuing of Licences and permits in respect of lotteries, house to house and street collections in accordance with the House to House Collections Act 1939, the Police Factories (Miscellaneous Provisions) Act 1916 (Street Collections) and Schedule 17 of the Gambling Act 2005.

Environmental Protection

- 3.39 Clean Air Act 1993
- 3.40 Clean Neighbourhoods and Environment Act 2005
- 3.41 Control of Pollution Act 1974
- 3.42 Environment Act 1995
- 3.43 Pollution Prevention and Control Act 1999 and associated regulations
- 3.44 Refuse Disposal Amenity Act 1978
- 3.45 Building Act 1984 – all matters, powers, duties and functions of the Council under the provisions of the following sections:
- Sections 59, 60, 64-66(drainage)
 - Sections 70 (food storage), 72 (means of escape from fire), 76 (defective premises), 84 (drainage of yards)
- 3.46 Environmental Protection Act 1990
- 3.47 Litter Act 1983
- 3.48 Noise Act 1996
- 3.49 Noise and Statutory Nuisance Act 1993
- 3.50 Prevention of Damage by Pests Act 1949
- 3.51 The Environmental Protection (Stray Dogs) Regulations 1992 which shall include, in cases of exceptional hardship, the power to waive payment of the recoverable fees and expenses levied in respect of dogs seized and detained as strays.
- 3.52 Exeter City Council Act 1987 - the powers, duties and functions of the Council under Part 4 and Sections 21, 22, 23, 24 and 29
- 3.53 Local Government (Miscellaneous Provisions) Act 1976

Deputies - Environmental Health and Community Safety Managers

(Amended June 2020)

4. Enforcement of local bylaws.

Deputies - Environmental Health and Community Safety Managers

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

Deputies – Environmental Health and Community Safety Managers

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

Deputies – Environmental Health and Community Safety Managers

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

Deputies – Environmental Health and Community Safety Managers

8. To deal with the provisions of and enforce compliance with sections 55 and 56 of the Anti-Social Behaviour Act 2003, where appropriate in consultation with the Service Lead, Legal Services.

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

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

Deputies – Environmental Health and Community Safety Managers

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

Deputies – Environmental Health and Community Safety Managers

11. To implement Public Spaces Protection Orders (PSPO) under Part 4 Chapter 2 of the Anti-Social Behaviour Crime and Policing Act 2014 following agreement in each case at the multi-agency Anti-Social Behaviour Action

Team and related Fixed Penalty Notices of a £100 penalty fee in respect of breaches of a PSPO.

Deputy - Chief Executive and Growth Director or Director

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

Deputy – Chief Executive and Growth Director or Director

13. To change the statutory service plan in the light of centrally issued guidance and/or to meet operational needs.

Deputies – Environmental Health and Community Safety Managers

Cleansing and Fleet Manager

1. Without prejudice to the generality of the above, where appropriate in consultation with the **Service Lead, Legal Services**, the Cleansing and Fleet Manager is authorised to deal with the provisions of and enforce compliance with the following Acts and associated legislation. This shall include the initiation, defence and settlement of legal proceedings, issuing of formal cautions and fixed penalty fines, service of Notices, carrying out of works in default and payment and recovery of costs:
 - 1.1 Environmental Protection Act 1990 including authorisation of works and recharges pursuant to Section 45 and authorisation and service of notices pursuant to Section 46;
 - 1.2 Litter Act 1983;
 - 1.3 Refuse (Disposal) Amenity Act 1978;
 - 1.4 Clean Neighborhoods and Environment Act 2005

Deputy – Waste Collections Manager and MRF Manager

Finance

Director Finance

1. In consultation with the Relevant Director, the Leader of the Council and Executive Member with the Relevant Portfolio, to award funds against the Commercialisation Capital Budget of £10 million.

Deputy – NA

2. In consultation with the Leader of the Council and the **Director (Corporate Services)** authorise the application of the Councils Local Government Pension Scheme Employer Discretions.

Deputy – Deputy Chief Finance Officer (Deputy Section 151 Officer)

Deputy Chief Finance Officer (Deputy Section 151 Officer)

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

Deputy – Finance Manager - Corporate

2. In consultation with the **Service Lead, Legal Services** to initiate court proceedings for the recovery of arrears in respect of mortgages.

Deputy – Finance Manager - Corporate

3. To be responsible:

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

Deputy – Finance Manager - Corporate

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

Deputy – Finance Manager - Corporate

5. To approve all housing advances for purchase or improvement.
Deputy – Finance Manager – Corporate
6. To be responsible for undertaking the role of Money Laundering Reporting Officer.
Deputy – Finance Manager – Corporate
7. The execution and administration of treasury management decisions, in accordance with the Council’s policy statement and treasury management practises and, if a CIPFA member, with CIPFA’s Standard of Professional Practice on Treasury Management.
Deputy – Finance Manager – Corporate
8. In consultation with the Executive Member with relevant Portfolio Authority to approve financial assistance in the form of relief from Business Rates in respect of Charities/Good Causes and cases of hardship.
Deputy – Finance Manager – General Fund Services
9. In consultation with the Executive Member with relevant portfolio, to deal with applications for discretionary rate relief to sports clubs not in receipt of mandatory relief, as registered charities.
Deputy – Finance Manager – General Fund Services
10. In consultation with the Executive Member with relevant portfolio, to determine in accordance with the Council’s agreed policy, applications for discretionary rate relief under Sections 47 and 49 of the Local Government and Finance Act 1988.
Deputy – Finance Manager – General Fund Services
11. In consultation with the Leader to review the Discretionary Relief Scheme and, if necessary, increase the maximum threshold to ensure Government funding is fully directed to businesses in Exeter.
Deputy – Finance Manager – General Fund Services
12. In accordance with the Housing Act 1980 and the Council’s agreed policy to accept/refuse applications for mortgages, including further advances to administer and monitor payments of mortgage instalments and where necessary issue possession proceedings for mortgage arrears in consultation with the **Service Lead, Legal Services**.
Deputy – Finance Manager – Corporate

Service Lead – Commercial & Procurement

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

Deputy – Procurement Lead

2. In conjunction with the Relevant Portfolio Holder, to sign off any amendments to the Procurement and Contract Procedures and supporting notes and to report back to Members.

Deputy – Procurement Lead

HOUSING

Service Lead Housing Tenancy Services, Service Lead Housing Assets.

1. Adaptation of Council Properties for disabled persons.
2. In agreement with the Leader of the Council and the Executive Member with Relevant Portfolio (or their substitutes nominated by the Leader) and the City Surveyor following receipt of professional property management advice, the identification for disposal at market value or less than best value of small areas of land no longer required for the housing unit's purposes, in accordance with the agreed scheme.
3.
 - (a) To administer the scheme for Housing Capital Grant.
 - (b) In consultation with the **Director (Finance)**, to authorise payment of the Housing Capital Grant in accordance with 3 (a) above.
 - (c) To negotiate and enter into Nomination Agreements in accordance with 3 (a) and (b) above.
 - (d) Where this does not prejudice the Authority's capital receipt, to seek maximum nomination rights on disposal of land to registered social landlords.
4. In consultation with the **Service Lead, Legal Services**, to enter into releases of covenants affecting former Council rented or shared ownership dwellings.
5. To deal with and approve applications for grant in accordance with Section 24 and 25 of the Local Government Act 1988.
6. In consultation with the **Service Lead, Legal Services, and/or Team Leader, Housing & Litigation** to: -
 - (a) institute injunction proceedings in respect of anti-social behaviour pursuant to current Relevant legislation;
 - (ii) institute proceedings in the County Court to obtain Demotion Orders pursuant to current relevant legislation;

(Amended June 2020)

- (iii) institute proceedings in the County Court to obtain possession orders pursuant to current relevant legislation; and
 - (iv) In consultation with the Executive Member with Relevant Portfolio and the **Director (Finance)**, to make minor amendments to the Contract Regulations to reflect changes in legislation.
7. In consultation with the Executive Member with Relevant Portfolio and Finance and Estates officers, to acquire **and dispose of** suitable premises under the Housing Asset Management Plan framework using receipts generated by the disposal of assets.
 8. In consultation with the Executive Member with Relevant Portfolio, to undertake an Enforced Sale, an Empty Dwelling Management Order or a Compulsory Purchase Order to bring an empty property back to use.
 9. To arrange for and re-charge as necessary for the removal and storage of personal possessions.
 10. The Service of Notice of Intention to Seek Possession.
 11. Initiation and conduct of legal proceedings for possession in respect of cases where rent arrears are outstanding. This shall include the power to authorise officers to appear in the County Court to represent Exeter City Council in respect of rent arrears.

Service Lead Housing Assets;

Deputies – Planned Repairs Lead, Response Repairs Lead, Safety, Health, Environment and Quality Lead, Asset Management Lead

Service Lead Housing Tenancy Services;

Deputies – Tenancy Services Lead, Senior Housing Officers, Senior Lettings and Home Ownership Officer, Project Manager Housing Business Support Lead and Housing Lead Performance, Strategy and Resident Involvement.

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

Deputy – Asset Management Lead

Service Lead Housing Tenancy Services

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

Deputy – Tenancy Services Team Lead

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

Deputy – Tenancy Services Team Lead

3. In consultation with the Executive Member with relevant Portfolio in conjunction with the **Director (Finance) and the Director (Corporate Services)**, approve a repayment plan with a landlord where a property is handed back early from a private rental agreement with an individual landlord where outstanding funds are owed to the Council. This will be subject to a legal charge being created and registered in the Council's favour against the property.

Deputy – Tenancy Services Team Lead

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

Deputy – Tenancy Services Team Lead

ENVIRONMENT AND CITY MANAGEMENT

Service Manager Public and Green Spaces

1. To agree requests for the adoption of land and facilities provided by a developer for the Parks and Open Spaces service pursuant to a planning obligation.
2. In consultation with other Officers as appropriate, the letting of parks and open spaces for special events where this does not have a negative financial impact on the Council.
3. In consultation with the **Director (Finance)** and Service Manager, the power to vary the fees and charges in respect of the Council's recreational and sports facilities (this shall exclude any facilities which may have been outsourced by the Council).

Deputy - Commercial Operations Manager

4. Exercising the obligations place on the Council under the 1980 Environment Act regarding the cleaning of public places.

Deputy – Public and Greenspaces Operations Manager

5. In consultation with the Executive Member with relevant Portfolio to decide on bids for the use of the Bowling Green Marshes Fund, in accordance with the agreed criteria and having sought the views of ward members.
6. **To deal with burials in accordance with the National Assistance Acts 1948-1951 and the Public Health (Control of Diseases) Act 1984.**

Deputy – Technical Support Manager

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

Deputy – Technical Support Manager

8. In consultation with the Service Lead, Legal Services, and the Executive Member with the Relevant Portfolio, authority to make amendments to the Allotment Gardens Rules and Conditions.

Deputy – Technical Support Manager

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

Deputy – Technical Support Manager

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

Deputy – Technical Support Manager

Engineering, Waterways and Parking Service Manager

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

Deputy – Parking and Enforcement Operations Manager

2. In consultation with the **Service Lead, Legal Services**, to agree/refuse requests for road closures.

Deputy – Parking and Enforcement Operations Manager

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

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

Deputy – Parking and Enforcement Operations Manager

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

Deputy – Parking and Enforcement Operations Manager

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

Deputy – Parking and Enforcement Operations Manager

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

Deputy – Parking and Enforcement Operations Manager

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

Deputy – Harbour Master

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

Deputy – Harbour Master

9. In consultation with the Service Lead, Legal Services, the regulation and enforcement of Harbour by-laws.

Deputy – Harbour Master

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

*Deputy – Engineering and Assets Manager
(this will be the function of the new Harbour Board)*

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

*Deputy – Engineering and Assets Manager
(this will be the function of the new Harbour Board)*

Devon County Council Officers; Parking Processing Officer, Parking Processing Team Leader, Parking Services Appeal Team Leader

1. Authority to cancel Penalty Charge Notices

Director (Corporate Services) and Monitoring Officer

(Amended June 2020)

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

Deputies – Service Lead, Legal Services and Corporate Manager, Democratic & Civic Support

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

Deputies – Service Lead, Legal Services and Corporate Manager, Democratic & Civic Support

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

Deputies: - Service Lead, Legal Services and Corporate Manager, Democratic & Civic Support

Service Lead, Legal Services

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

Deputies: - Team Leader – ECL, Contracts, Procurement & Licensing; Team Leader – Housing & Litigation; Team Leader – Property, Planning & Non-contentious.

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

Deputies: - Team Leader – ECL, Contracts, Procurement & Licensing; Team Leader – Housing & Litigation; Team Leader – Property, Planning & Non-contentious.

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

Deputy: Team Leader – Property, Planning & Non-Contentious

(Amended June 2020)

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

Deputy: Team Leader – Housing & Litigation

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

Deputy: Team Leader – Property, Planning & Non-Contentious

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

Deputies – Deputies: - Team Leader – ECL, Contracts, Procurement & Licensing; Team Leader – Housing & Litigation; Team Leader – Property, Planning & Non-contentious.

7. To attest the Common Seal of the Council and sign other legal documents.

Deputies: - Team Leader – ECL, Contracts, Procurement & Licensing; Team Leader – Housing & Litigation; Team Leader – Property, Planning & Non-contentious. Chief Executive & Growth Director

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

Deputies: - Team Leader – ECL, Contracts, Procurement & Licensing; Team Leader – Housing & Litigation; Team Leader – Property, Planning & Non-contentious.

9. To institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where the **Service Lead, Legal Services** considers that such action is necessary to protect the council's interest.

Deputies: - Team Leader – ECL, Contracts, Procurement & Licensing; Team Leader – Housing & Litigation; Team Leader – Property, Planning & Non-contentious.

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

Deputy – Corporate Manager Democratic & Civic Support

11. **Exeter City Group Ltd – In consultation with the City Surveyor to sell at open market value, any Council owned land identified in the Exeter City Group Ltd Year 1 Business Case.**

Deputy – Team Leader – ECL, Contracts, Procurement & Licensing

Service Lead, Human Resources

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

Deputy – HR Business Partner – SF

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

Deputy – HR Business Partner – SF

Corporate Manager Democratic & Civic Support

1. (a) Designated as the “proper officer” for the purpose of the following sections of the Local Government Act 1972: -
 - (i) Section 100B (2) - determination of the agenda items and reports which are likely to be dealt with in part 2
 - (ii) Section 100B (7) (C) - supply of papers to the press
 - (iii) Section 100C (2) - summaries of the proceedings held in part 2
 - (iv) Section 100F (2) - determination of documents not available for inspection by members
- (b) Designated as the “proper officer” in respect of The Executive Arrangements (Decisions, Documents and Meetings) (England) Regulations 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Deputy – Service Lead, Legal Services

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

Deputies – Democratic Service Officers

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

Deputy – Lord Mayor’s Support Officer

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

Deputy – Lord Mayor’s Support Officer

(Amended June 2020)

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

Deputy - Electoral Services Manager

Corporate Manager Executive Support Unit

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

Deputy - None

City Surveyor

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

1. In undertaking property matters decisions/transactions the following authority and decision processes will apply:
 - (a) Where the cost or equivalent value to the Council does not exceed £25,000 per annum, **or £250,000 in capital value** - The City Surveyor or the officer appointed for the purpose.
 - (b) Where the cost or equivalent value to the Council is between £25,000 and £50,000 per annum, **or between £250,000 and £500,000 in capital value**, City Surveyor or the officer appointed for the purpose in consultation with the Director (Finance)).
 - (c) Where the cost or equivalent value to the Council is between £50,000 and £100,000 per annum, **or between £500,000 and £1m in capital value** - City Surveyor or the officer appointed for the purpose in consultation with the Executive Member with relevant portfolio and the Director (Finance).

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

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

Deputy – Principal Estates Surveyor

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

Deputy – Principal Estates Surveyor

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

(Amended June 2020)

Deputy – Principal Estates Surveyor

4. Where appropriate in consultation with the **Service Lead, Legal Services**, to authorise and take necessary legal proceedings for the termination and renewal of leases, agreements and licences.

Deputy – Principal Estates Surveyor

5. In consultation with the **Director (Finance) and Service Lead, Legal Services**, to take legal/court action to enforce payment of rent and other charges due to the Council.

Deputy – Principal Estates Surveyor

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

Deputy – Principal Estates Surveyor

7. In consultation with the **Service Lead, Legal Services**, authority to institute proceedings for the removal of trespassers on City Council land.

Deputy – Principal Estates Surveyor

8. In consultation with the **Service Lead, Legal Services**, authority to exercise the powers contained under Sections 77 and 78 of the Criminal Justice Public Order Act 1994.

Deputy – Principal Estates Surveyor

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

Deputy – Principal Estates Surveyor

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

Deputy – Principal Estates Surveyor

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

Deputy – Principal Estates Surveyor

12. In consultation with the **Director (Finance) and Director (Corporate Services)**, to pay or accept compensation where appropriate.

(Amended June 2020)

Deputy – Principal Estates Surveyor

13. In consultation with the **Director (Finance)**, authority to acquire interests in land, provided that such acquisition is catered for within the capital bidding programme.

Deputy – Principal Estates Surveyor

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

Deputy – Principal Estates Surveyor

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

Deputy – Principal Estates Surveyor

Events, Facilities & Markets Manager

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

*Deputies – **Corn Exchange – Corn Exchange Manager**
Matford Centre/Markets, Matford Centre Manager
Tourism Facilities – Visitor Facilities Manager*

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

*Deputies – **Corn Exchange – Corn Exchange Manager**
Matford Centre/Markets, Matford Centre Manager
Tourism Facilities – Visitor Facilities Manager*

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

*Deputies – **Corn Exchange – Corn Exchange Manager**
Matford Centre/Markets, Matford Centre Manager
Tourism Facilities – Visitor Facilities Manager*

Museum Manager

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

Deputy – Content Management Lead Officer

2. To exercise the powers and functions of the Council under Sections 9, 10 and 11 of Exeter City Act 1987.

Deputy – Content Management Lead Officer

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

Deputy – Content Management Lead Officer

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

Deputy – Content Management Lead Officer

5. In consultation with the relevant Portfolio Holder, be authorised to submit applications for Grant Funding less than £50,000 in value, where there is no additional call for City Council resource beyond that already authorised within museum revenue expenditure.

Deputy – Content Management Lead Officer

Principal Health and Safety Manger

1. Duty holder for the Harbour Authority with the Service Manager with the responsibility for Waterways, in consultation with the Relevant Portfolio Holder for Waterways.

This page is intentionally left blank

Terms of Reference (Excluding Scrutiny Committees)

COUNCIL

1. To approve the policy framework, including the annual general fund budget, capital programme, housing revenue account budget, council tax.

In the case of Development Plan Documents, this includes:-
 - (a) the approval of documents for submission to the Secretary of State for approval;
 - (b) the adoption of documents.
2. To approve corporate objectives, policies and strategies following recommendations from the Executive Committee or other appropriate Committee.
3. To approve the making and altering of the Council's constitution.
4. To determine the arrangements for the discharge of Council's functions by way of committee, sub-committee and delegation to officers, and the power to determine or vary terms of reference of any committee and/or establish additional committees as and when required.
5. To consider and make decisions on any reports prepared by the Head of Paid Service, the statutory Monitoring Officer and the Chief Finance Officer.

EXECUTIVE COMMITTEE

1. To exercise overall control and allocation of the financial, property, information and staffing resources within the policies and budget agreed by the Council and ensure they make the most effective contribution to the achievement of the Council's objectives.
2. To consider and report to the Council on the draft annual revenue and capital estimates of all Committees and to recommend the level of Council Tax for the ensuing year. To ensure that arrangements are in place to monitor all income and expenditure against budgetary allocations.
3. To consider the setting of new corporate objectives, policies and strategies to achieve the stated aims of the Council.
4. To provide overall leadership and guidance to the Council in the promotion of its visions for the City's social, economic and environmental well-being and to enhance the status of the City locally, nationally and internationally.
5. To develop partnerships with the business, voluntary and other appropriate sectors for the furtherance of the Council's objectives.
6. To keep under review the various strategies of the Council.

(Amended June 2020)

7. To consider the overall requirements of both private and public sectors relating to the provision of adequate housing accommodation to meet the social needs of the City and to secure and encourage the provision, either directly through the Council or in association with other organisations, of suitable accommodation to meet those requirements, in accordance with the Council's housing strategy. To approve rent levels for Council housing.
8. To refer matters to the appropriate Scrutiny Committee for investigation/review and report back to the Executive Committee.
9. To consider any matters specifically referred by a Scrutiny Committee.
10. To ensure the staffing resources of the Council, through its personnel policies, procedures and practices, contribute effectively to meeting the Council's objectives.
11. To determine, through a consultative procedure, health and safety policies for the Council.
12. To ensure appropriate arrangements for the appointment/dismissal of the Chief Executive & Growth Director, Directors, Chief Finance Officer, City Solicitor and Corporate Managers on JNC chief officer conditions of service.
13. To establish management and qualitative targets and standards for all Committees against which performance and results can be monitored and reviewed by the appropriate Scrutiny Committee.
14. To consider policies and implement proposals for the creation and enhancement of conservation areas, in accordance with the Council's strategy for conservation areas and historic buildings.
15. (a) To approve those parts of the Council's Local Development Framework which are not the responsibility of Council, and other development briefs, including:-
 - (i) the approval of draft proposals for public consultation;
 - (ii) the adoption of documents.
- (b) To consider the impact upon the City of elements of the Development Plan which are prepared by Devon County Council, or other local authorities, and liaise with those bodies as appropriate.
16. To determine, in accordance with the Local Government Act 1972: General Disposal Consent (England) 2003, the disposal of land and buildings at less than the best consideration that can reasonably be obtained.
17. To recommend to the Council the local scheme for council tax support for the ensuing year.

18. To appoint representatives to outside bodies and to recommend to the Council all matters affecting the revision of electoral boundaries and the filling of casual vacancies on Committees etc.
19. To make recommendations to the Council as to the making, revision and amendment of the Council's constitution.
20. To exercise all and any of the powers and responsibilities of the Council not otherwise within the terms of reference of any other Committee or requiring urgent action (unless excluded from being undertaken by the Executive).

EXETER GRANTS PANEL

1 Purpose

The purpose of the Exeter Grants Panel (The Panel) is to provide strategic direction for the Exeter Grant Programme and to ensure that grant awards are made in line with Council priorities and requirements.

2 Panel Membership

The Panel membership will reflect the political make-up of the Council and will include community representatives and advisors. Advisory members of the panel will be non-voting.

The Chair of the Panel will be the Portfolio Holder for Communities.

3 Composition of the Panel

The voting members of the panel are:

- Chair of Panel - Portfolio Holder for Communities
- Seven other councillors reflecting the political make-up of the Council
- Two Community Representatives

Non-voting Advisory members invited to support the work of the Panel are:

- Exeter City Council Director with responsibility for Communities
- Chief Executive Officer, Devon Community Foundation
- Chief Executive Officer, Exeter Voluntary and Community Sector Support Service.

4 Panel Roles and Responsibilities

The Panel Chair is accountable for ensuring that decisions and recommendations made by the Panel are fair and transparent and that the underpinning system and processes are proportionate to the funding required but that they also recognise the accountability of elected Members.

The Panel Chair is responsible for appointing a Vice-Chair from within the voting Panel membership to deputise in their absence.

(Amended June 2020)

Voting Councillor Panel members are responsible for encouraging groups and organisations to submit grant applications and ensuring that grants are awarded in line with Council priorities and procedures.

The role of Voting Community Representatives is to represent the range of community networks in the city taking into account the need to include those that may be disadvantaged or who may not have the confidence to participate in community networks.

Panel members will be encouraged to visit successful applicants to see the benefits and impacts of the projects and events supported by Council grants.

PLANNING COMMITTEE

1. To exercise and perform the powers and duties of the Council under the Town and Country Planning Act 1990 and appropriate regulations, planning and related legislation, except such powers and duties as are:
 - a) delegated to the Service Lead - City Development or other officer in accordance with the constitution;
 - b) a function of Council, Executive or any other Council Committee or Panel.

Responsibilities include the following determinations under the planning and related legislation:

Member and staff applications
City Council applications attracting objections
Applications referred by consensus from the Delegation Briefing
Any item considered by the Service Lead- City Development, Chair, or Vice Chair of Planning Committee or Portfolio Holder City Development to be significant, controversial or sensitive.

PLANNING MEMBER WORKING GROUP

1. Planning Member Working Group is a sounding board of Members of Planning Committee to:
 1. Discuss issues relating to planning policies or briefs
 2. Consider proposals prior to planning applications
 3. Advise on City Development projects
 4. Receive reports on development monitoring and service management issues

DELEGATION BRIEFING

1. Delegation Briefing is a sounding board of Members of Planning Committee, that is open to other Members that meets on an agreed basis for a briefing on applications that officers are minded to determine under delegated powers.

AUDIT AND GOVERNANCE COMMITTEE

1. To approve, but not direct, the Internal Audit Strategy and annual audit plan ensuring that appropriate risk assessments have been carried out when formulating the internal audit plan and to monitor performance against the plan
2. To review any revisions to the plan as advised by the Audit Manager and agreed by the Chief Finance Officer
3. To review half yearly internal audit reports and the main issues arising and seek assurance from management that action has been taken, where necessary
4. To consider a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale
5. To consider the Audit Manager's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements
6. To consider the external auditor's annual letter, relevant reports and the report to those charged with governance
7. To consider specific reports as agreed with the External Auditor
8. To comment on the scope and depth of external audit work and to ensure it gives value for money
9. To commission work from internal and external audit
10. To review any issue referred to it by the Chief Executive & Growth Director, senior management or any council body
11. To monitor the effective development and operation of risk management and corporate governance in the Council and agree necessary actions to ensure compliance with best practice
12. To review the Annual Governance Statement (AGS) and to recommend its adoption
13. To consider the Council's compliance with its own and other published standards and controls

14. To advise the City Council on the adoption of Codes of Conduct with the aim of promoting and maintaining high standards of conduct by members and officers and the subsequent monitoring and updating of the Codes.
15. To develop and adopt a Code of Practice on relations between members and officers.
16. To develop and monitor a Local Planning Code.
17. To ensure the provision of advice and training to members and officers on the above Codes of Conduct/Practice.
18. To hear and determine allegations of misconduct.
19. To be responsible for the Council's procedure for investigating and responding to complaints.
20. To give advice to members on the declaration of interests.
21. To monitor the "Whistle blowing Policy" which meets the requirements of the Public Interest Disclosure Act 1998, to encourage employees to report suspected malpractice, fraud or crime by other staff, the public or organisations having dealings with the Council.
22. To monitor and review the Council's Anti-fraud, Anti-bribery and Anti-corruption Strategy
23. To monitor the Council's constitution and, having regard to any report of the Monitoring Officer, to make appropriate recommendations where necessary.
24. To approve and adopt the Council's Statement of Accounts, income, expenditure and balance sheet or record of receipts and payments.
25. To consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
26. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts

LICENSING COMMITTEE

To undertake the discharge of the Council's functions under the Licensing Act 2003 as follows:

1. To recommend a Licensing Policy Statement, and any subsequent revisions, to Council for approval.

To undertake the discharge of the Councils' functions in respect of the following:

(Amended June 2020)

2. To set or vary the standard conditions and fees applicable to hackney carriage vehicle and private hire vehicle licences, driver licences and operator licences.
3. To approve applications for hackney carriage fare increases.
4. To determine the standard conditions and fees applicable to street trading consents and licences and all aspects of trading on the highway, including advertising, advice and information centres.
5. To determine the standard conditions and fees applicable to sex shop licences under the Local Government (Miscellaneous Provisions) Act 1982.
6. To determine the fees applicable to track betting licences.
7. To determine any other matter of licensing policy referred to it by the Service Lead – Environmental Health and Community Safety.

Licensing Sub-Committee

To undertake the discharge of the Council's functions under the Licensing Act 2003 as follows:

1. To determine applications for personal licences where a police objection is made.
2. To consider police objections requesting revocation of a personal licence where convictions come to light after grant or renewal.
3. **To determine whether to revoke or suspend a personal licence where convictions come to light after grant or renewal.**
4. To determine applications for Premises Licences/ Club Premises Certificates, where a relevant representation is made.
5. To determine applications for provisional statements, where a relevant representation is made.
6. To determine applications to vary Premises Licences/Club Premises Certificates, where relevant representations are made.
7. To determine applications to vary a designated premises supervisor, where a police objection is received.
8. To determine applications for the transfer of Premises Licences where a police objection is received.
9. To determine applications for interim authorities where a police objection is received.

10. To determine applications to review Premises Licences/ Club Premises Certificates.
11. To decide to object when the local authority is a consultee and not the relevant authority considering the application.
12. To determine whether to give a counter notice following a police and/or local authority environmental health objection to a Standard Temporary Event Notice.

To undertake the discharge of the Council's functions in respect of the following:

13. To determine applications for hackney carriage driver licences where the applicant has relevant convictions and any other application which the **Service Lead – Environmental Health and Community Safety** considers should be brought to a sub-committee.
14. To determine applications for private hire vehicle driver licences where the applicant has relevant convictions and any other application which the **Service Lead – Environmental Health and Community Safety** considers should be brought to a sub-committee.
15. To refuse applications for the grant or renewal of gaming machine permits and permits in respect of premises used wholly or mainly for the provision of amusement by means of machines.
16. To determine any licensing application referred to it by the **Service Lead – Environmental Health and Community Safety**, other than policy issues.
17. To determine applications for the grant, transfer, or revocation of a sex shop licence under the Local Government (Miscellaneous Provisions) Act 1982.

REPORT TO EXECUTIVE

Date of Meeting: 6 October 2020

REPORT TO COUNCIL

Date of Meeting: 20 October 2020

Report of: Director Net Zero Exeter & City Management

Title: Corporate Asset Maintenance

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

- 1.1. A number of asset maintenance priorities have been identified as a result of our ongoing asset inspection programme. This report summarises the various projects to give an overview of the scale of the investment required.

2. Recommendations:

That Executive:

- 2.1. Recognises the priorities in this programme, the importance of good asset management and recommends to Council that the budgets identified for each project are set aside.
- 2.2. Recommends that Council approves the additional budget required for 2020/21 and notes the annual funding requirements for future years, which will form the basis of the capital programme for the next four years to be approved in February 2021:

	Budget Required 2020/21	Budget Required 2021/22	Budget Required 2022/23	Budget Required 2023/24	Budget Required 2024/25
Condition Survey Backlog	238,534	3,685,357	1,012,340	0	0
Current Corporate Property Maintenance Requirements	1,662,741	6,301,776	6,144,108	2,760,267	4,981,972
Current Engineering Maintenance Requirements	410,000	2,616,200	3,665,755	2,792,615	1,254,375
Total Capital Budget Required Per Annum	2,311,275	12,603,333	10,822,204	5,552,882	6,236,347

- 2.3 That Executive and Full Council note the overall cost of £37.5m is significant and approve an asset review programme to identify potential surplus assets, which may be made available for sale in order to finance the programme of works.

3. Reasons for the recommendation:

- 3.1. To make sure that the assets belonging to the Council are safe, fit for purpose and kept in a condition which will maximise their longevity and value.
- 3.2. The condition survey backlog, which was first identified in 2015, has been given a three year budget profile as this is anticipated to be the quickest the varied works packages across the assets can be delivered. It is important to deliver this backlog prior to degradation increasing in quantity and severity.
- 3.3. The remainder of the budget requests have been profiled across five years. This balances the delivery of these essential works against resource availability and the phased closure of assets especially in the car park portfolio, where income and space availability have to be carefully managed.
- 3.4. Extending these funding profiles, especially where assets generate significant income or the works impact on service delivery, is not recommended as income streams and service delivery would be adversely impacted and costs would increase as further degradation of the assets occurs over time.

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

- 4.1. Our Corporate Property and Engineering teams are already at resource capacity on other priority actions, therefore several of the schemes identified will require specialist external contractors and some will require project management resources to ensure performance compliance.
- 4.2. Delivery resourcing, either from consultant or temporary appointments, has been included within the request for funding.

5. Section 151 Officer comments:

- 5.1 The proposed package of works is both essential and significant. In itself, the cost of £37.5 million, if fully borrowed, would add approximately £1.5 million a year to the funding gap of £6 million that the Council already faces and is unaffordable. However, a plan to identify surplus assets which may be sold to offset the costs along with a plan to identify alternative sources of funding, if available would bring this cost down.
- 5.2 In order to proceed at speed, members should note that the costs include staffing resources that can project manage the schemes and be charged against the capital programme.

6. What are the legal aspects?

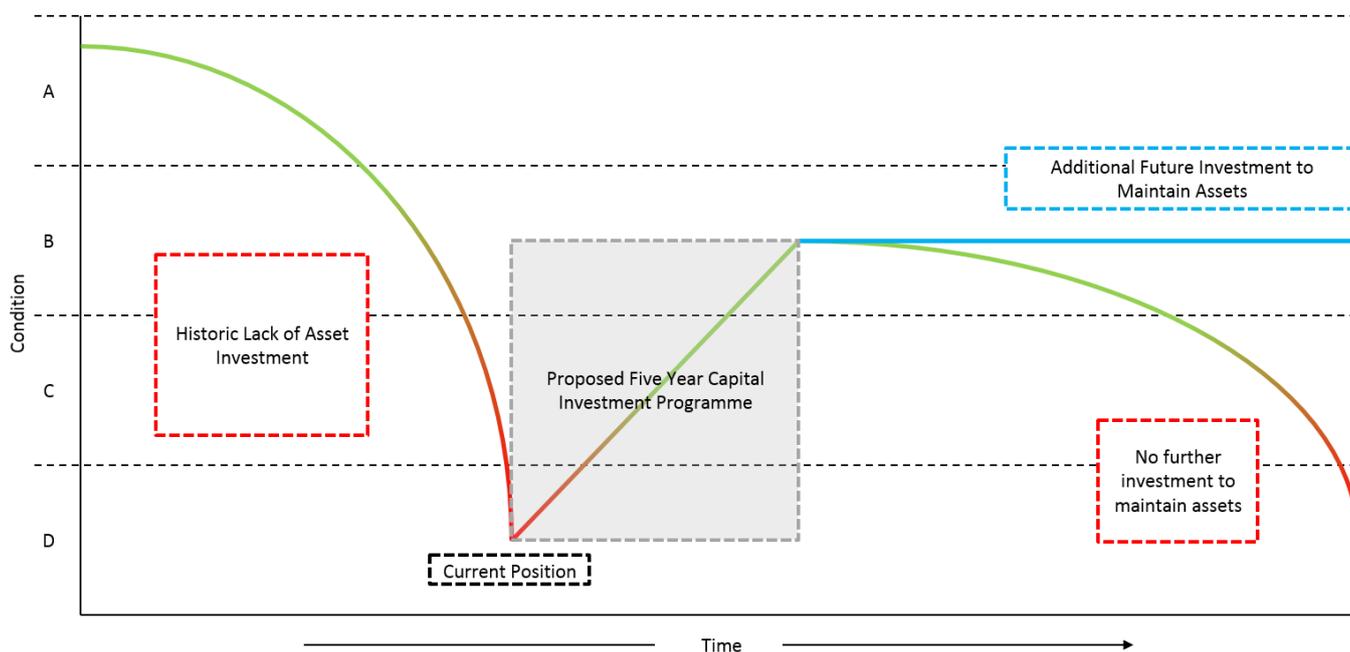
None identified

7. Monitoring Officer comments:

This report raises no issues for the Monitoring Officer.

8. Report details:

- 8.1. The condition of the Council's Corporate Property and Engineering assets has been declining for many years due to a lack of investment to keep assets fit for purpose and protect income. The graphical representation below highlights the position and shows how the investment set out in this report and continued future investment in the Council's assets can turn this position around.



8.2. Property Asset Maintenance Backlog

- 8.2.1. Standardised asset management plan condition grading is split into four levels of condition, A – Good – Performing as intended and operating efficiently; B – Satisfactory – Performing as intended but exhibiting minor deterioration; C – Poor – Exhibiting major deterioration and/or not operating as intended; D – Bad – Life expired and/or serious risk of imminent failure.
- 8.2.2. For a property to remain effective, safe and resilient it needs to be consistently maintained to a sufficient standard. Therefore, Corporate Property recommends that property needs to be maintained to a condition no less than B.
- 8.2.3. The legacy position of the Council has been to repair property only when it fails. Responding only to failure causes unmanaged operational impact and presents risks

to users of the building and general public and gives rise to claims from leaseholders.

- 8.2.4. The ongoing effect of failing to consistently maintain property before it deteriorates has resulted in a cumulative worsening of overall property condition and a significant backlog of maintenance to return the Council's property assets to condition B.
- 8.2.5. Properly maintained assets will be more resilient to future degradation, fit for purpose, provide an enhanced user experience and provide greater income potential.
- 8.2.6. Failing to address this backlog will result in further degradation in the Council's assets, increased costs when the backlog is eventually addressed, increased health and safety risk, reduced income potential, increased impact to service delivery and a greater likelihood of leaseholder claims.
- 8.2.7. The maintenance backlog detailed in appendix A is derived from data generated from historic condition surveys. Whilst representative of the condition of the Council's corporate property portfolio, this is only a snapshot of the condition and cost requirements of part of the Council's overall corporate property portfolio.
- 8.2.8. This request does not include for any backlog maintenance to the leisure portfolio. These are currently being assessed as part of the contract handover.
- 8.2.9. The total funding request to address the legacy backlog maintenance requirement, set out in appendix A, is £4,936,232.

8.3. Current Property Maintenance Requirements

- 8.3.1. Building on the requirement to maintain our property assets to the recommended condition, funding for the following projects is required to ensure these assets remain safe, achieve improved performance or guard the council against excessive additional costs. Maintaining the Council's assets before significant degradation occurs will ensure that in the longer term these assets remain resilient and fit for purpose.
- 8.3.2. Guildhall
The roof coverings on this grade 1 listed asset are failing and require replacement. This historic property is a key part of Exeter's heritage and Mayoralty function of the Council. It is essential to maintain this asset ahead of any failure to prevent irreparable damage to the fabric within. The service using this asset generates an income in the region of £25,000 per annum and provides a valuable tourist attraction for visitors to the city and location for Civic events.
- 8.3.3. RAMM
The roof coverings over part of this grade 2 listed asset are failing and require replacement. Further areas of the roof require drainage improvements. This historic property is a key part of Exeter's heritage and a significant tourism attraction. It is essential to maintain this asset ahead of any failure to prevent irreparable damage to

the fabric or exhibits within.

8.3.4. Multi Storey Car Park (MSCP) Portfolio

The Council's MSCP portfolio includes Mary Arches Street, Guildhall, Cathedral and Quay, Harlequins, John Lewis, King William Street/Leighton Terrace, Princesshay 2 and Princesshay 3.

Section 8 of the report detailed in appendix B sets out the structural repair requirements for Cathedral and Quay MSCP and further covers the wider maintenance requirements and security enhancements that are required to maintain and grow the income generated by this car park. Cathedral and Quay MSCP provides critical infrastructure to support the tourism and business on the Quay.

The remaining car parks listed all require a significant programme of maintenance to bring them up to a standard that provides both a resilient foundation to continue to generate a reliable income stream and a safe and attractive user focused experience. The maintenance required includes deck resurfacing, drainage improvement, lighting enhancement, structural repair, expansion joint replacement and redecoration.

The maintenance required is of a significant level because the legacy position of not investing in these assets has led to a continual decline in performance, which has now reached a critical point requiring urgent attention to protect the Council's income.

The typical income that these works will protect and give the potential to increase is Mary Arches £1,100,000; Guildhall £1,500,000; Harlequins £168,000; John Lewis £760,000; King William Street/Leighton Terrace £300,000; Princesshay 2 £310,000; Princesshay 3 £440,000.

Harlequins has potential for mitigation if the wider site is redeveloped by the shopping centre leaseholder.

8.3.5. Commercial Property Ancillary Accommodation

Flat roof coverings to ancillary parts of leasehold premises require replacement due to ongoing continued degradation and failure.

The Council has a contractual obligation to maintain these assets and failure to address these obligations can result in claims against the Council and a reduction to income.

8.3.6. Bradninch Place

Additional actions are required to enable potential asset transfer. These actions include heating system improvement, roof access safety enhancements and removal of the Council linked building management system to enable building specific control of plant and equipment. These works are in addition to the condition survey backlog of £598,000

8.3.7. Wat Tyler House

This leasehold asset is subject to long standing water ingress issues. Despite

numerous attempts to resolve the variety of issues it has been determined that the only long term solution to address ongoing issues is to install a new rainwater system to prevent rain water draining through the building. The Council has a contractual obligation to maintain this asset and failure to address these obligations can result in claims against the Council and a reduction to income.

8.3.8. Verney House

This leasehold asset requires safety improvements to roof access and rainwater drainage needs to be redesigned to drain water externally to prevent ongoing water ingress. The Council has a contractual obligation to maintain this asset and failure to address these obligations can result in claims against the Council and a reduction to income. Potential for mitigation if asset transferred for residential development opportunity

8.3.9. Commercial Properties

Minimum Energy Efficiency Standards require the Council to achieve a minimum energy performance rating to let premises and from 2023 to continue to let premises. Capital improvements to asset performance will be required in future years to maintain rental income. This funding request is to enable these improvements as they arise over the next four years.

8.3.10. Civic Centre Phase Three

This leasehold asset requires safety improvements to roof access and roof covering replacement to prevent ongoing water ingress. The Council has a contractual obligation to maintain this asset and failure to address these obligations can result in claims against the Council and a reduction to income.

8.3.11. City Wall

Section eleven of the City Wall, at the City Gate Pub, has suffered a partial collapse. The remaining parts of the wall have been shored up, but this is a temporary solution and continues to impact on the trading position of the business. The wall requires rebuilding and, along the entire length, improvements made to the foundations of the wall to prevent future collapse. Following initial consultation with Historic England and the Council's Conservation Officer a scheme has been developed to make the wall safe and preserve the heritage of this important asset. Grants from Historic England are being explored to contribute to this funding requirement.

Further City Wall priority and condition survey actions will be the subject of a separate report.

8.3.12. This request does not include for any works to the leisure portfolio. These are currently being assessed as part of the contract handover.

8.3.13. The total funding request for current property maintenance requirements, set out in appendix C, is £21,850,864.

8.4. Engineering Asset Maintenance Requirements

- 8.4.1. Funding for the engineering projects detailed in appendix C is required to ensure these assets remain safe, achieve improved performance or guard the council against excessive additional costs. Maintaining the Council's assets before significant degradation occurs will ensure that in the longer term these assets remain resilient and fit for purpose.
- 8.4.2. The total funding request for current engineering maintenance requirements, set out in appendix D, is £10,738,945.
- 8.5. Our finances are currently uncertain and these maintenance liabilities only add to this problem, but they need to be considered now for the next five year period because the reported issues are already a backlog. Over the next five years greater requirements will come to light in these assets and if maintenance liabilities are not addressed now assets may need to close.
- 8.6. Priorities for all repairs are determined in conjunction with the Corporate Property Maintenance Strategy Priority Matrix, set out in appendix E
- 8.7. Report Appendices
Appendix A - Condition Survey Backlog for all currently surveyed operational and commercial properties
Appendix B - Cathedral and Quay Multi-storey Car Park Structural Repairs Report
Appendix C - Current Corporate Property Maintenance Requirements
Appendix D - Current Engineering Maintenance Requirements
Appendix E - Corporate Property Maintenance Strategy Priority Matrix

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

This decision will contribute to the Council providing value for money services, through both enabling the expansion of our commercial activity to generate more income and providing improved management of our built assets and maximising longevity.

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

The individual risk for each project should be examined in detail but in general not investing in our assets will

- Lead to increased health and safety risks and the assets eventual closure.
- Result in loss of income or increased additional costs
- Result in loss of service provision for the City and its residents.
- Lead to increased risk of Legal action for non-performance of Council lease obligations

11. Equality Act 2010 (The Act)

- 11.1. In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act.

12. Carbon Footprint (Environmental) Implications:

- 12.1. All construction and repair generates carbon (concrete, steel, site activities and the like). The repairs set out in this report will make the assets more efficient and hence a reduction in carbon footprint will be achieved.
- 12.2. The coordinated delivery model enabled by this investment is a more efficient way of managing our repairs, which has a lower carbon impact than historic reactive approaches.

13. Are there any other options?

- 13.1. Lower priority property assets could be postponed, but the condition of these properties will only worsen further as more time passes and the cost to rectify will increase.
- 13.2. Where an asset has the potential for disposal this has been indicated in the report and efforts will be made to mitigate expenditure by the Council where possible.

Director Net Zero Exeter & City Management - David Bartram

Author: Corporate Property Assets Manager

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

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 4.36
01392 265275

Appendix A

Condition Survey Backlog for all currently surveyed operational and commercial properties

Site	Priority Rating for consequential impact of not completing repairs *	Construction cost to reach condition B - Satisfactory: Performing as intended but exhibiting minor deterioration	Risk Allowance	Fees	Total cost per asset (2020/21)	Budget Required 2020/21	Budget Required 2021/22 (+3% inflation)	Budget Required 2022/23 (+6.1% inflation)	Total Project Cost
Corn Exchange	4	551,300	82,695	85,589	719,584	35,979	555,879	152,696	744,554
Guildhall	4	631,000	94,650	97,963	823,613	41,181	636,241	174,771	852,192
Matford Centre	4	327,200	49,080	50,798	427,078	21,354	329,918	90,626	441,897
MRF	4	198,400	29,760	30,802	258,962	12,948	200,048	54,952	267,948
Underground Passages	4	16,800	2,520	2,608	21,928	1,096	16,940	4,653	22,689
Clock Tower	7	32,500	4,875	5,046	42,421	2,121	32,770	9,002	43,893
Higher Cemetery Chapels	7	153,500	23,025	23,831	200,356	10,018	154,775	42,516	207,308
Old Exe Bridge and St Edmunds Church	7	39,700	5,955	6,163	51,818	2,591	40,030	10,996	53,617
St Loyes Chapel and Cross	7	5,100	765	792	6,657	333	5,142	1,413	6,888
Alphington Community Centre	8	41,600	6,240	6,458	54,298	2,715	41,946	11,522	56,183
Barnfield Theatre	8	38,300	5,745	5,946	49,991	2,500	38,618	10,608	51,726
Bettys Mead Changing Rooms	8	46,600	6,990	7,235	60,825	3,041	46,987	12,907	62,935
Bradinch Place	8	381,400	57,210	59,212	497,822	24,891	384,568	105,638	515,097
Cowick Barton Changing Rooms	8	116,000	17,400	18,009	151,409	7,570	116,963	32,129	156,663
Hamlin Lane Changing Rooms	8	36,300	5,445	5,636	47,381	2,369	36,601	10,054	49,025
King George V Changing Rooms	8	253,500	38,025	39,356	330,881	16,544	255,605	70,213	342,362
Pinces Garden Bowls Club	8	23,900	3,585	3,710	31,195	1,560	24,099	6,620	32,278
Pinces Gardens Croquet Pavilion	8	21,800	3,270	3,384	28,454	1,423	21,981	6,038	29,442
Pinhoe Station Road Changing Rooms (pending outcome of asset transfer)	8	51,700	7,755	8,026	67,481	3,374	52,129	14,320	69,823
St Katherine's Priory	8	78,800	11,820	12,234	102,854	5,143	79,454	21,826	106,423
St Thomas Bowls Club	8	104,700	15,705	16,255	136,660	6,833	105,570	28,999	141,402
Topsham Museum	8	28,800	4,320	4,471	37,591	1,880	29,039	7,977	38,896
Ark	9	12,400	1,860	1,925	16,185	809	12,503	3,434	16,747
Exwick Chapel	9	17,600	2,640	2,732	22,972	1,149	17,746	4,875	23,770
Oakwood House	9	12,300	1,845	1,910	16,055	803	12,402	3,407	16,612
RAMM	9	208,800	31,320	32,416	272,536	13,627	210,534	57,832	281,993
Topsham Cemetery Chapel (working)	9	22,100	3,315	3,431	28,846	1,442	22,284	6,121	29,847
Belmont Bowls Club	10	55,900	8,385	8,678	72,963	3,648	56,364	15,483	75,495
Catacombs	11	84,100	12,615	13,057	109,772	5,489	84,799	23,294	113,581
Old Paper Mill	11	27,400	4,110	4,254	35,764	1,788	27,628	7,589	37,005
Topsham Cemetery Chapel (non-working)	11	24,100	3,615	3,742	31,457	1,573	24,300	6,675	32,548
Vicars Choral	11	11,400	1,710	1,770	14,880	744	11,495	3,158	15,396
* Priorities for all repairs are determined in conjunction with the Corporate Property Maintenance Strategy, set out in appendix D						Total Budget Required 2020/21	Total Budget Required 2021/22	Total Budget Required 2022/23	Total backlog maintenance funding requirement
						238,534	3,685,357	1,012,340	4,936,232

This page is intentionally left blank

Appendix B

Cathedral and Quay Multi-storey Car Park Structural Repairs

Reasons for the report

If these structural repairs are not undertaken the four decks which are currently closed will have to remain closed due to health and safety risk. Water seepage will continue further into the car park over time and further decks will need to be closed until the entire car park has to be shut due to potential for structural failure. The current closure of the upper four decks is already reducing the Council's income potential and adversely impacting on local businesses.

Whilst the car park is closed to complete the essential structural repairs it would be an effective use of the down time to improve the overall user experience and seek to address long standing anti-social behaviour issues. For this reason there is a second recommendation to refurbish the remainder of the car park. As well as upgrading the facility this scheme will provide secure access control for pedestrians and vehicles and will substantially reduce anti-social behaviour issues occurring at this car park, which include; graffiti; vandalism to parking equipment, lights and lifts; rough sleepers; drug use; under-age drinking; skateboarding; noise; groups of motorists congregating and revving engines and playing loud music. These behaviours can deter genuine customers and thereby reduce income and impact directly on the quality of life for those residents living nearby.

Resource implications

Proceeding with both recommendations would provide an enhanced parking experience from this asset. Based on projected income provided by Car Parks it is anticipated that income would increase from an average income of £270,000 by up to £50,000 per annum as a direct result of these improvements.

Due to the nature of the car park structure and coverings it is not possible to accurately determine the full extent of the repairs required until work commences and the deck surface coatings are removed and defects opened up.

An estimate of £1,500,000 million is anticipated to cover a significant proportion of the works to the upper four decks, but it is likely that further funding will be required as the full extent of the issues is determined.

The further works to refurbish the remainder of the car park, including providing secure access control for pedestrians and vehicles, will cost an additional estimated £2,400,000.

As this project will necessitate a multi-disciplinary approach, including professions that the Council does not have within internal resources, an external consultancy will need to

be appointed to design and oversee the delivery of the project. The cost of this are included within the budget.

Recommendation One

The Council became aware of structural issues at Cathedral and Quay MSCP in late 2019. At this time a structural engineer was appointed. During the course of the subsequent survey it became apparent that a risk of collapse existed due to the presence of structural defects and the upper four decks of the car park were closed. The Council received the full structural survey report in February 2020.

Failure of surface coatings due to a legacy of insufficient maintenance or planned replacement programmes of deck coatings has resulted in water seepage throughout the car park structure. The majority of the water ingress and resultant defects are on the top two decks, but continue through lower decks.

Water seepage has caused corrosion and expansion of reinforcement within the structure, particularly at construction joints, which has resulted in spalled concrete. Signs of further areas that have a likelihood of spalling due to corroded reinforcement within the structure have been identified.

The corroded reinforcement reduces the structural effectiveness of the waffle slabs that form the decks of the car park. With original design utilising 65-85% for worst case mid-span bending moment, corrosion of tension reinforcement in the bottom of the slab ribs will reduce the cross sectional area of the reinforcement until the slab rib becomes over-utilised under ultimate limit-state conditions.

In plain terms, if water is permitted to continue to enter the structure, more reinforcement will corrode. As more reinforcement corrodes the less capable the structure becomes in resisting loads, especially the live loads of vehicle traffic. When loading exceeds remaining structural capability, collapse is likely to occur.

As a result of the concerns raised by the structural engineer, the top four decks of the car park have been closed, which is impacting on the income potential of this asset as well as having a detrimental impact on local businesses and activities.

To resolve the identified issues a programme of investigation and repairs has to be undertaken including; deck coatings to decks showing signs of water ingress or structural damage will be removed; decks will be intrusively assessed by a structural engineer; decks will be sealed and recoated; drainage improvements undertaken to upper decks including perimeter drainage runs, surface falls and deck ramps; corroded waffle slab reinforcement to be removed and replaced; spalled and damaged concrete to be removed and replaced; any further structural issues found during the course of the works to be rectified; protective coatings will be applied to the concrete.

At the time of undertaking these works it will be necessary to remove M&E installations. Given the age of these M&E installations it will more than likely be necessary to install new rather than refit existing M&E installations and this has been allowed for within the budget.

Initial assessment of the processes and works involved indicate that it will not be feasible to reopen the decks currently closed off within this car park until at least late 2020, but possibly 2021.

Recommendation Two

Cathedral & Quay car park is the prime destination for drivers visiting the city to explore major tourist attractions. The name of the car park and location make this a default site for visitors. The car park is open between 7am and 11pm and helps support both the daytime and evening economy on the Quay. The site is surrounded by residential properties, many of whom qualify for a concessionary residential permit for the car park due to lack of kerbside capacity in the vicinity.

Unfortunately the condition of the car park tends to underwhelm first time visitors and reflects poorly on the city and the Council. Despite previous lighting upgrades the site is not well lit and this, combined with other anti-social issues, can give the impression of the car park being unsafe and threatening. The poor lighting also detracts from the current CCTV coverage.

Anti-social issues occur mainly during the evenings and include, graffiti; vandalism to parking equipment, lights and lifts; rough sleepers; drug use; under-age drinking; skateboarding and youths congregating and being noisy; young drivers revving engines and playing loud music. These behaviours can deter genuine customers and impact directly on the quality of life for those residents living nearby.

Trials in locking the site earlier than 11pm have been attempted with mixed success due to the additional requirements to provide residents access to their vehicles and suitable parking provision for those visiting the wide range of restaurants and pubs around the Quay during the evening.

Providing on-site security patrols is expensive if buying in, or unsustainable if redeploying internal staff from other duties. The solution is a system whereby; there is a deterrent for vehicles to enter unless legitimately using the site for parking purposes e.g. shutter controlled and pay on entry/exit; access for pedestrians is restricted to those who have legitimately parked their car on site or hold a valid permit e.g. ticket issued at entrance shutter provides bar code pedestrian access through doors; the site remains secure outside of the above two means of entry/egress.

A refurbishment of the site to bring it to the same level as John Lewis car park and an investment in the above parking/security equipment would upgrade the car park to the premium level where we currently charge a higher tariff and up until midnight. These changes, as well as attracting new customers could reasonably increase income at this site by up to £50,000 per annum and better reflect the prestige and ambition of the city to visitors.

Whilst the car park is closed to complete the essential works set out above, it would be an effective use of the down time at this asset to improve the overall user experience and seek to address long standing anti-social behaviour issues and avoid additional lengthy closure to the car park in the future.

Further Benefits

This decision will contribute to the Council providing value for money services, through both enabling the expansion of our commercial activity to generate more income and providing improved management of our built assets and maximising longevity.

Undertaking both recommendations will improve the overall energy efficiency of the asset through the use of more efficient services installations, for example LED lighting and presence detection.

Project Risks

There are no risks in proceeding with the proposals.

Not proceeding with the first recommendation, for funding the structural repair works and associated refurbishment, will result in the need to leave the upper decks closed and, as water seepage continues, close the entire car park as the risk increases. Income will reduce as a result of not proceeding. If left unrepaired overtime there is the potential for complete collapse of the car park.

Not proceeding with the second recommendation, for refurbishing the remainder of the car park and adding security measures, would result in a stark contrast to the repaired and refurbished upper decks. This may exacerbate the current levels of anti-social behaviour, impact directly on the quality of life for those residents living nearby, further detract from the user experience of this car park and deter genuine customers with a resultant potential reduction in income.

Alternatives

Works could be restricted to undertaking only the first recommendation of known essential structural works to the estimated value of £1.5 million. However, the remainder of the scheme would remain a requirement and would necessitate an additional lengthy closure to the car park in the near future.

In addition, the surface coverings to the car park decks prevent accurate assessment of structural issues until they have been removed, proceeding with only the known structural issues has the potential for structural issues that are yet to have deteriorated the structure as extensively as on the upper decks to be missed.

Author: Corporate Property Assets Manager

Documents used in compiling this report: Water Ingress and Defect Survey at Cathedral and Quay Multi-Story Car Park. 4 February 2020.

Appendix C

Current Corporate Property Maintenance Requirements

Site	Priority Rating for consequential impact of not completing repairs *	Construction cost to reach condition B - Satisfactory: Performing as intended but exhibiting minor deterioration	Risk Allowance	Fees	Total cost per asset (2020/21)	Budget Required 2020/21	Budget Required 2021/22 (+3% inflation)	Budget Required 2022/23 (+6.1% inflation)	Budget Required 2023/24 (+9.3% inflation)	Budget Required 2024/25 (+12.5% inflation)	Total Project Cost
Guildhall roof replacement	4	443,500	66,525	68,853	578,878			614,190			614,190
RAMM - roof replacement	5	722,250	108,338	112,129	942,717		388,399	600,134			988,533
Mary Arches MSCP including allowance for structural repairs, expansion joint replacements and drainage improvements. No allowance for works to North Street foot bridge. This scheme is subject to ECL review	4	2,650,000	397,500	411,413	3,458,913	172,946	1,959,474	1,467,962			3,600,382
Guildhall MSCP including allowance for structural repairs, expansion joint replacements and drainage improvements	4	1,580,000	237,000	245,295	2,062,295	103,115			1,014,340	1,160,041	2,277,495
Cathedral and Quay MSCP including allowance for structural repairs, expansion joint replacements, drainage improvements and secure access control. This scheme is subject to ECL review	4	2,890,000	433,500	448,673	3,772,173	377,217	3,496,804				3,874,021
Harlequins MSCP	4	253,000	37,950	39,278	330,228	16,511				352,931	369,443
John Lewis MSCP including allowance for structural repairs, expansion joint replacements and drainage improvements	4	1,942,500	291,375	301,573	2,535,448	126,772				2,709,760	2,836,533
Princesshay 2 MSCP including allowance for structural repairs, expansion joint replacements and drainage improvements	4	1,812,300	271,845	281,360	2,365,505	118,275		2,384,310			2,502,586
Princesshay 3 MSCP including allowance for structural repairs, expansion joint replacements and drainage improvements	4	884,100	132,615	137,257	1,153,972	57,699			567,581	649,109	1,274,388
Leighton Terrace and King William Street MSCP including allowance for structural repairs, expansion joint replacements and drainage improvements	4	1,251,600	187,740	194,311	1,633,651	81,683		606,656	1,071,348		1,759,687
Commercial Property Ancillary Accommodation flat roof recovering	3	90,000	13,500	13,973	117,473			124,638			124,638
Bradninch Place - additional actions to enable potential asset transfer including heating system, roof access and removal of the BMS system. These works are in addition to the condition survey backlog of £598,000	4	175,000	26,250	27,169	228,419			242,352			242,352
Wat Tyler House - resolving ongoing water ingress with new rainwater system	3	175,000	26,250	27,169	228,419		235,271				235,271
Verney House - roof access and rainwater drainage improvements. Potential for mitigation if asset transferred for residential development opportunity	3	90,000	13,500	13,973	117,473		120,997				120,997
Commercial Properties - capital improvements to enable ongoing income (compliance with EPC legislation)	4	300,000	45,000	46,575	391,575		100,831	103,865	106,998	110,130	421,824
Civic Centre Phase Three roof covering replacement	3	230,000			230,000	230,000					230,000
City Wall (priority and survey actions for the remainder of the City Wall will be the subject of a separate report)	1	290,000	43,500	45,023	378,523	378,523	-	-	-	-	378,523
* Priorities for all repairs are determined in conjunction with the Corporate Property Maintenance Strategy, set out in appendix D						Total Budget Required 2020/21	Total Budget Required 2021/22	Total Budget Required 2022/23	Total Budget Required 2023/24	Total Budget Required 2024/25	Total Capital Funding Requirement
						1,662,741	6,301,776	6,144,108	2,760,267	4,981,972	21,850,864

This page is intentionally left blank

Appendix D

Current Engineering Maintenance Requirements

Asset	Task	Current Priority *	Delivery Year	Outline of the problem and potential impacts	Implications of not taking action	Proposed Actions	Alignment with corporate plan	Total cost per asset (2020/21) including risk allowance and fees	Estimated Spend Profile (FY)					Total Project Cost
									Budget Required 2020/21	Budget Required 2021/22 (+3% inflation)	Budget Required 2022/23 (+6.1% inflation)	Budget Required 2023/24 (+9.3% inflation)	Budget Required 2024/25 (+12.5% inflation)	
Exhibition Way Bridge	Repairs, redecoration & remedial works	6 - Manageable H&S Risk	2021 - 23	Bridge is an important part of the city cycle network, and a key access route to Exhibition Fields. If Principal Inspection (PI) identifies critical defects, these will need to be addressed or else the bridge will need to be closed to reduce risk to users.	Places ECC in a position liable for exceptional fines by Network Rail if disruption caused to railway. Continued inaction will lead to closure of bridge, deterioration and eventual collapse which will lead to substantial fines	Full Repair (specification dependent upon PI Report findings) & redecoration	Active & Healthy Lifestyles Tackling Congestion & Accessibility Providing Value-for-Money Services	200,000	-	41,200	169,760	-	-	210,960
Cricklepit Bridge	Repairs, redecoration & remedial works	6 - Manageable H&S Risk	2021	Bridge is a crucial pedestrian link between River Exe NE & SW banks for commuters and tourists. If Principal Inspection (PI) identifies critical defects, these will need to be addressed or else the bridge will need to be closed to reduce risk to users. Closure would sever Haven Banks from the Quay	Continued Inaction will force closure, deterioration and eventual collapse into the river. ECC would be left with a cost to recover and dispose of the collapsed bridge	Full Repair (specification dependent upon PI Report findings) & redecoration. Last full paint coat was 15 years ago and is due for renewal	Active & Healthy Lifestyles Tackling Congestion & Accessibility Providing Value-for-Money Services	150,000	25,000	128,750	-	-	-	153,750
Yaroslavl Bridge	Repairs, redecoration & remedial works	6 - Manageable H&S Risk	2021 - 22	This bridge spans Western Way and provides an important link between the city and the quay / car park. If Principal Inspection (PI) identifies critical defects, these will need to be addressed or else the bridge will need to be closed to reduce risk to users. Existing issues identified with handrails and non-slip surfacing which need to be addressed	Inaction highly likely to force closure of bridge in icy weather, followed by permanent closure, further deterioration and eventual collapse onto the highway. Costs will include compensation payments, fines, clearance and highway repairs	Full Repair (specification dependent upon PI Report findings) & redecoration, including redecking and replacement of handrail. Last full paint coat was 15 years ago and is due for renewal	Providing Value-for-Money Services	75,000	-	77,250	-	-	-	77,250
Leypark Road Footbridge	Repairs, redecoration & remedial works	6 - Manageable H&S Risk	2021 - 23	If Principal Inspection (PI) identifies critical defects, these will need to be addressed or else the bridge will need to be closed to reduce risk to users	Places ECC in a position liable for exceptional fines by Network Rail if disruption caused to railway. Continued inaction will lead to closure of bridge, deterioration and eventual collapse which will lead to substantial fines	Full Repair (specification dependent upon PI Report findings) & redecoration	Providing Value-for-Money Services	200,000	-	41,200	169,760	-	-	210,960
Salmonpool Swing Bridge	Repairs, redecoration & remedial works. Potential rebuild	4 - maintain income / reduce revenue spend	2020 - 21	This bridge is the only public vehicular access to the Double Locks Public House & Bromhams Farm and requires opening in order to facilitate canal access to the Canal Basin. If Principal Inspection (PI) identifies critical defects, these will need to be addressed or else the bridge will need to be closed, preventing vehicle access to Riverside Valley Park and preventing navigation of the canal.	Continued Inaction will force closure, deterioration and eventual collapse into the canal. ECC would be left with a cost to recover and dispose of the collapsed bridge. Loss of earnings from Double Locks Pub	PI completed April 2020. Structural repairs plus replacement of handrails & decking, repainting of all steelwork.	Active & Healthy Lifestyles Tackling Congestion & Accessibility Providing Value-for-Money Services	125,000	125,000	-	-	-	-	125,000
Paul Street Car Park Bridge & Ramp	Repairs, redecoration & remedial works	6 - Manageable H&S Risk	2022 - 23	This ramp serves an important city centre car park for the Guildhall Shopping Centre. If Principal Inspection (PI) identifies critical defects, these will need to be addressed or else the ramp, and the upper section of the car park, will need to be closed leading to a loss of income.	Continued Inaction will force closure of ramp and part of the car park, leading to loss of earnings at key car park in city centre. Continued deterioration of structure would present increasing risk of collapse. Costs will include compensation payments, fines, clearance and highway repairs	Full Repair (specification dependent upon PI Report findings) & redecoration	Providing Value-for-Money Services	100,000	-	-	21,220	87,440	-	108,660

Appendix D

Current Engineering Maintenance Requirements

Asset	Task	Current Priority *	Delivery Year	Outline of the problem and potential impacts	Implications of not taking action	Proposed Actions	Alignment with corporate plan	Total cost per asset (2020/21) including risk allowance and fees	Estimated Spend Profile (FY)					Total Project Cost
									Budget Required 2020/21	Budget Required 2021/22 (+3% inflation)	Budget Required 2022/23 (+6.1% inflation)	Budget Required 2023/24 (+9.3% inflation)	Budget Required 2024/25 (+12.5% inflation)	
North Street Footbridge	Repairs, redecoration & remedial works or removal	1 - Unmanageable H&S Risk	2020 - 21	If Principal Inspection (PI) identifies critical defects, these will need to be addressed or else the footbridge will need to be closed. This is a key pedestrian connection from a car park to the Guildhall shopping centre and closure could affect businesses in the Guildhall	Closure of bridge will lead to loss of earnings at key car park in city centre plus impacts to traders. Continued deterioration of structure would present increasing risk of collapse onto highway. Costs will include compensation payments, fines, clearance and highway repairs	Demolish Bridge	Providing Value-for-Money Services	150,000	25,000	128,750	-	-	-	153,750
King William Footbridge	Repairs, redecoration & remedial works	6 - Manageable H&S Risk	2022 - 23	If Principal Inspection (PI) identifies critical defects, these will need to be addressed or else the footbridge will need to be closed. This is a key pedestrian connection from a car park to Sidwell Street and closure could affect businesses in Sidwell Street	Closure of bridge will lead to loss of earnings at key car park in city centre plus impacts to traders. Continued deterioration of structure would present increasing risk of collapse onto highway. Costs will include compensation payments, fines, clearance and highway repairs	Full Repair (specification dependent upon PI Report findings) & redecoration	Providing Value-for-Money Services	100,000	-	-	21,220	87,440	-	108,660
Farm Hill Retaining Walls (23 no.)	Repairs, redecoration & remedial works	6 - Manageable H&S Risk	2022 - 27	These retaining walls support large areas of the Farm Hill development. If Principal Inspection (PI) identifies critical defects, these will need to be addressed or else properties at risk from potential wall failure would need to be evacuated.	Continued inaction will lead to evacuation and rehousing of residents, followed by the eventual collapse of these retaining walls and loss of houses.	Stabilising works and other remedial actions (specification dependent upon PI Report findings)	Providing Value-for-Money Services	1,000,000	-	-	53,050	218,600	281,250	552,900
Mallison Bridge	Replace unsafe, now closed, pedestrian bridge	10 - General Disrepair	2021 - 22	Bridge removed June 2020. the original bridge provided a good route from Cricklepit Bridge to the Quay, and was an important walking and cycling route. ECC has planning permission to replace the bridge with a new boardwalk type structure.	Bridge removed in June 2020. Current access from Cricklepit Bridge to Quay is poor and not suitable for cyclists. Many pedestrians short-cut through Samuel Jones restaurant's garden	Replace bridge as per prepared Design, creating new public boardwalk and raised platform alongside quay walls	Active & Healthy Lifestyles Providing Value-for-Money Services	1,000,000	-	772,500	265,250	-	-	1,037,750
Trews Weir	Stabilise and Refurbish damaged Weir	1 - Unmanageable H&S Hazard	2020 - 2022	The weir retains a high water level, which feeds the canal and preserves the current river levels at the quay. Visual inspection reveals serious degradation to base of weir which will eventually result in failure. Following intrusive investigations on the weir, it is expected that substantial remedial works will be required to secure the long-term future of Trews Weir. A feasibility study is required by a specialist consultant to assess options and develop and outline proposal for works.	continued inaction will cause the weir to collapse, leading to drying out of the canal and substantial fall in river levels at the quay leading to landscape and historic character loss plus risk of instability to quay walls. Boats in the canal will be beached and need recovery, ecological impact if canal no longer fed with water. Likely damage to HV cable in the river	Repair weir structure insitu	Providing Value-for-Money Services	1,000,000	50,000	103,000	901,850	-	-	1,054,850
Riverside Walls at Quay	Repair/Reconstruct	6 - Manageable H&S Risk	2021 - 22	Historical inspections have raised concerns regarding integrity and capacity of Quay Wall, with significant voids below water level. Temporary repairs were carried out in 2015.	continued inaction will cause quay walls to collapse, leading to closure of riverside sections of the quay to the public. Impact on quayside traders, plus impacts on historic and visual character. Damaged section would need to be closed off to the public for safety reasons	Underpinning or sheet piling existing Quay walls. Potential opportunity to deliver alongside Trews Weir	Providing Value-for-Money Services	500,000	-	51,500	477,450	-	-	528,950

Current Engineering Maintenance Requirements

Asset	Task	Current Priority *	Delivery Year	Outline of the problem and potential impacts	Implications of not taking action	Proposed Actions	Alignment with corporate plan	Total cost per asset (2020/21) including risk allowance and fees	Estimated Spend Profile (FY)					Total Project Cost
									Budget Required 2020/21	Budget Required 2021/22 (+3% inflation)	Budget Required 2022/23 (+6.1% inflation)	Budget Required 2023/24 (+9.3% inflation)	Budget Required 2024/25 (+12.5% inflation)	
Exeter Arena Skatepark	Divert existing, damaged, foul drain beneath new Skate-park around North and down east edges Skate-park	5 - Unmanageable Service Delivery Impact	2021	Existing foul drain has collapsed at two points along the route from Arena Grandstand to Summer Lane: beneath the new Skatepark & further down towards Summer lane. In 2018 sewage that had backed up due to lower blockage seeped up through old Skate-park tarmac surface onto skating area and a repeat of this would seriously compromise the new £290k Skatepark	Raw sewage likely to leak out around lower edges of new £300k Skate-park. This would force closure of skate park, with likely increases in anti-social behaviour as a result of displaced site users.	Divert foul sewer around North & West edges of new Skate-park and reconnect into existing at manhole to SW of new Skatepark	Active & Healthy Lifestyles Providing Value-for-Money Services	25,000	5,000	20,600	-	-	-	25,600
Bonhay Rd/Andlaw House Footpath	Gabion support wall to edge of leat below is failing and pavement is subsiding	6 - Manageable H&S Risk	2022 - 23	Gabion basket support wall to edge of leat below is failing and pavement above subsiding. This footpath provides a secondary access to residential accommodation and also a short cut between Bartholomew Street and Bonhay Road	Inaction highly likely to force closure of path within next 12 months. Subsequent deterioration will lead to collapse of wall and path, obstructing the Longbrook / Higher Leat and compromising foundations of adjacent housing, leading to evacuation and rehousing	Remedial works to replace existing gabion baskets or shore up existing gabion baskets - plus resurfacing of path with tarmac	Providing Value-for-Money Services	40,000	-	-	42,440	-	-	42,440
Turf Pierhead	Install Protective Sheet Piling plus H&S repairs to surfacing	5 - Unmanageable Service Delivery Impact	2023 - 24	The Topsham to Turf Ferry alights its passengers at this pierhead which is currently in a poor state of repair and suffering from heavy erosion due to exposed location and wave / tide overtopping. Closure of this Pierhead would prevent the Ferry landing and would expose Turf lock to wave action from the estuary	Continued erosion will force closure of Pierhead, primarily affecting the Turf Ferry. Continued erosion will threaten the stability of Turf Lock, which if damaged would prevent entry to the canal from the river, requiring boats to be craned out of the canal	Construction of new sheet piled wall around the pierhead	Providing Value-for-Money Services	150,000	-	-	-	27,325	140,625	167,950
Northernhay & Rougemont Gardens	H&S & General Improvements to paths & steps plus Remedial Works to Retaining Walls	6 - Manageable H&S Risk	2024	These are very popular amenity open spaces with much History situated adjacent the City Centre, regularly used for events. Currently have numerous closed paths, failing retaining walls and other paths slowly nearing the point of closure for H&S reasons. Frequent damage to structures in the park occurring during events	Areas of the site will need to be closed off to the public as they become unsafe, affecting the ability of the site to be used for events	Footpath improvements including resurfacing, replacement of handrails and fencing, repairs to retaining walls, refurbish bandstand. Improve electrical and water supplies for events, plus realignment of gates for easier events access	Active & Healthy Lifestyles Providing Value-for-Money Services	150,000	-	-	-	-	168,750	168,750
Longbrook Street wall behind 30-38	Remove vegetation and loose masonry to top of wall to stabilise and make safe	6 - Manageable H&S Risk	2024	Section of very old masonry wall between John Lewis car park and properties. Wall up to 5m high with crackign and loose masonry. which poses a risk of injury to people and property below. Section closest to King Billy Pub was lowered in June 2020 due to safety concerns.	If left, wall will deteriorate and collapse onto neighbouring land causing damage to people and property including vehicles for which ECC would be liable.	Localised repairs and strengthening of masonry wall	Providing Value-for-Money Services	50,000	-	-	-	-	56,250	56,250
Underground Passages	Required Maintenance	4 - Protecting income	2021 - 2022	Recently commissioned visual Structural Inspection has identified numerous important and desirable maintenance items and a single essential item that need addressing	If no works completed, tunnels will need to be closed on H&S grounds, and income will be lost	Carry out all works identified in the inspection report	Providing Value-for-Money Services	30,000	-	30,900	-	-	-	30,900

Current Engineering Maintenance Requirements

Asset	Task	Current Priority *	Delivery Year	Outline of the problem and potential impacts	Implications of not taking action	Proposed Actions	Alignment with corporate plan	Total cost per asset (2020/21) including risk allowance and fees	Estimated Spend Profile (FY)					Total Project Cost
									Budget Required 2020/21	Budget Required 2021/22 (+3% inflation)	Budget Required 2022/23 (+6.1% inflation)	Budget Required 2023/24 (+9.3% inflation)	Budget Required 2024/25 (+12.5% inflation)	
District Street Lighting	Replacement of streetlights	4 - Reducing revenue spend	2020 - 25	Maintenance responsibility recently passed to ECC from DCC. Large proportion of the lighting stock is reaching end of life (30 years). Modern lights are drop-down, LED lights which are cheaper to maintain and run, with significantly reduced emissions.	Over time, lamp posts will fail at a faster rate than we can replace with our revenue budget. Without streetlighting, there may be localised increase in anti-social behaviour and crime, and residents often feel unsafe to enter areas with little or no streetlighting at night.	Complete stock replacement of aging lighting columns to drop-down type and to LED lamps over 5 year programme.	Providing Value-for-Money Services Leading a well-run Council	600,000	50,000	103,000	159,150	163,950	168,750	644,850
Okehampton Street & Parr Street Car Parks	Remedial works to Car Parks' surfacing to eliminate potholes & trip hazards	6 - Manageable H&S Risk	2024	These are heavy footfall Car Parks where poor surfacing is highly likely to result in MoPs tripping and possibly making a claim against ECC for injury	Existing defects & continued degradation of surfacing is highly likely to result in MoPs tripping and thereby possibly submitting a claim against ECC for injury	Completely resurface both Car Parks and re-line Parking Spaces	Providing Value-for-Money Services	50,000	-	-	-	54,650	-	54,650
Exwick Cemetery	Remedial works to paths and roadways to eliminate trip hazards and potholes	6 - Manageable H&S Risk	2023	These is an area of generally sloping ground with areas of poor surfacing and a complete lack of lighting with reasonably heavy footfall often by older and more vulnerable MoPs	Existing defects & continued degradation of surfacing is highly likely to result in MoPs tripping and thereby possibly submitting a claim against ECC for injury	Fill potholes and fit grates to open gullies. Carry out resurfacing to a number of localised areas to eliminate trip hazards	Providing Value-for-Money Services	20,000	-	-	-	21,860	-	21,860
Higher Cemetery	Remedial works to paths and roadways to eliminate trip hazards and potholes	6 - Manageable H&S Risk	2023	This is a site with localised areas of poor surfacing and a complete lack of lighting. Many older and more vulnerable MoPs often visit deceased relatives here or use the site to stroll or exercise their dogs and the site is used as a short-cut by pedestrians including small children	Existing defects & continued degradation of surfacing is highly likely to result in MoPs tripping and thereby possibly submitting a claim against ECC for injury	Fill potholes, fill ruts in soft ground, eradicate trip hazards, raise sunken gullies/manhole covers and carry out resurfacing to a number of localised areas	Providing Value-for-Money Services	20,000	-	-	-	21,860	-	21,860
St James' Weir & Ducks Marsh Meadow banks	Install Sheet Piling to Stabilise Banks & Landscape	9 - Manageable Service Delivery Impact	2023 - 24	Following the failure of St James Weir, the river bank at Ducks Marsh was heavily damaged and required a temporary repair to protect ECC land. A more permanent solution is needed to protect ECC's interests, and it may be possible to provide wider benefits to other owners with the other works (such as re-filling St James Leat and limiting scour to Abbey Court gardens)	Erosion of river bank at Ducks Marsh, may lead to movement of river channel through park which could lead to closure. Potential damage to cycle route and electricity pylon serving Marsh Barton. Upstream erosion could threaten river banks owned by ECC, and overtime could undermine Trews Weir (see 12 above) or lead to failure of other river banks.	Repair and rebuild St James Weir. Cost is likely maximum, as it is anticipated that EA would contribute as they own the right bank of the river	Providing Value-for-Money Services	1,200,000	-	-	212,200	1,093,000	-	1,305,200
St David's Church Boundary Wall	Remedial Repairs to retaining Boundary Wall and Replacement of Coping	6 - Manageable H&S Risk	2022	This Church Boundary retaining wall contains the Church Grounds and burial plots. Partial failure to Heavitree stonework has already forced the removal and storage of a number of the large granite copings for H&S reasons and this has weakened the structure as a whole leaving areas of unprotected Heavitree stonework liable to accelerated failure.	Wall likely to eventually fail in a number of susceptible locations possibly resulting in injury to passers-by and/or decayed human remains spilling out onto the pavement. Potential claims from MOP	Deconstruction of unstable sections of Heavitree stone wall followed by full reconstruction including replacement of stored copings	Providing Value-for-Money Services	30,000	-	-	31,830	-	-	31,830

Appendix D

Current Engineering Maintenance Requirements

Asset	Task	Current Priority *	Delivery Year	Outline of the problem and potential impacts	Implications of not taking action	Proposed Actions	Alignment with corporate plan	Total cost per asset (2020/21) including risk allowance and fees	Estimated Spend Profile (FY)					Total Project Cost
									Budget Required 2020/21	Budget Required 2021/22 (+3% inflation)	Budget Required 2022/23 (+6.1% inflation)	Budget Required 2023/24 (+9.3% inflation)	Budget Required 2024/25 (+12.5% inflation)	
Canal Basin, Topsham Quay, Countess Wear	Provision of 4 no. Craning Pads	5 - Unmanageable Service Delivery Impact	2021 - 22	Works in and around the canal are currently limited to one or two locations, due to weight limits or limited space affecting the ability to use cranes. These locations require road closures and mitigation works to enable craning. Cranes are regularly used to lift boats in and out, and to load barges for construction work on the canal and river.	Additional spend for road closures and mitigation works when craning	provision of purpose-built concrete craning pads	Providing Value-for-Money Services	180,000	-	82,400	106,100	-	-	188,500
Double Locks Access Road & paths	Repair & resurface roadway from Salmonpool Bridge to Double Locks & rebed paving to canalside of Double Locks Public House	6 - Manageable H&S Risk	2021 - 23	This roadway serves as the only vehicular access to the Double Locks Public House and the Double Locks themselves. Numerous potholes and other defects are developing within the highway.	Continued degradation of the highway surface will lead to claims from vehicle owners, and then closure of the road. This may also lead to closure of the pub and would make the ECC Waterways Team's work at Double Locks exceptionally arduous, affecting the operation of the entire canal.	Repair & resurface roadway	Providing Value-for-Money Services	50,000	-	10,300	-	43,720	-	54,020
Heavitree Paddling Pools	Complete redesign & reconstruction of play area and paddling pools	4 - reduce revenue spend	2021	These pools are one of Exeter's most popular & well-attended Summer season facilities but the pools and associated Plant are now very outdated, almost reaching end of life, and require extensive & costly maintenance works every year prior to opening and whilst open. The play area here is popular but poorly designed which reduces its play value.	Facility likely to have to close within 2 years due to failing plant. Costs of keeping the site open are rapidly increasing due to maintenance demand. Paddling pools will then need to be decommissioned and relandscaped so the space remains safe for users.	Redesign and rebuild Paddling Pools, add new Splash Pad & replace dated Plant & Plant-Room. Expand and replace play area with a designed site	Active & Healthy Lifestyles Providing Value-for-Money Services	450,000	-	309,000	159,150	-	-	468,150
Cemetery Fields Play Area	re-provision play area	10 - General Disrepair	2022	All play equipment was removed from this site on safety grounds, as all of the timber pieces had rotted. The site is known to have waterlogging problems which caused this rot. This is the largest available site for a good-sized play area in this part of the city, and the waterlogging issues can be overcome through remediation works. The site access arrangements will need to be improved as currently there is no disabled access	Site will remain a Public Open Space, with no play equipment. Nearby sites have limited play value, and are not large enough to function as major / strategic site (i.e. one which offers a wide range of equipment for children of different ages)	Delivery of new major play area including ground improvements and accessibility improvements. May permit closure of 1 or 2 nearby local sites with lower play value which will offset revenue costs.	Active & Healthy Lifestyles Providing Value-for-Money Services	150,000	-	77,250	79,575	-	-	156,825
Budlake Road	Repairs/Replacement of Surfacing, Lighting & Gullies	4 - reduce revenue spend	2023	This is a district highway, not adopted by Devon CC. The highway and footways do not meet adoptable standards. We are currently carrying out reactive repairs on potholes etc. when they are reported.	Road will continue to deteriorate, requiring more frequent and substantial repairs. Potential for claims from vehicle users if potholes develop	Remedial works to highways including resurfacing and drainage improvements. Possibility of DCC adopting the highway if brought up to standard, and this would then take away a future maintenance burden.	Providing Value-for-Money Services	100,000	-	-	-	109,300	-	109,300

Appendix D

Current Engineering Maintenance Requirements

Asset	Task	Current Priority *	Delivery Year	Outline of the problem and potential impacts	Implications of not taking action	Proposed Actions	Alignment with corporate plan	Total cost per asset (2020/21) including risk allowance and fees	Estimated Spend Profile (FY)					Total Project Cost
									Budget Required 2020/21	Budget Required 2021/22 (+3% inflation)	Budget Required 2022/23 (+6.1% inflation)	Budget Required 2023/24 (+9.3% inflation)	Budget Required 2024/25 (+12.5% inflation)	
Taddiford Brook @ New North Road / Taddiford Road	Taddiford Brook Flood Scheme	10 - Other	2022	Approx. 20 properties between New North Road and St Davids Station at risk of flooding from the Taddiford Brook. A flood protection scheme is proposed to protect these properties from flooding	No flood scheme. Risk of flooding to residents increases over time with climate change. Occasional disruption from highway flooding	Delivery of flood scheme comprising flood storage areas in Taddiford Brook valley. ECC will contribute approximately £50k of the funding towards this with the rest being provided by the EA, DCC and University	Building Great Neighbourhoods Providing Value-for-Money Services	50,000	-	10,300	-	43,720	-	54,020
Flowepot Skate-park	Upgrade Floodlighting and graffiti blitz	9 - Manageable Service Delivery Impact	2021	Following the construction of new Arena Skate-park there has been request from the user group, backed up by Cllr Harvey, to upgrade the floodlighting to a similar standard as Arena. There has also been a significant spread in graffiti across the site including the skate surface which is negatively affecting the skating, and ECC's graffiti team do not have sufficient resource to deal with this now that it has taken hold.	Graffiti will continue to spread across the site, making it less popular to some users, particularly younger ones, and possible attracting other anti-social behaviour. Potential claims from injured users if the graffiti is attributed to an accident, caused by change of surface roughness	To supply & install 8 no. 380 watt Philips BVP651 Clearflood Large T25 DX60 LED floodlight luminaires complete with internal drivers, commission and Certificate. Commission a contractor to remove all graffiti on site, and install CCTV for enforcement and deterrent against graffiti	Active & Healthy Lifestyles Providing Value-for-Money Services	25,000	-	25,750	-	-	-	25,750
Piazza Terracina (Public Realm & Corporate Property)	Redevelopment to facilitate Public Open Space for Events/Tourism	4 - New income / reduced revenue spend	2021, 2024	Repeated encroachment by vehicle traffic onto the Piazza has damaged the surface and made it uneven. Works have been done to limit vehicle ingress, and it is suggested that this could be combined with the creation of a better space for holding events including creation of street vendor concessions to provide an income	Regular repairs will continue to be carried out at Terracina to address trip hazards, to minimise the risk of potential claims for injuries	Repaving and landscaping Terracina, with new service points to improve suitability for events. Could include spaces for street food and pop-up stalls similar to Guildhall. Potential income from stalls and events which would help to offset some of the costs	Providing Value-for-Money Services	150,000	10,000	-	-	-	157,500	167,500
Numerous Play Areas	Renovation and improvement of existing play equipment and play sites, upgrades to some sites as per play strategy	9 - Manageable Service Delivery Impact	2021 - 25	The city is currently sitting on a rapidly aging stock of play equipment across its play areas, and there has been limited investment in many sites over the last few years. This means that equipment is reaching end of life, and will soon need to be removed and / or replaced in order to maintain play areas which offer a good diversity of play for children.	Items of Play Equipment will require gradual removal from existing Playparks as they reach end of life and eventually Play Areas will close due to lack of sufficient funding to maintain	Supply & Installation of new play equipment at multiple play areas across the city to replace old, end of life equipment. Cost includes 2 potential full redesigns where all equipment is old and the site could provide better play value and more accessible play in areas of multiple indices of deprivation (Lakeside Avenue & Chestnut Avenue)	Active & Healthy Lifestyles Providing Value-for-Money Services	800,000	-	206,000	212,200	218,600	225,000	861,800
Landfill Gas Extraction Systems @ Clifton Hill & Mincinglake Valley Park (Public Realm & Environmental Health)	Upgrade / Replacement	6 - Manageable H&S Risk	2022	ECC is responsible for managing landfill gas at Clifton Hill and Mincinglake Valley Park. This is done partially through the use of a gas extraction system, which vents and burns excess flammable gas to minimise risk of build-up underground and unplanned escape / explosion. These systems are now reaching end of life and are understood not to meet current standards, so are in need of substantial upgrade or replacement.	Systems will fail, leading to potentially hazardous build up of toxic gases at all sites for which ECC would be liable for associated claims. Will affect ability to sell Clifton Hill site, as the site is served by one of these extraction systems.	Significant upgrade or replacement of all three extraction systems.	Providing Value-for-Money Services	600,000	-	-	53,050	601,150	-	654,200

Appendix D

Current Engineering Maintenance Requirements

Asset	Task	Current Priority *	Delivery Year	Outline of the problem and potential impacts	Implications of not taking action	Proposed Actions	Alignment with corporate plan	Total cost per asset (2020/21) including risk allowance and fees	Estimated Spend Profile (FY)					Total Project Cost
									Budget Required 2020/21	Budget Required 2021/22 (+3% inflation)	Budget Required 2022/23 (+6.1% inflation)	Budget Required 2023/24 (+9.3% inflation)	Budget Required 2024/25 (+12.5% inflation)	
Mincinglake Valley Park Reed Beds & Pipe Inlet	Desilting, Relining & Screen Improvements	4 - Reducing revenue spend	2022	The reed beds have not been de-silted for many years, meaning that their capacity is likely to have been significantly reduced which will reduce its effectiveness. Leaks have been reported, likely to be a result of damage to the liner, meaning that leachate is entering the Mincinglake Stream. The screen on the nearby pipe, designed to prevent man entry, regularly blocks and is difficult to clear, particularly during high flows.	Reed bed will develop further leaks and accumulate further sediment, reducing the effectiveness of the lagoons and leading to a potential breach of water quality limits. Repeated blockage of the screen needs to be cleared by an operative, posing H&S risks to the operative plus revenue costs to ECC.	Re-lining of the lagoon to minimise leaks, coupled with design and construction of new debris screens to minimise blockage risks.	Providing Value-for-Money Services	150,000	-	51,500	106,100	-	-	157,600
Trews Weir	Safety Improvements	1 - Unmanageable H&S Hazard	2020 - 21	Following the drop in river levels, a number of previously submerged hazards have been exposed. This includes large boulders and wooden stakes. These pose a risk to canoeists or anyone entering the water, either intentionally at the downstream end or falling in upstream.	Risk to river users remains, potential damage to canoes and potential injury or loss of life to people.	Installation of new safety boom across the river upstream of Trews Weir, and safety signage in the pocket park downstream	Leading a Well-Run Council	60,000	60,000	-	-	-	-	60,000
Holman Way , Topsham - Car Park / Copse Wall	Repair of damaged wall	10 - General Disrepair	2021	Aging masonry wall adjacent to the footway along Holman Way has shed a number of bricks and is in very poor condition. This wall prevents access to a small wooded area, and also the rear of several residential properties.	Potential collapse of wall onto footway, risk of injury to footway users and potential claims. Will encourage unauthorised entry to land and neighbouring gardens, likely increase in anti-social behaviour.	Remove loose masonry and rebuild broken section of wall using reclaimed bricks to match existing.	Providing Value-for-Money Services	10,000	10,000	-	-	-	-	10,000
Exeter Ship Canal - M5 Viaduct	Bank Raising and Reinforcement	5 - Unmanageable Service Delivery Impact	2021 - 22	A section of the canal bank in the vicinity of the M5 viaduct is at a lower level to surroundings, and the banks are very narrow here. This is likely due to wave erosion from the estuary, and is considered to be one of the highest risk areas for a potential breach of the canal. Future climate change impacts mean that this erosion is likely to increase, and with it the risk of canal breach is also increasing.	Continued erosion of canal bank is likely to lead to a breach, which will drain the canal between Double Locks and Turf Locks. Boats in the canal will be beached and need recovery. Ecological impact including fish kills. Likely further collapses in canal banks caused by rapid lowering of canal levels.	Raise and widen approximately 250m length of canal bank in the vicinity of the M5 crossing. Reinforce with geotextile (terram / enkamat or similar) to reduce future erosion.	Providing Value-for-Money Services	160,000	10,000	154,500	-	-	-	164,500
Exeter Ship Canal - Bottleneck & Bird Hide	Bank Reinforcement	5 - Unmanageable Service Delivery Impact	2022 - 23	Sections of bank are showing weaknesses, and there have been leaks and a small sinkhole over the last couple of years. Without remedial works, leaks will continue to appear and require repairs, and there is potential for a breach to occur in the canal banks, similar to what occurred in the 1980s	Leaks and sinkholes will continue to appear and will need to be repaired. Potential for breach in the canal. Boats in the canal will be beached and need recovery. Ecological impact including fish kills. Likely further collapses in canal banks caused by rapid lowering of canal levels. Potential flooding of adjacent RSPB reserve, damage to highway alongside canal. Turf Lock and hotel would be cut off.	Top-up and reinforce approximately 200m length of canal bank and reinforce.	Providing Value-for-Money Services	110,000	-	10,300	106,100	-	-	116,400

Appendix D

Current Engineering Maintenance Requirements

Asset	Task	Current Priority *	Delivery Year	Outline of the problem and potential impacts	Implications of not taking action	Proposed Actions	Alignment with corporate plan	Total cost per asset (2020/21) including risk allowance and fees	Estimated Spend Profile (FY)					Total Project Cost
									Budget Required 2020/21	Budget Required 2021/22 (+3% inflation)	Budget Required 2022/23 (+6.1% inflation)	Budget Required 2023/24 (+9.3% inflation)	Budget Required 2024/25 (+12.5% inflation)	
Exeter Ship Canal - Swans Nest Car Park	Car Park Resurfacing	10 - General Disrepair	2025	Car park is well used by walkers and cyclists accessing the canal. The car park surface is in poor condition, with pot holes and poor drainage, and needs regular repairs to maintain a suitable standard.	Condition of carpark continues to deteriorate. Car park may become less attractive to public, reducing physical activity or leading to nuisance parking. Potential for claims from vehicle owners due to potholes etc.	re-surface car park with asphalt, re-line car park spaces	Providing Value-for-Money Services Active & Healthy Lifestyles	50,000	-	-	-	-	56,250	56,250
Exeter Ship Canal - Green Tip to Salmonpool	Footpath Resurfacing	10 - General Disrepair	2021 - 22	popular walking and cycling route from Quay & Canal Basin to Marsh Barton & Double Locks. Path surface is in poor condition. NOTE: potential to connect this path to riverside via Water Lane and Maritime Court and create continuous cycle route from canal basin to new Marsh Barton train station (some sections need widening, potential funding partner in DCC)	Condition of path continues to deteriorate. Route may become less attractive to public, reducing physical activity and increasing congestion.. Potential for claims from path users	re-surface path.	Providing Value-for-Money Services Active & Healthy Lifestyles Tackling Congestion & Accessibility	50,000	-	51,500	-	-	-	51,500
Exeter Quay Cellars & cliff face .	Geotechnical Stabilisation works	1 - Unmanageable H&S Hazard	2020-22	The City Council owns old 12 brick arches excavated into the cliff face that have structural and water ingress problems. The brick arches have been repaired previously , however movement is ongoing. Complaints about the level of vegetation that has established on cliff and concerns over the brick facia covering the lower half of the cliff face.	Cellars will become too dangerous, so will need to be vacated leading to loss of businesses and employment	Undertake full geotechnical investigations to determine the continuity of materials along cliff & determine the seasonal variation of the water table, plus monitoring further movement. Likely that each archway may need to be provided with rock anchors and water proof lining.	Providing Value-for-Money Services	450,000	40,000	128,750	318,300	-	-	487,050
* Priorities for all repairs are determined in conjunction with the Corporate Property Maintenance Strategy, set out in appendix D									Total Budget Required 2020/21	Total Budget Required 2021/22	Total Budget Required 2022/23	Total Budget Required 2023/24	Total Budget Required 2024/25	Total Capital Funding Requirement
									410,000	2,616,200	3,665,755	2,792,615	1,254,375	10,738,945

Maintenance Priority Matrix

Property with Contractual Obligation (Lease)	Priority	Void (empty lease premises)	Priority	Operational Property (occupied and void)	Priority	Other (Historic Monuments / Ruins)	Priority	How to Prioritise within the Priority
H&S Hazard (unmanaged or unmanageable)	1	H&S Hazard (unmanaged or unmanageable gas/electrical/asbestos/L8 checks or other hazard requiring mitigation or reduction)	1	H&S Hazard (unmanaged or unmanageable)	1	H&S Hazard (unmanaged or unmanageable)	1	on severity of hazard and risk presented (H&S Compliance Officer or Corporate Property Assets Manager to determine)
Preventing Unauthorised Access	2	Preventing Unauthorised Access	2	Preventing Unauthorised Access	2	Preventing Unauthorised Access	2	on greatest potential loss / damage / cost
Occupier Business Impact (unmanageable) to prevent claim	3							on greatest potential loss / damage / cost
Enabling Other Income Generation (e.g. PV) Or Protecting Other Existing Income Generation (e.g. PV)	4	Enabling New Letting (income generation) e.g. repairs. Or Enabling Other Income Generation (e.g. PV) Or Protecting Other Existing Income Generation (e.g. PV)	4	Enabling Other Income Generation (e.g. PV) Or Protecting Other Existing Income Generation (e.g. PV)	4			on greatest potential income/time limits/loss
				Service Delivery Impact (unmanageable)	5			on greatest potential loss / damage / cost
H&S Risk (manageable and being managed)	6	H&S Risk (manageable and being managed)	6	H&S Risk (manageable and being managed)	6			on severity of remaining hazard and risk presented (H&S Compliance Officer or Corporate Property Assets Manager to determine)
						H&S Risk (manageable and being managed)	7	on severity of remaining hazard and risk presented (H&S Compliance Officer or Corporate Property Assets Manager to determine)
Occupier Business Impact (manageable and being managed)	8							on greatest impact
				Service Delivery Impact (manageable and being managed)	9			on greatest impact
General Disrepair	10			General Disrepair	10			on greatest impact
						General Disrepair	11	on greatest impact

This page is intentionally left blank

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank