

EXECUTIVE

Date: Tuesday 9 March 2021

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, Wood and Wright

Agenda

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

1 Apologies

To receive apologies for absence from Committee members.

2 Minutes

To approve and sign the minutes of the meeting held on 9 February 2021.

(Pages 5 -
12)

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 9 on

the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Part I, Schedule 12A of the Act.

5 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 Council Housing and Development Resident Involvement Strategy 2021 - 2025

To consider the report of the Director for City Development, Housing and Supporting People. (Pages 13 - 46)

7 Skills Strategy Framework

To receive the report of the Director Net Zero & City Management. (Pages 47 - 60)

8 Amendment to Section 3d of the Council Constitution relating to delegation to the Service Lead - Environmental Health and Community Safety

To receive the report of the Director Net Zero & City Management. (Pages 61 - 94)

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.

9 Report on Members Training

To consider the report of the Corporate Manager Democratic and Civic Support. (Pages 95 - 118)

Date of Next Meeting

The next scheduled meeting of the Executive will be held on **Tuesday 6 April 2021** 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.

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EXECUTIVE
(HELD AS A VIRTUAL MEETING)

Tuesday 9 February 2021

Present:

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

In attendance:

Councillors Leadbetter and K. Mitchell (as opposition group Leaders)

Also present:

Chief Executive & Growth Director, Director Net Zero Exeter & City Management, Director of Culture, Leisure and Tourism, Director Finance, Corporate Manager Democratic and Civic Support, Corporate Manager – Executive Support, Service Lead - HR Services, Service Lead - Environmental Health & Community Safety, Growth & Commercialisation Manager, Assistant Service Lead (Planning) City Development, Electoral Services Manager, Democratic Services Officer (MD) and Democratic Services Officer (HB)

10

MINUTES

The minutes of the meeting held on 12 January 2021, were taken as read, approved as correct, for signing by the Chair at the earliest possible convenience.

11

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests were made.

12

QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions were received from members of the public.

13

URGENT DELEGATED DECISION

The Executive noted the urgent Delegated Decision taken under the Council's Finance Regulations to create a budget for expenditure to be incurred as part of the Government's and Council's work to address rough sleeping and, in particular, as a response to the greater risk to people experiencing homelessness as a result of the current pandemic. The Council had successfully bid for Department of Housing, Communities and Local Government Capital funds of £1.8 million and contributed un-ring-fenced Section 106 funding of £1.54 million towards the purchase of 29 units of affordable housing. There was a further revenue grant of £433,000 to provide support to new residents once the Council successfully purchased and brought the properties back into use.

This decision had been made by the Director City Development, Housing and Supporting People in consultation with the Leader of the Council, under the Council's amended Scheme of Delegation during the Coronavirus Pandemic and in

accordance with Standing Orders 13, 16 and 17, the Chair of Strategic Scrutiny Committee having agreed that this was an urgent decision, as any delay in seeking Council approval could jeopardise the funding opportunity.

RESOLVED that the urgent decision be noted.

14

GENERAL FUND/HRA ESTIMATES AND CAPITAL PROGRAMME 2021/22

The Executive received the report on the proposed General Fund revenue estimates for 2021/22 and recommending the Band D level of Council Tax for 2021/22. The report also included the proposed Capital Programme for 2021/22 and future years, and the proposals in respect of the Housing Revenue Account.

Particular reference was made to the following:-

- the recent Government announcement of the Local Government Finance Settlement with no change to the provisional settlement;
- the Referendum Principles for the Council Tax set by the Government would allow the Council to increase the tax by £5 but, if increased above that level, would lead to a requirement for a referendum to be held;
- the Council's core spending power would remain the same as the current financial year;
- the Medium Term Financial Plan required savings of £6 million up to the period 2024/25;
- the HRA Medium Term Financial Plan would drop reserves close to minimum levels by 2023/24; and
- final figures would be reported to the Extraordinary Council on 23 February 2021 when the Devon County Council, the Police and Crime Commissioner for Devon and Cornwall and the Devon and Somerset Fire Authority precepts would be known.

Members noted that a £5 increase in the Council Tax equated to 10p a week.

RECOMMENDED that Council:-

- (1) approve the overall spending proposals in respect of both its revenue and capital budgets;
- (2) the Council Tax for each Band be approved as set out in section 8.19.3, subject to Devon County Council, the Devon and Cornwall Police and Crime Commissioner and the Devon and Somerset Fire Authority confirming their Band D levels respectively;
- (3) when the actual Council Tax amounts for Devon County Council, the Devon and Cornwall Police and Crime Commissioner and the Devon and Somerset Fire Authority are set, then the revised Council Tax levels submitted to Council on 23 February 2021 be approved; and
- (4) the Statement given by the Director Finance as required under Section 25 of the Local Government Act 2003 be noted.

15

CAPITAL STRATEGY 2021-22

The Executive received the report on the Capital Strategy 2021-22 which provided Members with details of the long-term policy objectives and resulting capital strategy requirements, governance procedures and risks for the capital programme.

RECOMMENDED that Council approve the Capital Strategy as set out in Appendix 1 of the report presented to the meeting.

16 **THE PRUDENTIAL CODE FOR CAPITAL FINANCE IN LOCAL AUTHORITIES
(INCORPORATING THE ANNUAL STATEMENT OF MINIMUM REVENUE
PROVISION)**

The Executive received the report on the proposed 2021/22 prudential indicators for capital finance for adoption by the Council and to set the annual statement of Minimum Revenue Provision (MRP), which would be incorporated within the Budget Book for approval at the full Council meeting as per the statutory requirement.

Particular reference was made to the three key indicators of the capital financing requirement, the operational boundary and the authorised limit. It was noted that debt was repaid on an annuity basis.

RECOMMENDED that Council adopt:-

- (1) the Prudential Indicators set out in Appendix A-C of the report presented to the meeting; and
- (2) the Annual Statement of Minimum Revenue Provision for the Council.

17 **TREASURY MANAGEMENT STRATEGY REPORT 2021/22**

The Executive received the report seeking the adoption of the Treasury Management Strategy Report and the incorporated Annual Investment Strategy 2021/22, as required under section 15(1) (a) of the Local Government Act 2003.

RECOMMENDED that Council adopt the new Treasury Management Strategy and delegations contained therein.

18 **ANNUAL PAY POLICY STATEMENT 2021/22**

The Executive received the report on the Annual Pay Policy Statement 2021/22 which required approval by Full Council each financial year in line with legislation.

It was highlighted that the Council had adopted the Real Living Wage from 1 January 2014 and that the lowest graded wage would increase to £9.50/hour from 1 April 2021.

RECOMMENDED that Council:-

- (1) adopt the Policy, Report and Appendices and publish in accordance with the legislation; and
- (2) grant delegated authority to the Director - Corporate Services to make necessary amendments to the pay policy statement following any changes in legislation or subsequent increases in pay.

19 **GENDER PAY GAP**

The Executive received the report on the Gender Pay Gap which was a statutory requirement of the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, for the local authorities employing 250 or more employees. The report detailed a snap shot taken from 31 March 2020 and presented a detailed list of hourly pay rates between male and female staff.

It was highlighted that:-

- the average pay of females across the Council was higher than that of males;
- there were over three times more males in the lower quartile of earnings than females; and
- the report also covered agency staff.

RECOMMENDED that Council approve:-

- (1) annual reviews to track the relationship between both female and male earnings; and
- (2) the publication of the Gender Pay Gap Report and its findings on the Exeter City Council website and on the centrally held database on gov.uk.

20

DELEGATION OF POWERS TO AMEND POLLING DISTRICTS AND POLLING PLACES

The Executive received the report on the delegation of power to amend the designation of Parliamentary and Local Government polling districts and polling places, on a temporary basis, to the Returning Officer of Exeter City Council, or Acting Returning Officer or other relevant post (or appointed Deputy) if there was a requirement at short notice.

The Covid-19 Pandemic had highlighted potential implications of disruption to the electoral process should there be a sudden unavailability of a polling place or polling station, and to allow the Returning Officer to make alternative arrangements where there was insufficient time to follow the usual process of gaining Council approval to seek an alternative location.

In the unlikely event of a change being necessary, all Councillors, candidates and their agents and the voting public would be notified at the earliest opportunity.

RECOMMENDED that Council approve delegated powers being given to the Returning Officer of Exeter City Council or Acting Returning Officer (or appointed Deputy) to amend the designation of Parliamentary and Local Government polling districts and polling places, on a temporary basis, should it become necessary to do so, at short notice to facilitate the conduct of elections within the City of Exeter, due to any urgent issues which might arise, concerning the availability of polling places and polling stations and where there is insufficient time for amendments to be made and approved by Council.

21

AMENDMENTS TO THE COUNCIL'S CONSTITUTION RELATING TO PLANNING DECISION MAKING

The Executive received the report on the proposed changes to the Council's Constitution in relation to the scheme of delegation in respect of planning matters and amendments to clarify and streamline the planning process.

RECOMMENDED that Council approve the following changes to the Council's Constitution:-

- (1) the amendment of the Terms of Reference for Planning Committee to include:-
 - Applications referred by the Chair and/or Deputy Chair of Planning Committee
- (2) the amendment of the Terms of Reference for Delegation Briefing to state:-
 - Delegation Briefing is a sounding board of Members of Planning Committee that is open to all Members which meets periodically for a briefing on applications where the planning officers are minded to determine them under their delegated powers. The Chair (or Deputy Chair) of the Planning Committee reserves the right to refer any applications for determination by the full Planning Committee, having first sought the views of the relevant ward member at the delegation briefing.
- (3) the inclusion in the Scheme of Delegation to Officers of the following delegated powers to the Service Lead City Development in consultation with the Delegation Briefing:-
 - Applications that have been subject to representations from a statutory consultee that express views contrary to the officer recommendation; and
 - Applications that have been subject to objections from a Neighbourhood Forum, where that Neighbourhood has an adopted Neighbourhood Plan, that Officers are minded to approve under delegated powers.

22

CONSULTATION CHARTER

The Executive received the report which sought agreement to adopt a Consultation Charter, setting out the Council's commitment to best practice in consultation and to ensure a consistent approach to consultation arrangements.

Particular reference was made to:-

- the charter formalising the Council's overall approach to consultation to ensure a standard approach to each consultation undertaken; and
- positive feedback received from the Consultation Institute.

The Leader referred to comments he had received from Councillor Diana Moore on the proposed Charter and stated that it would be appropriate for the Scrutiny Programme Board to examine these suggestions. He welcomed the best practice approach and the feedback from the Consultation Institute and, whilst it was right to look to further improve the Charter, regard should be had to costs and the availability of existing resources.

During the discussion the following points were raised:-

- some elements could be clarified and amended in light of comments from Councillor Diana Moore;
- the Charter followed the core principles of good public consultation; and
- whilst many of the additional suggestions had merit such as meeting the Crystal Mark, training for Members and Officers and the provision of a digital consultation platform these would need to be assessed in the context of available resources.

The recommendation was amended for the Charter to be considered by the Scrutiny Programme Board.

RECOMMENDED that Council approve the Consultation Charter, subject to consideration by the Scrutiny Programme Board at its forthcoming meeting on 18 February 2021.

23

GENERAL BULLER STATUE UPDATE

The Executive received an updated report on the General Buller statue, an earlier report having been presented to the Executive on 12 January 2021 (minute reference 5/21 Refers) . Recommendation 2.2 of the 12 January report had read “that without prejudice to a final decision on the matter, an application be made for listed building consent for the relocation of the statue to an alternative location. This will provide an opportunity for public consultation on the proposed recommendation by the Task and Finish Group prior to a final determination of the matter by Council”

The updated report requested Members to withdraw their support for recommendation 2.2 in the 12 January report, following a subsequent announcement by The Rt. Hon Robert Jenrick MP, Secretary of State for Housing, Communities and Local Government, about legislation to ‘call in’ and potentially overturn any such formal planning decision about a statue.

Members noted that it was not therefore the intention to remove the statue.

RECOMMENDED that Council:-

- (1) withdraw recommendation 2.2 of the report that went to Executive on 12 January 2021 and that the application for listed building consent for relocation and the formal consultation now not take place; and
- (2) approve all the other recommendations in the 12 January 2021 report, which remain unchanged.

24

NEW OFFICE FOR EXETER CORN EXCHANGE

The Executive received the report which detailed the opportunity to create a new office to accommodate the staff engaged in the management and administration of Exeter Corn Exchange. The current venue office was not currently fit for purpose and presented a number of accessibility issues.

Members noted that the venue office would provide future opportunities for increased income, partnership working and hosting of other Council services as well as supporting the business environment in that part of the city. Members also noted that a street level presence would increase visibility from passing members of the public.

RECOMMENDED that Council approve:-

- (1) the use of the vacant retail unit at 89 Fore Street as a public facing office/box office for the Corn Exchange; and
- (2) the removal of the rental income requirement within the budget of Corporate Property Estates for this unit.

25

PUBLIC SPACES PROTECTION ORDER RENEWAL

The Executive received the report on the renewal of the Public Spaces Protection Order 2017 (PSPO) which was due to expire on the 20 June 2021, for a further year, following a review and consultation.

Members noted the data from the Police logs Exeter Business Against Crime Partnership on the anti-social behaviour complaints and the impact they were having on the quality of life of residents.

Particular reference was made to letters of support from the Devon and Cornwall Police and Crime Commissioner and the Chief Constable Devon and Cornwall Police.

Councillor K. Mitchell, speaking as a group leader, welcomed the report.

RECOMMENDED that Council approve:-

- (1) the renewal of the Public Space Protection Order (PSPO), on the existing boundaries as shown in Appendix A of the report presented to the meeting, for a further one year period from the commencement date of 20 June 2021;
- (2) delegated power being given to the Service Lead - Environmental Health and Community Safety to authorise staff within the Environmental Health and Community Safety Service to be able to enforce the prohibitions of the PSPO; and
- (3) the continuation of the current policy of funding received from fixed penalty notices issued for a breach of any PSPO to be ring-fenced for initiatives to address anti-social behaviour and that the Exeter Community Safety Partnership continue to administer the funding.

26

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 items on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1, Schedule 12A of the Act.

27

TEMPORARY EXTENSION OF THE COMMERCIAL MANAGER POST

The Executive received the report to extend the Commercial Manager post for a further two years, to manage various contracts within waste and recycling and a wider range of commercial projects.

Particular reference was made to the value of this work in enhancing the Green Agenda of the City Council itself and those of the participating companies.

RECOMMENDED that Council approve:-

- (1) the extension of the Commercialisation Manager post for an additional two years, from April 2021 to March 2023; and
- (2) the review of the role and outcomes of the post in March 2022, to determine the continuation of the post.

28 **CULTURE, LEISURE AND TOURISM, BUSINESS CASE, INCOME AND COVID-19 RISKS**

The Executive received the report which provided Members with information on the cost and how services would be delivered, following the decision to bring services in house. The report highlighted the pandemic related risks and proposed permanent structure.

Members noted the benefits and risks in bringing the service in-house and recognised the challenges being faced by the leisure sector in general.

RESOLVED that the content and risks posed by the pandemic as outlined in the report presented to the meeting be noted.

(The meeting commenced at 5.30 pm and closed at 6.38 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.

REPORT TO EXECUTIVE

Date of Meeting: 9 March 2021

Title: Council Housing and Development Resident Involvement Strategy 2021 - 2025

REPORT TO COUNCIL

Date of Meeting: 20 April 2021

Report of: Director for City Development, Housing and Supporting People

Title: Council Housing and Development Resident involvement Strategy 2021 - 2025

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

The report presents the Council Housing and Development Resident involvement Strategy 2021 – 2025 and requests the increase in resources necessary to deliver the Strategy's Action Plan.

2. Recommendations:

2.1 That Executive supports the Council Housing and Resident Involvement Strategy 2021-2025

2.2 That Council approves the Council Housing and Resident Involvement Strategy 2021-2025 and the increase in staff resources required to deliver the Action Plan

3. Reasons for the recommendations:

3.1 This revised Strategy will provide the foundation for delivering a successful resident involvement service for the next four years. The extra staffing resource requested will enable us to deliver the Strategy's Action Plan.

3.2 In updating the Strategy we have acknowledged the principles of the Government's recent White Paper which promoted transparency and accountability and set out a new Charter for Social Housing Residents. This Charter included, among other commitments, the expectation that social housing residents should know how their landlord is performing and should have their voices heard.

3.1 We are also following the requirements of the Regulator of Social Housing which expects social landlords such as Exeter City Council to involve tenants in:

- Forming policies
- Making decisions about how housing-related services are delivered
- Examining and commenting on how well their landlord is performing
- How repairs, maintenance and improvements are carried out
- Agreeing standards of service delivery.

3.4 The Strategy itself will define how we will involve residents over the coming years. It is as much about *how* we do it as *what* we will do; with a commitment to consultation and involvement. The Strategy will be reviewed every two years in consultation with residents, the Council Housing and Development Advisory Board and other stakeholders.

3.5 As the service develops, particularly with regard to the consultation required for our ambitious housebuilding and retrofit zero carbon programmes, additional staff may be needed in which case a further report will be brought to Committee.

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

4.1 To deliver the Resident Involvement Action Plan will require two permanent, full-time staff. We envisage two Community Initiatives Officers at an indicative grading of H will cost (at the top of the grade):

2 x £41,206 (salary point 28 plus oncosts) = **£82,412**

4.2 However, as 1.6 posts already exist as part of the establishment (one Housing Officer and one part-time Housing Communities Partnership Officer) the increase in the establishment would be 0.4 post costing in the region of **£16,482**. This will be met from the HRA budget.

5. Section 151 Officer comments:

The contents of the report are noted. The posts will be financed in 2021-22 by requesting a supplementary budget arising from savings in 2020-21. Members should note however that savings will be required from 2022-23 in order to fund the additional costs on an ongoing basis.

6. What are the legal aspects?

6.1 All people-related aspects of the proposed structure changes will be carried out in line with the Exeter City Council Organisational Change Policy. The Policy operates above the statutory minimum parameters ensuring that the organisation is compliant with employment legislation throughout the proposed restructure process. Employment law advice will be provided by Human Resources throughout the restructure process.

6.2 The Final Business Case proposal will be submitted following a period of meaningful consultation between the organisation, affected employees and Trade Unions to ensure a fair and transparent process. Human Resources will be engaged with the consultation throughout.

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring Officer.

8. Report details:

8.1 Introduction

The revised Strategy took the following into account:

8.1.1 As a Registered Provider of housing we are expected by the Government Regulator to give tenants a wide range of opportunities to become involved in our work. This includes:

- Tenants helping us to formulate our policies and strategic priorities
- Tenants helping us to decide what services to provide and to what standard
- Tenants scrutinising our performance and making recommendations on how that performance may be improved
- Providing support to tenants to build their capacity to be more effectively involved

8.1.2 Following the Grenfell tragedy the Government published a Housing Green Paper in 2018 followed by a White Paper in 2020. The White Paper set out a number of Government priorities including the expectation that social housing residents should know how their landlord is performing and should have their voices heard.

8.1.3 Exeter City Council's Corporate Plan has the following priorities:

- Delivering net zero Exeter 2030
- Promoting active and healthy lifestyles
- Building great neighbourhoods
- Providing value-for-money services
- Leading a well-run council

Working successfully with our tenants can contribute to all of these priorities.

8.1.4 Lastly we believe strongly that resident involvement benefits both residents and Exeter City Council's Housing Service and we wish to promote it. It benefits us both because it can:

- Provide services that residents actually want
- Improve existing services in line with residents' needs and preferences
- Improve communication and understanding between landlord and tenant
- Give clear and visible accountability
- Improve the health and well-being of residents
- Provide relevant training opportunities
- Reduce anti-social behaviour; increase community coherence
- Improve the local environment
- Create financial dividends – for example possible savings in terms of designing and delivering new services/products; reduction in voids and so on

8.2 How the Strategy was created

8.2.1 Residents' Survey

A survey was conducted across all of Exeter City Council's tenants and leaseholders in 2019 to find out what service areas people were interested in; how they wanted to be communicated with and consulted; what was most important to them; and whether they would like to get involved in any of our work or activities. 555 people responded to the survey.

8.2.2 Focus groups

Following the Residents' Survey it was decided to run a short series of focus groups concentrating on areas identified in a previous STAR Survey (a biennial satisfaction survey last carried out in 2019) as being areas of relatively low satisfaction. This was both to understand why people had expressed some dissatisfaction and also to potentially recruit a number of interested residents with whom we could consult in the future.

In all four focus groups were held:

- An introductory focus group in which the findings of the STAR survey were discussed
- A repairs and maintenance group
- A service standards and complaints group
- A leaseholder group

All these groups contributed ideas to the Strategy.

8.2.3 Consultation exercise

Once the Strategy had been written, and following a discussion with a small number of residents on the production of an accessible version, we ran an online consultation exercise for four weeks.

We received 25 responses. The main results were as follows:

- Over ¾ of the respondents were of the opinion that they agreed with the benefits of resident involvement as outlined in the strategy
- Over 70% of respondents agreed or strongly agreed with the proposed goals for resident involvement
- 80% of respondents agreed with the proposed content of the new strategy
- More than 75% of respondents said that they agreed or strongly agreed with the aims for resident involvement to 2025
- 36% strongly approved and 44% approved of the new Resident Involvement Strategy

8.3 Main points of the Strategy

8.3.1 The main objectives of the Strategy are as follows:

- Promote resident involvement
- Drive service improvement through resident involvement
- Encourage community engagement
- Provide effective support for resident involvement
- Improve and develop communication and publicity
- Promote equality and diversity

8.3.2 We intend our Resident Involvement Service to look something like this by 2025:

- A new resident involvement structure that allows residents to pick their level, extent and type of involvement
- Regular resident events such as fetes, open days, gardening projects

- Some thriving local residents' associations
- Resident involvement embedded across the service to influence and inform our core business and services
- Residents actively scrutinising performance and undertaking their own projects to improve services
- Increased resident satisfaction levels with being listened to and having their views taken into account
- Successful community engagement projects being undertaken with residents to meet local needs
- Regular tenant training being provided to increase capacity
- Improved two way communication, especially via internet, smartphone and social media
- Better publicity to show what can be achieved through successful resident involvement
- Involvement from all parts of the community particularly those who have been unrepresented in the past to create a truly diverse group of involved residents
- An accepted way of measuring success.

8.4 Resourcing

8.4.1 To deliver:

- a full resident involvement service
- a project-based, neighbourhood community development service, and
- a housing development and improvement consultation service

will require at least two full-time permanent staff. Rather than have specialist staff, we believe two generic Community Initiatives Officers covering these functions would be more efficient and effective, especially in terms of project-based work that often has a number of peaks and troughs.

8.4.2 Two Community Initiatives Officers at an indicative grading of H (subject to the job evaluation process) will cost (at the top of the grade):

2 x £41,206 (salary point 28 plus oncosts) = **£82,412**

8.4.3 However, as 1.6 posts already exist as part of the establishment (one Housing Officer and one part-time Housing Communities Partnership Officer) the increase in the establishment would be 0.4 post costing in the region of **£16,482**. This will be met from the HRA budget. If the additional 0.4FTE is approved the 1.6FTE (Housing Officer and

one part-time Housing Communities Partnership Officer) posts would be deleted and replaced with the 2 FTE Community Initiative Officers.

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

9.1 Exeter City Council's Corporate Plan has the following priorities:

- Delivering net zero Exeter 2030
- Promoting active and healthy lifestyles
- Building great neighbourhoods
- Providing value-for-money services
- Leading a well-run Council

Working successfully with our tenants can contribute to all of these priorities.

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

10.1 There are significant risks in not adopting an up-to-date resident involvement strategy that conforms to Government expectations; regulatory requirements; Council objectives; and our own residents' opinions.

10.2 Any risks that arise from contact with residents; running events; providing training; holding meetings; organising projects and so on will be identified at the time or will be part of our health and safety risk management procedures.

10.3 Based on these proposals, there is a small risk of redundancy to one employee if there is not a successful internal appointment for one of the newly created posts. However it is deemed that the new posts would be considered an automatic job match based on the existing skills within the team and as such the risk of compulsory redundancy is minimal.

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 potential impact has been identified on people with protected characteristics as determined by the Act and an Equalities Impact Assessment has been included in the background papers for Member's attention.

12. Carbon Footprint (Environmental) Implications:

12.1 Important to complete this section in light of the Council declaring a Climate Emergency. Consider whether the recommendations you are making in the report will help, hinder or have no direct impact on delivering our carbon reduction target (carbon neutral by 2030).

12.2 You should think about things like:-

- Travel (and, if travel is unavoidable, whether lower carbon options will be pursued e.g. walking, public transport, electric car);
- Infrastructure (e.g. LED lighting, energy efficient heating/hot water, solar panels, electric car charging points);
- Waste (e.g. recycling, composting, reducing non-recyclable waste); and
- Any other specific carbon reduction initiatives.

12.3 If there are no direct carbon/environmental implications for the decision please state:

No direct carbon/environmental impacts arising from the recommendations.

13. Are there any other options?

No.

Director: Bindu Arjoon, Director for City Development, Housing and Supporting People

Author: Mark Jolly, Housing Lead Performance, Strategy and Resident Involvement

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

Background papers used in compiling this report:-

1. The Government's Regulatory Standards
2. The Government's White Paper: *The charter for social housing residents: social housing white paper 2020*

Contact for enquires:

Democratic Services (Committees)

Room 4.36

01392 265275

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Exeter City Council Housing and Development Resident Involvement Strategy 2021 - 2025

Introduction

What is resident involvement?

We are committed to working with our tenants to produce responsive and cost-effective services that meet a variety of needs. These services range from providing, maintaining and improving properties to supporting tenants living in their homes. Such support includes offering help and advice on contractual rights and duties; cleaning communal areas; maintaining landscaped parts; making adaptations to properties for people with disabilities; tackling anti-social behaviour and so on.

Involvement activities might range from us informing residents of work we are going to do, to residents being actively involved in decisions and even running services in their neighbourhoods, and all the levels in between.

In this Strategy we have used the word 'residents' to include both Exeter City Council tenants and leaseholders.

Why is it important?

We think that resident involvement is important because it leads to many benefits for both residents and the council.

We think good resident involvement can:

- Help provide services that residents actually want
- Improve communication and understanding between landlord and residents
- Improve the health and well-being of residents
- Encourage a greater sense of community
- Provide training and development opportunities that lead to gaining new skills and qualifications

- Reduce anti-social behaviour (ASB)
- Improve the local neighbourhood

National context

1. The Regulator of Social Housing (a body backed by the Government that watches over social landlords to make sure they are well run) expects social landlords such as Exeter City Council to involve tenants in:

- Forming policies
- Making decisions about how housing-related services are delivered
- Examining and commenting on how well their landlord is performing
- How repairs, maintenance and improvements are carried out
- Agreeing standards of service delivery.

The Council is expected to:

- Support tenant panels or other groups of residents working together
- Provide relevant performance information
- Provide support to tenants to help them to build their skills.

Government policy

The Government's White Paper released in 2020 marked a significant change in Government policy. Resident involvement was a key theme, and an increased role for residents has been proposed for a number of areas, including:

- To be safe in your home
- To know how your landlord is performing
- To have your complaints dealt with promptly and fairly
- To be treated with respect
- To have your voice heard by your landlord
- To have a good quality home and neighbourhood to live in
- To be supported to take your first step to home ownership

Local context

1. Exeter City Council's Corporate Plan has the following priorities:
 - A. Delivering net zero Exeter 2030
 - B. Promoting active and healthy lifestyles
 - C. Building great neighbourhoods

D. Providing value-for-money services

E. Leading a well-run council

Working successfully with our tenants can contribute to all of these priorities.

Housing Strategy

Our present Housing Strategy (currently under review) makes the following points:

- A. We believe that residents should have a number of opportunities to influence and affect the Housing Service's policies; decision-making; performance; management and maintenance of the properties; and standards of service
- B. We are committed to involving residents. For example the Performance Scrutiny Partnership (PSP), although currently adjourned, is a group of tenants and leaseholders who review services and performance, and provide recommendations and feedback.
- C. We are committed to being more than just a landlord. This involves:
 - Developing partnerships with local voluntary and charitable groups to deliver more appropriate and affordable services
 - Boosting resident capacity to help people improve their own lives
 - Tackling fuel poverty
 - Maximising income, especially welfare benefits
 - Addressing health and well-being matters, particularly issues around loneliness and isolation
 - Minimising anti-social behaviour.

Exeter City Council Survey of Tenants and Residents (STAR 2019).

In 2019 Exeter City Council commissioned M·E·L Research to carry out a Survey of Tenants and Residents (STAR) to gather feedback from residents. The aim was to gain a better understanding of the levels of satisfaction residents have with their homes and the services provided.

The results showed:

- A. Satisfaction with the neighbourhood has gone up
- B. Overall satisfaction with the repairs service is down
- C. Satisfaction with advice on welfare benefits is down
- D. Satisfaction with being able to make their views known is down significantly
- E. People are contacting the Housing Service a lot less
- F. Getting hold of the right person seems to be harder, and the staff seem to be less helpful
- G. People are significantly happier with the cleaning of internal and external communal areas
- H. Although people are still concerned in the main by car parking problems; rubbish and dog fouling, they are not as concerned as they were four years ago
- I. In terms of anti-social behaviour people are a lot happier with all aspects of the service
- J. In terms of the repairs service, it seems the biggest concern is about being able to make an appointment
- K. Service priorities for residents are:
 - Repairs and maintenance (77%)
 - Overall quality of the home (57%)
 - Keeping residents informed (40%)
 - Listening to residents' views and acting on them (31%)
 - Dealing with anti-social behaviour (24%)
 - Value for money (rent and service charges) (24%)
 - Neighbourhood as a place to live (20%)
- L. In terms of internet access, 43% of tenants do not use the internet for a number of reasons
- M. In terms of complaints this is the first time we have collected data so we cannot compare performance to that of 2015 however satisfaction levels could have been higher.

To sum up - this Strategy intends to:

- Offer residents the opportunity to work with us to develop and improve our services in a way that suits residents
- Follow all Government guidance and requirements
- Support Exeter City Council's Corporate Plan
- Support the Housing Service's overall aims and objectives
- Take account of the latest STAR (satisfaction) Survey which told us the areas that residents would like us to improve (e.g. our repairs service and keeping residents informed).

This Strategy focuses on communicating with and involving ECC tenants and leaseholders. Wider aspects of community involvement will be covered in our forthcoming Neighbourhood Strategy.

Current arrangements for resident involvement

At the moment residents may become involved with the work of the Housing Service in the following ways:

1. The Performance Scrutiny Partnership (PSP) - a body comprising a number of tenants and leaseholders which meets roughly once a month to scrutinise performance and to undertake *ad hoc* projects relating to service improvement (this group is temporarily adjourned pending the adoption of this new Strategy)
2. An Editorial Board – a group of residents who help produce the residents' magazine *Insight*
3. One Tenants' Association based at Rennes House
4. The opportunity to comment on specific initiatives via surveys, focus groups, complaints
5. Attending community-based events.

Current Resources available

The Housing Service currently employs one Resident Involvement Officer together with one part-time Housing Community Partnerships Officer. These staff deliver the existing resident involvement and community engagement services, supported by the Council's Housing Officers.

We have a small budget for both resident involvement and community engagement activities and projects. We have concentrated in the last few years on tackling loneliness and isolation among our older residents but wish to broaden our approach in the future.

Apart from specific projects we have also funded:

- participants' travel expenses, childcare and carer's costs
- room hire, invitations, flyers and posters for meetings and events
- the provision of support and advice to participants
- administrative support for tenants' groups e.g. for photocopying, printing etc.

How we arrived at this Strategy

Residents' Survey

A survey was conducted across all of Exeter City Council's tenants and leaseholders regarding resident involvement to find out what was important to them and what they were most interested in. 555 people responded to the survey which was an excellent response rate at approximately 10%. The majority were tenants (85%); 15% of the respondents were Leaseholders.

Key findings:

- A. Residents were mainly interested in repairs and maintenance. They were also interested in skills around the home, anti-social behaviour, cleansing and recycling
- B. Around half of the respondents would like to receive information on these subjects
- C. 80% of the respondents were happy to take part in short surveys. The majority stated that they would prefer to receive the survey in the form of a letter. Only 3% wanted to undertake a survey via social media and 32% would take part via email
- D. 133 respondents said they would be interested in being part of a group representing residents in voicing opinions, concerns, and recommendations on topics of interest
- E. 90% of respondents wanting to be in a group felt they would be confident enough to take part in such a group

- F. 15% of respondents said that they would like to be representatives to voice opinions/concerns on behalf of residents and to formally scrutinise housing performance
- G. 21% of respondents said that they would be encouraged to become involved if there were financial support for taxis or childcare
- H. 47 respondents said they would like support to get online to participate.

Conclusions

It was encouraging to see that there was considerable interest from residents in becoming involved in the work of the Housing Service.

On this basis it was decided to run a short series of focus groups concentrating on areas identified in the STAR Survey as being those of relatively low satisfaction. This was both to understand why people had expressed some dissatisfaction and also to potentially recruit a number of interested residents with whom we could consult in the future.

One area which surprised the Team was the low level of digital engagement among residents. 43% did not have access to the internet either through choice or circumstances (this percentage may have decreased over the past few months as a result of the Covid-19 pandemic). This was identified as an area that needed attention in the future.

It was also clear from the findings that residents were keen to be kept informed on what was happening within Housing and their neighbourhood. So the continuation of *Insight* magazine, featuring a variety of articles and subjects was something that should be supported.

Focus Groups

Four focus groups were run in the latter part of 2019 and the early part of 2020. These focus groups covered:

1. An introduction to resident involvement
2. Repairs and maintenance
3. Service standards and complaints
4. Leasehold properties

All these focus groups provided invaluable information, ideas and insight which have been carried forward to this strategy and should also improve our day-to-day services.

Purpose and objectives of this Strategy

Using what we have learnt, we believe that our approach should be to:

1. Promote and support more resident involvement

- Understand what type of activities residents would like to be involved in
- Provide residents a range of opportunities to become involved
- Run residents' open days and other events of all kinds
- Encourage and support the formation of residents' groups if this is what people would like
- Try to understand the best ways to encourage residents to work with us in ways that they find rewarding
- Promote a sense of community and local pride.

2. Use what we are told to improve our services

- Embed resident involvement as part of business planning and shaping services
- Encourage resident representation on the proposed Council Housing and Development Advisory Board (this is a new group we have recently set up which includes elected Councillors; external expert advisors and tenant representation to advise us on how to improve our services)
- Enable tenants and leaseholders to have direct influence over housing strategy, policy, standards, and performance targets, matching these to residents' priorities
- Ensure that tenants and leaseholders are involved in performance monitoring and management, learning from performance information provided and improving services through effective challenge
- Involve residents in the procurement of goods and services (e.g. repairs contractors).

3. Set up projects that will help local communities

- Help to create and maintain successful, vibrant communities
- Understand community priorities and find solutions within the community itself
- Support communities to develop the capacity to address their issues
- Link community engagement to the Council's wider priorities and help communities to access the Exeter Grants Programme
- Promote financial, social and digital inclusion amongst communities and provide appropriate access to Council resources to enable this.

4. Support residents individually

- Offer resident training/capacity building
- Provide appropriate levels of support for involved tenants and leaseholders so they can be effective in their roles (e.g. mentoring)
- Train and develop staff across the housing service, equipping them with the skills needed to promote resident involvement.

5. Improve the way we communicate with residents

- Provide information to residents in ways they choose, gather their views and use them to inform the direction of their services
- Creation of a beneficial 'feedback loop' to provide residents with tangible evidence of the benefits of engagement via *Insight* magazine, social media and other methods
- Encourage greater use of new technologies (Zoom meetings or similar, web, email, social media, text messaging, mobile apps etc.) to increase access to information and to allow feedback and ideas to be shared in a digital/virtual way
- Promote opportunities for tenant and leaseholder involvement, using a variety of media channels, including print, web, social media and events
- Show the positive impact involved tenants have on the service.

6. Promote fairness and equality

- Promote involvement from all residents irrespective of their personal characteristics and to do our best to ensure that everyone can contribute
- Recognise that some people and groups find it difficult to have their voices heard and work to find ways to hear those voices
- Tailor opportunities for involvement to meet different needs/expectations (e.g. meetings at different times and locations; communication via technology; payment of expenses, caring services etc.).

7. Measure our performance better

- Develop measurements so that we can tell if we are being successful in meeting our aims
- Develop methods to measure social value and value for money of any projects we undertake
- Enable residents to monitor the progress of this Strategy through regular consultation
- Evaluate and publicise the changes brought about through resident involvement and share them with staff, tenants, leaseholders, communities and stakeholder organisations
- Undertake regular impact assessments.

What would we like resident involvement to look like by 2025?

We would hope to have achieved the following by 2025 if not sooner:

1. A new resident involvement structure that enables residents to choose how they want to get involved and to what extent
2. Regular resident events such as fetes, open days, gardening projects etc.
3. Some new thriving local residents' groups
4. Resident Involvement as part of all our activities to influence in a positive way our core business and services
5. Residents actively scrutinising performance and undertaking their own projects to improve services
6. Increased resident satisfaction levels with being listened to and having their views taken into account
7. Successful community engagement projects being undertaken with residents to meet local needs
8. Regular tenant training being provided to increase capacity
9. Improved two way communication, especially via internet, smartphone and social media
10. Better publicity to show what can be achieved through successful resident involvement
11. Involvement from all parts of the community particularly those who have been unrepresented in the past to create a truly diverse group of involved residents
12. An accepted way of measuring if we are being successful.

Conclusion

We hope that this new Strategy gives a real opportunity for the Council and our tenants and leaseholders to work together in partnership to deliver a great housing service.

We are pleased by the way residents and staff have shaped this Strategy. We have listened to residents through surveys, focus groups and individually. Their priorities together with those of the Government and Council form the basis of this plan.

We believe that the key aims of the Strategy and the Action Plan that underpins it will, over the next four years, return real benefits to all concerned.

By promoting and supporting resident involvement and community engagement; by improving communication; by involving all members of the community; and by embedding involvement into our core business, we believe we can help improve the health, well-being and prosperity of residents and the strength, vibrancy and success of local communities.

Council Housing and Development Resident Involvement Strategy Action Plan 2021-22
Day-to-Day Activities and Projects

No.	Action	What this involves/what we wish to achieve	How long would this work take to complete? (Year one unless specified)	How much work will be involved on a weekly basis (hours for one person)?
Customer services				
1.	Set service standards (local offers)	What standards of service to tenants expect from us? Review of the current five Tenant Pledges. One focus group of residents has already been held.	3 months	2
2.	Undertake a biennial tenant satisfaction survey	STAR survey carried out every two years. Last survey carried out in 2019. Start early 2021	4 months	4
3.	Consider the use of incentives when using surveys	May achieve better response rates with incentives. Needs to be aligned with the corporate policy.	3 months	1
Residents' groups				
4.	Re-establish Performance Scrutiny Partnership or similar	Find a new name and write new terms of reference. Recruit and train the new team The group will consider performance as well as other projects	3 months	4
5.	Establish an online consultation group of involved residents	Group to act as a 'virtual forum' with whom we may consult over a range of issues. Recruit and train the new team	3 months	4
6.	Set up at least one new Residents' Association	If the need has been identified through consultation. Recruit, train and support the new group.	6 months	4
7.	Review the Editorial Panel	Establish new terms of reference. Recruit and train new team if necessary	3 months	3
8.	Set up a Youth Panel	In order to involve young people in their communities	6 months	4

No.	Action	What this involves/what we wish to achieve	How long would this work take to complete? (Year one unless specified)	How much work will be involved on a weekly basis (hours for one person)?
9.	Consider whether to set up a Leaseholder Panel	Possibly with different aims and objectives from those of tenants.	For Year Two	TBC
10.	Develop a clear expenses, incentives and rewards policy for involvement	A balance between properly rewarding people for giving their time and being cost effective. Implement new policy.	2 months	1
	Communication			
11.	Produce an Annual Report to tenants and leaseholders	To inform residents about the performance of the housing service over the previous year. This has been completed for 2020.	2 months	3
12.	Contribute to, and lead on, content and delivery of Insight magazine	Four issues per year.	Ongoing	2
13.	Develop links with TPAS and any other resident involvement group/association	To learn from others and exchange ideas.	Ongoing	1
14.	Work with the Corporate Community Development Service	Develop partnership working to improve the quality and extent of services.	Ongoing	3

No.	Action	What this involves/what we wish to achieve	How long would this work take to complete? (Year one unless specified)	How much work will be involved on a weekly basis (hours for one person)?
15.	Promote RI to residents, among Housing Teams and to the rest of the Council	Through appropriate and innovative publicity.	Ongoing	3
16.	Run Tenants' Days/Events	Small scale events in late spring and summer. Organise a minimum of two community event each year and contribute to other relevant multi-agency days and events.	Summer period	3
17.	Develop ideas to communicate with "hard to reach" groups and make involvement opportunities more accessible to all	To break down barriers and promote diversity and inclusivity.	One year	2
Managing performance				
18.	Develop performance management measurements for the new RI service and use them	Framework to measure whether we are meeting our purposes. To cover performance, satisfaction and cost.	2 months	2
19.	Establish a method to measure social value	May be difficult to achieve. Something not too complicated or time consuming required.	3 months	2

No.	Action	What this involves/what we wish to achieve	How long would this work take to complete? (Year one unless specified)	How much work will be involved on a weekly basis (hours for one person)?
	Other activities			
20.	Develop Tenants' Portal as part of OPEN Housing	Working with the IT Implementation Team	6 months	4
21.	Tenant training	Carry out a training needs analysis with involved tenants to identify training requirements and develop a training programme to meet these needs.	3 months	3
22.	Develop links with other housing providers and tenants groups	To share experiences and identify best practice.	Ongoing	2
	Total			57

In addition to this programme, and as part of the Housing Service's Service Improvement Plan, we intend to undertake the following projects (not exhaustive):

No.	Action	What this involves/what we wish to achieve	Target year for completion	How long would this work take to complete?	How much work will be involved on a weekly basis (hours for one person)?
	Projects				
23.	Develop use of new technology	To improve both communication and resident involvement e.g. Skype, Zoom etc. for use on smart phones and other devices	Year One and Two	Ongoing	6
24.	Digital inclusion project	Improve access and use of the internet and digital devices for tenants (the latest STAR Survey showed that 43% of tenants do not use the internet at all). 6 month project currently halted. Cosmic group have been engaged to deliver appropriate training.	Year One	6 months	5
25.	Support Exeter Wellbeing and their programmes	Improve tenants' health and well-being; work with Community Builders.	Year One and Two	Ongoing	4
26.	Improving the local environment and bio diversity	Better landscaping; encouraging and supporting growing fruit and vegetables. This could involve working with Devon Wildlife Trust and Public Realm colleagues	Year One	Ongoing	5
27.	Run an assortment of health, well-being and creative classes for residents	Tackle loneliness, isolation and improve mental and physical health and well-being of residents.	Year one and Two	ongoing	10
	Total				30

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Equality Impact Assessment: *Council Housing and Development Resident Involvement Strategy 2021-2025*

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 Committee 9 th March 2021	Council Housing and Development Resident Involvement Strategy 2021 - 2025	Approval of Strategy and recommendation to full Council	None

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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 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).	Positive		<p>The Housing Service is keen to develop the involvement of both ECC tenants and leaseholders in the services we provide. This is partly because it is both a government and Council priority; partly because it is a regulatory requirement; and partly because we believe it is a good thing in and of itself.</p> <p>Resident Involvement is beneficial because it:</p> <ul style="list-style-type: none"> • Leads to services that residents actually want • Improves existing services in line with residents' needs and preferences • Enhances communication and understanding between landlord and tenant • Demonstrates accountability • Improves the health and well-being of residents • Offers relevant training opportunities – gaining new skills and qualifications • Reduces ASB; increased community coherence • Improves the local environment

			<ul style="list-style-type: none"> • Creates financial dividends – possible savings for landlords in terms of designing and delivering new services/products • Increases levels of resident satisfaction <p>We have reviewed and updated our current Tenant and Leaseholder Involvement and Communication Strategy which was written in 2016.</p> <p>The principles informing the new Strategy and its main goals include:</p> <ul style="list-style-type: none"> • Promoting involvement from all residents whatever their background or characteristics by offering a range of opportunities • Working with residents to drive continuous service improvement • ‘Mainstream’ resident involvement into our core business processes • Promoting partnership working • Offering a range of training opportunities and support to residents to make the most of their skills and potential • Being accountable to residents for our performance <p>Key to these aims is to involve as many residents as possible including traditionally “hard to reach” groups. As part of this we have recruited temporarily to a new post of Resident Involvement Officer which we intend to become permanent, with the possibility of extra resources in the near future.</p> <p>The Strategy was based on a survey of residents which asked, among other questions:</p> <ul style="list-style-type: none"> • What were their main areas of concern/interest • How would they like us to communicate • What level of involvement (if any) would they wish to have with us • What level of support would they like from us • What are the barriers to them becoming more involved <p>We also held three focus groups from December 2019 to February 2020 to discuss issues in greater depth.</p>
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		<p>All residents had the opportunity to comment on the Strategy through an online survey. We received over 550 responses.</p> <p>The Strategy itself will be available in a variety of formats according to residents' requirements/wishes. Consideration has been given to what circumstances or situations may limit a person's capacity or willingness to engage. We therefore offer the following opportunities:</p> <ul style="list-style-type: none"> • Involvement opportunities will be made available in the daytime or evenings in a range of locations • There will be opportunities for formal or informal engagement 'as and when' to suit as many as possible • Residents will be able to 'dip in and out' of involvement events • Travel and childcare expenses will be met • The option of paying residents to attend certain meetings will be explored (possibly in the form of vouchers to avoid any negative impact on welfare benefits) <p>We intend to adopt more robust monitoring of the levels of involvement and engagement within all protected groups especially those identified as being under-represented.</p> <p>We intend to recruit to a new Residents' Group which will be the focus for structured resident involvement (e.g. scrutinising our performance as well as working with us on specific projects) and also set up a 'Virtual panel' of residents whom we can contact electronically for their views on policies; plans; reports; initiatives etc. We will actively recruit to both these groups paying special attention to under-represented groups.</p> <p>We will monitor how well we are doing in terms of involving all groups through:</p> <ul style="list-style-type: none"> • Customer satisfaction surveys • Participation in all resident groups • STAR biennial survey • Use of Tenants' Portal on OPEN Housing system (once it is up and running)
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			<ul style="list-style-type: none"> • Census data for 2021 when available <p>The Strategy will be closely monitored over the coming months to identify any unintended negative impacts or consequences. We will work closely with tenants, leaseholders and staff to ensure feedback on the implementation of the strategy is received, understood and taken into account. We will monitor any impacts, in particular on individuals with protected characteristics, and do our best to ameliorate them.</p>
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.	Positive		See above
Sex/Gender	Positive		See above
Gender reassignment	Positive		See above
Religion and belief (includes no belief, some philosophical beliefs such as Buddhism and sects within religions).	Positive		See above
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	Positive		See 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).	Positive		<p>See above</p> <p>If at all possible and feasible and provided the interest is there we intend to set up a Youth Group to represent the interests of young people.</p>

Pregnancy and maternity including new and breast feeding mothers	Positive		See above
Marriage and civil partnership status	Positive		See above
<u>Actions identified that will mitigate any negative impacts and/or promote inclusion</u>			
See above			

Officer: Mark Jolly
Date: 27th January 2021

REPORT TO EXECUTIVE

Date of Meeting: Tuesday 9 March 2021

Report of: Skills and Business Manager

Title: Skills Strategy Annual Update

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

This report gives an update on the progress of the delivery of the Skills Strategy since its approval in April 2021, and the action plan for the period January 2021- March 2022.

2. Recommendations:

1. That a piece of research is commissioned to refresh the Skills Strategy evidence base, with a particular focus on the impact of the pandemic on the skills base and labour market in Exeter. This will be done using existing financial resources.
2. That Executive approves the Exeter Skills Action Plan for January 2021 – March 2022, Appendix 1. This has been developed to address the immediate known impacts of the pandemic on businesses and residents. It demonstrates that all proposed actions link clearly to an area of the Building Exeter Back Better Recovery Plan and also the contribution to the Clean Growth agenda.

3. Reasons for the recommendation:

The ensure the City Council have the most up to date evidence base available, to determine a medium to longer term skills action plan.

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

There are no financial implications linked to this report, all of the financial resources required for the delivery of the plan will come from the existing budget, and identified grant funding available.

The non-financial resources required will be predominantly fulfilled by the Skills and Business Manager.

5. Section 151 Officer comments:

There are no financial implications for Council to consider arising from this report.

6. What are the legal aspects?

None identified.

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring officer

8. Report details:

Background

8.1 The Skills Strategy for Exeter was approved by Executive and subsequently by Council in April 2020. It is important to acknowledge that the supporting evidence base and subsequent recommendations were gathered and made prior to the pandemic, and that there is a need to more fully understand the impact that the national restrictions will have had on our labour market and skills base in Exeter.

8.2 Whilst recent reports from Centre for Cities and Tech Nation have identified that Exeter has been able to demonstrate a significantly resilient economy throughout the pandemic, some of the effects are not yet being fully felt. In particular, we do not fully know the extent of redundancy situations as the furlough scheme is still in operation.

8.3 Initial evidence indicates that some of the impacts of the pandemic on the labour market and skills base of Exeter are as follows;

- The unemployment rate has risen from 1.5% in December 2019 to 4% in December 2020;
- Our youth (16-24) unemployment rate rose by 146% between March and September 2020 (775 young people);
- At 30 November 2020, 12% of the workforce was furloughed. This has been as high as 30% during the period of the pandemic; and
- Vacancies fell dramatically during the first period of national lockdown, in line with the national picture – when vacancies were fewer than after the 2008 / 09 recession.

A refresh of the evidence base will provide more detailed information on the impact of the pandemic of skills base and the labour market, as per the recommendation.

Progress

8.4 Unfortunately, the timing in relation to the approval of the strategy and national restrictions has not enabled the progress anticipated in relation to this area of work to take place.

8.5 At approval stage, there was to be a clear focus on supporting a growing economy and the requirements for a workforce that was highly-skilled to meet the demand of our businesses. There was also evidence to suggest that there were particular sectors of the economy that were experiencing difficulty in filling some of their vacancies. Both of these areas will require a thorough review in light of the current circumstances.

8.6 Skills has been a central pillar in the recovery plans for the city, with an impact across many of the theme areas, in particular; Business Support, Education and Construction. With Digital Skills identified as a priority area with impact on all areas of recovery. The updated action plan for 2021-22 has taken this in to account.

8.7 There have also been developments from Government, in particular the 'Plan for Jobs' that have given some focus to the work we have undertaken and prioritised in recent months. For example the Kickstart Scheme was launched, to support young people (16-24) in to 6 month work placements. We are undertaking a role in this scheme to support businesses to develop placements and support the young people of Exeter.

2021-22 Action Plan

8.8 The Exeter Skills Action Plan for January 2021 – March 2022 (Appendix 1) has been produced to streamline the actions required from the strategic priorities, in line with the current position.

8.9 Actions have been identified against each of the priorities within the strategy, to provide focus and clarity for the work plan in the next 12 months. There will be a significant emphasis on the Exeter Works project, and initiatives associated with it, such as the Kickstart Scheme. There is also a need to review some areas of the evidence base to assess the impact on some priorities – for example; Growth in Highly skilled jobs and Vacancy and Recruitment Issues. This evidence base refresh will then inform further iterations of the plan throughout the year.

8.10 The action plan also identifies the contribution that will be made to the Recovery Plan and to Clean Growth / Net Zero.

Exeter Works

8.11 In the early stages of the recovery planning process, the Exeter Skills Advisory Group reviewed the priorities in the Skills Strategy, and quickly identified that the most important area of work for the immediate future would be to support people being made redundant as a result of the pandemic.

8.12 The concept of 'Exeter Works' was developed, working in partnership with Exeter Chamber, and engaging with a wide range of organisations across the city that are providing services to support people through the redundancy process, helping them to develop their skills and ultimately, gain employment.

8.13 Exeter Works currently exists in the form of an online resource (www.exeterworks.org) that brings together a comprehensive range of information, and provides appropriate signposting. This was launched in October 2020, and continues to be developed on an ongoing basis.

8.14 The next stage of Exeter Works is to provide a physical space in the city centre that can act as a hub for people seeking advice and guidance in relation to

employment, skills and training. A building has been identified, and work is underway to make the required improvements. This will be developed working in partnership with Devon County Council who are in the process of applying for funds to specifically support Young People.

Exeter Skills Advisory Group

8.15 The Skills Advisory Group is fully formed, and meeting on a quarterly basis. It has key representation from growth potential sectors, business and support organisations and education.

8.16 The chair of the group also represents Exeter on the LEP Skills Advisory Panel with support from the Skills and Business Manager.

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

The table below sets out how the Skills Strategy contributes to the priorities in the Corporate Plan

CORPORATE PLAN 2019 - 2021	
PRIORITY	Contribution of Skills Strategy
Tackling Congestion and Accessibility	Linked to the priority of attracting and retaining the right workforce. Supporting businesses to address these challenges with flexible and agile working.
Building Great Communities	Supporting inclusion – economically and socially. Primarily through the Exeter Works initiative. Access to the labour market, utilising programmes such as Building Greater Exeter. Supporting skills development and lifelong learning.
Promoting Healthy and Active Lifestyles	Supporting the link between physical health, mental wellbeing and being economically active, enabling inclusion.
Providing Value for Money Services	Maximising partnership working opportunities, funding streams, supporting collaboration to address the priorities within the strategy.
Leading a Well-Run council	Taking a role of leadership and influence to address the priorities in the strategy.

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

The identified risks are highlighted in the table below.

Risk	Likelihood	Mitigation
Identified priorities need significant budget (more than available) to deliver	Medium	The City Council needs to be aware of this, and be prepared to support bids and applications to external funding streams in order to meet the needs of the strategy. Engagement and support to partners may also secure funding and delivery of priorities.
Lack of partner support / engagement	Low	A range of organisations / partners / stakeholders have already been engaged in the process, and thus far have been very supportive.
Unable to deliver against the priorities identified	Low	Currently, it is considered that the priorities that have been identified and the resulting actions are achievable in terms of delivery, This will be monitored on an ongoing basis by the Skills Advisory Group.
New priorities and opportunities are identified not currently in the Strategy – potential to detract from existing work plan	Medium	The Skills Advisory Group will take responsibility for supporting and guiding on changes to the agreed strategy and action plan, taking account of the impact on existing work programmes. There will be some requirement to be flexible in line with an ongoing review of the evidence and subsequent priorities that arise.

11. Equality Act 2010 (The Act)

11.1 This update report is for information only. The EQIA that identifies the potential impact on people with protected characteristics as determined by the Act and an Equalities Impact Assessment was completed in March 2020, and has been included in the background papers for Member's attention.

12. Carbon Footprint (Environmental) Implications:

12.1 The contribution to Carbon Neutral by 2030 has been considered as part of this update report. The revised action plan clearly considers and states the contribution that each action will make towards to Net Zero ambition.

13. Are there any other options?

Not applicable.

Director Net Zero Exeter & City Management, Dave Bartram

Author: Skills and Business Manager, Rosie Bates

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

Background papers used in compiling this report:-

Strategic Scrutiny 21 January 2021 City Centre Recovery Update

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

Exeter Skills Strategy Action Plan 2021 – 22

This action plan pulls the key priorities from the Skills Strategy Action Plan, taking account of the situation created by the COVID-19 pandemic and the associated recovery plan for Exeter – Building Back Better, to define the programme of activity for January 2021 – March 2022.

Strategic Priority Area	Key Action / s	Timeline / Budget	Key Partners	Link to Recovery Plan	Contribution to Clean Growth / Net Zero Carbon
Growth in more Highly Qualified Jobs	Re-assess situation in light of pandemic and revise priority area. Focus on opportunity sectors – Digital / Tech and Health.	Revise by end April 2021.	Sector Reps / Recruitment Agencies	Business Support	Focus on the skills required and jobs available / created to support this ambition.
	Continue to work with the University on Graduate Recruitment / Internships to support businesses.	Ongoing	University of Exeter / Key businesses	Business Support	Highly skilled graduates to contribute to the agenda.
Matching Young People's Skills and Aspirations to Job Growth	Continue to work with the Careers Hub to support progression to post-16 destinations –particularly with no Year 11 assessment in 2021. Support engagement / preparation activity to make transition.	January – September 2021 / £5000	Careers Hub / Schools / Exeter College / Training Providers	Education	Focus on curriculum areas that contribute.
	Delivery of Inspiring Girls Programme with Exeter Schools	Pilot by July 2021 / £500	Careers Hub / Schools / Business mentors	Education	
	Delivery of Kickstart Programme as a Gateway Provider	To December 2021 / from DWP	DWP / Training Providers / Businesses / NCS	Business Support	Consider specific engagement of businesses that can offer placements that meet this.
Apprenticeships	Continued support for and promotion of Apprenticeships & Traineeships. Linked to Exeter Works .	Ongoing	SWAAN / DCTPN / ASK	Business Support Education	
Vacancy and Recruitment Issues	Re-assess situation in light of pandemic and revise priority area. Links to Exeter Works	Revise by end April 2021	Skills Advisory Group	Business Support	Vacancy review to consider jobs and skills in demand to support.
Inclusion	Delivery of the Exeter Works Project	Ongoing development of online portal. Hub open late Spring 2021 £ from ARG fund	Exeter Chamber	Business Support	Prioritisation of opportunities contributing to this. Support for training opportunities linked to this.

	Development of Digital Skills Plan / journey	Paper to Liveable Board. Programme of delivery	DWP / Training Providers / Co-Lab / DSP	Highlighted as overarching objective for the city / Education	
	Delivery of Kickstart Programme as a Gateway Provider	As Above	As Above	As Above	
Supporting Growth Potential / Priority Sectors					
Construction	Ongoing delivery of BGEX initiative; promotion of jobs, ensure delivery of Social Value	Dedicated plan to March 2022 and budget agreed by steering group	Construction Sector / Education / East Devon and Teignbridge	Construction	Ability of sector to modernise and contribute to agenda.
	Sustainable Construction Academy – scoping paper, feasibility study, implementation plan	Paper to Liveable Board March 2021 / £tbc	Construction Sector / University of Exeter / Exeter College / ECF	Overarching / Construction	Ensuring skills in the sector to respond to need for Healthy and Sustainably Buildings and Retrofit
Digital / Tech	Part of Digital Skills Plan and Journey – careers focussed. Address skills needed and still in demand.	Part of paper to Liveable Board.	Tech Exeter / University of Exeter / SWIoT	Overarching / business Support	Demand for skills / ability of sector to deliver clean growth
Health and Social Care	Work with the Proud to Care team to promote opportunities within the sector. Develop Escalator	Ongoing. Escalator by end 2021 / £tbc	Proud to Care / NHS / Education	Business Support / Wellbeing	
Underpinning Actions from Strategy					
Strategic Intelligence	Refresh the key indicators and evidence base to assess impact of pandemic	End April 2021 / c. £5000	Skills Advisory Group / contractor	Overarching / Business Support / Construction	Focus on the skills aspect of Clean Growth - demand / supply etc.
Partnerships	Continue to develop and nurture key partnerships, particularly with the business community.	Ongoing	Businesses	All	To particularly focus on the engagement of businesses in supporting Clean Growth
Communications	Use of Exeter Works as the key comms channel for all Skills related projects	January 2021 – March 2022	Exeter Works partners	Business Support	
	Develop messaging about Exeter as area for talent and opportunity	September 2021 / £tbc (Liveable budget?)	Liveable Team	All	Focus on opportunities for Clean Growth

	Skills Summit for Exeter	Autumn 2021 / £tbc	Skills Advisory Group	Overarching / Business support	Focus on Clean Growth as a theme
Funding	To particularly work with DCC / HoTSW LEP to ensure investment opportunities will benefit Exeter specifically and support priorities.	Ongoing, particularly April – June 2021 / £tbc	DCC / HOTSWS LEP	Overarching / Business Support / Education	Focus on opportunities that will support Clean Growth and Net Zero ambition
Reporting / Monitoring	Key Indicators action picked up under strategic intelligence refresh.	End April 2021 / Above	University of Exeter	Overarching / Business Support	Consider indicators for this.
Governance	Continue to convene Skills Advisory Group . Representation on LEP SAP secured.	Quarterly Meetings	SAG LEP	Overarching / Business Support	To focus on skills needed for Clean Growth and to support Net Zero ambition

Key Monthly Deliverables

Month	Activity	Priority	Key dates
January 2021			21 st LEP SAP
February 2021	Commission refresh of evidence base	Strategic Intelligence	8 th – 12 th National Apprenticeship Week 23 rd – Skills Advisory Group
	Re-assess High Growth potential Jobs and Vacancy Priorities with SAG	As stated	
	Commissioning Comms contract for Exeter Works	Inclusion	
	Write Digital Skills Journey Paper for Liveable Board	Inclusion / Sectors	
March 2021	Passivhaus Paper for Liveable Board	Sectors / Clean Growth	9 th Skills Report to Executive 8 th – 12 th National Careers Week
	Working with DCC to secure funding from Recovery fund for Exeter	Funding	
April 2021	Planning and Prep for launch of Exeter Works hub	Inclusion / Young People	27 th – 29 th LEP Online Careers Fair
	Launch of Exeter Works Hub	Inclusion	
May 2021	Review of Evidence Base and Indicators with SAG	Strategic Intelligence	25 th Skills Advisory Group
June 2021			
July 2021	Inspiring Girls Celebration Event	Young People	
August 2021			
September 2021			14 th Skills Advisory Group
October 2021	Exeter Skills Summit	Communications	
November 2021	Commission refresh of Skills Strategy?		30 th Skills Advisory Group

December 2021	Last starts for Kickstart Scheme	Young People / Inclusion	
January 2022			
February 2022	Paper for Executive		National Apprenticeship Week
March 2022			National Careers Week

Equality Impact Assessment: *Title of report*

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 10 March 2020	Skills Strategy for Exeter	2.1 To approve the Skills Strategy for Exeter. 2.2 To approve the associated action plan to enable the Skills Manager to proceed with the outlined work programme.	Disability Sex / Gender Age Pregnancy and Maternity

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		The evidence base that supports the Skills Strategy does not indicate that any area of work needs to impact on these groups specifically. The data does not currently indicate that we would have any need to focus on any particular ethnic group /s in any of the delivery of the Skills Strategy. This will be reviewed as projects develop and any new work streams are identified.
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.	Positive		Through consultation and engagement with JCP, it has been highlighted that there is potential to engage more and varied businesses across the city in supporting those with disabilities in to work. In particular encouraging the use of the ‘Disability Confident’ scheme to support businesses. The Skills Strategy seeks to promote inclusion – in terms of economic activity.
Sex/Gender	Positive		Whilst not currently specifically identified, there may be priority activities within the strategy that will present opportunities for women in particular to be supported. An example of this is through the Building Greater Exeter project, where a funding stream from the CITB has identified that supporting women in to jobs and careers in construction is a priority and forms part of a project that we are delivering.

			It is envisaged that any activity derived from the strategy that has a focus on either gender will be positive, and not necessarily have a negative impact on the other.
Gender reassignment	Neutral		The Skills strategy will not seek to specifically focus on or exclude this group – only through the activity as indicated above for gender.
Religion and belief (includes no belief, some philosophical beliefs such as Buddhism and sects within religions).	Neutral		The evidence base that supports the Skills Strategy does not indicate that any area of work needs to impact on these groups specifically.
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	Neutral		The evidence base that supports the Skills Strategy does not indicate that any area of work needs to impact on these groups specifically.
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).	Positive		The skills strategy has identified that there are particular age groups that priority activity will be focussed on. Children – in order to support understanding of jobs, skills that employers are going to need, and an understanding of the labour market to support decision-making in relation to further and higher education and provide inspiration. Working age population – particularly in relation to those who are not currently active in the labour market
Pregnancy and maternity including new and breast feeding mothers	Positive		The evidence base has indicated that there are issues to address in terms of attracting and retaining the workforce. There is the potential for this group to be impacted by work that is taken forward under this strand of activity.
Marriage and civil partnership status	Neutral		The evidence base that supports the Skills Strategy does not indicate that any area of work needs to impact on these groups specifically.
<u>Actions identified that will mitigate any negative impacts and/or promote inclusion</u>			
<ul style="list-style-type: none"> • All areas of work identified as part of the priorities for the Skills Strategy will consider the impact on all of the above groups as detailed work plans are developed. • If funding opportunities arise to support Protected characteristic, this will be investigated for its suitability, impact and deliverability in the city. 			

- Any events, meetings or activities that are planned as part of the Skills Strategy delivery programme will fully take account of the identified groups when considering venues and content.

Officer: Skills & Business Manager

Date: 12 February 2020

REPORT TO EXECUTIVE

Date of Meeting: 9 March 2021

REPORT TO COUNCIL

Date of Meeting: 20 April 2021

Report of: Director Net Zero & City Management

Title: Amendment to Section 3d of the Council Constitution relating to delegation to the Service Lead - Environmental Health and Community Safety

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

- 1.1 This report details, and seeks approval for, an amendment to Section 3d of the Council Constitution relating to delegation to the Service Lead - Environmental Health and Community Safety

2. Recommendations:

- 2.1 That Executive Notes and supports the proposed amendment to Section 3d of the Council Constitution relating to delegation to the Service Lead - Environmental Health and Community Safety by the addition of the following:

The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014

- 2.2 That the Council adopts the proposed amendment to Section 3d of the Council Constitution relating to delegation to the Service Lead - Environmental Health and Community Safety by the addition of the following:

The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014

3. Reasons for the recommendation:

- 3.1 The above proposed addition will allow the Environmental Health and Community Safety service to fulfil obligations under aforementioned regulations with regard to property redress schemes and the management of private rented property (by agents or individuals).

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

- 4.1. The proposed changes to Authorisations will allow the imposition of financial penalties for certain offences with reference to property redress schemes. Any financial penalties levied will be recoverable by the Council.

5. Section 151 Officer comments:

- 5.1. Whilst the financial implications are not expected to be significant, the Finance team will work with Environmental Health to ensure that it is properly accounted for.

6. What are the legal aspects?

- 6.1 The proposed changes to Authorisations will allow the council to take enforcement action under the aforementioned regulations. Without such Authorisation the council is not able to take this action.

7. Monitoring Officer's comments:

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

8. Report details:

- 8.1 Environmental Health and Community Safety deals with managing agents and individuals who act as managers of certain rented property. The addition of enforcement powers under these regulations will allow the Council to take enforcement action against those who are not a member of a redress scheme, as required under the regulations.

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

- 9.1 The proposed amendment will assist in ensuring that properties are well managed, thus contributing towards building great neighbourhoods.

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

- 10.1 This is not a change to the enforcement policy, this change authorises officers of the council to use this legislation. The risk of not having this authorisation is that council officers will not effectively be able to tackle issues relating to property redress schemes.

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, there are no equalities impacts that are identified.

12. Carbon Footprint (Environmental) Implications:

- 12.1 No direct carbon/environmental impacts arising from the recommendations.

13. Are there any other options?

- 13.1 No other options deal with this area of enforcement as efficiently as the powers contained in these regulations.

Director Net Zero & City Management, David Bartram

Author: Simon Lane, Service Lead – Environmental Health and Community Safety

Philip Gilbert, Environmental Health and Community Safety Manager

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

Background papers used in compiling this report:

None

Contact for enquires:
Democratic Services (Committees)
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01392 265275

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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 October 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. 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)

(Amended October 2020)

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

The following functions are delegated to Service Lead - City development subject to consultation or agreement as set out below:

Function	Consultation or Agreement	With Postholders/Group
<u>Applications</u> Applications (including TPO confirmations) that Members of the Planning Committee or Ward Members have requested to be brought to the Delegation Briefing.	Consultation	Delegation Briefing
City Council applications not subject to any objections.	Consultation	Delegation Briefing
Applications that have been subject to representations from a statutory consultee that express views contrary to the officer recommendation.	Consultation	Delegation Briefing
Applications that have been subject to objections from a Neighbourhood Forum, where that Neighbourhood has an adopted Neighbourhood Plan, that Officers are minded to approve under delegated powers	Consultation	Delegation Briefing
Applications that have been	Consultation	Delegation Briefing

(Amended October 2020)

subject to objections based on material planning considerations, where the objection relates to impact on adjoining properties by overlooking, overbearing, overshadowing or insufficient on-site parking, that Officers are minded to approve under delegated powers.		
<u>Enforcement</u> Issue of Enforcement Notice, Stop Notice (ink Temporary), Urgent Works and Repairs Notices and commencement of injunction, prosecution or other formal legal proceedings. Hazardous substance contravention notice.	Agreement	Service Lead, Legal Services
<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
Annual Infrastructure Funding Statements (including 'Infrastructure Lists')	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>		

(Amended October 2020)

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)

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.

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.

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

(Amended October 2020)

(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

(Amended October 2020)

- (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
- 3.20 The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014

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
- 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;

(Amended October 2020)

- 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)

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)

(Amended October 2020)

- 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

- 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;

(Amended October 2020)

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

(Amended October 2020)

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;
 - (iii) institute proceedings in the County Court to obtain possession orders pursuant to current relevant legislation; and

(Amended October 2020)

- (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

(Amended October 2020)

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

(Amended October 2020)

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)

(Amended October 2020)

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 October 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

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 October 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 October 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 October 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.

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