

EXECUTIVE

Date: Tuesday 4 April 2023

Time: 5.30 pm

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

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

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

Entry to the Civic Centre can be gained through the rear entrance, located at the back of the Customer Service Centre, Paris Street.

Membership -

Councillors Bialyk (Chair), Wright (Deputy Chair), Denning, Ghusain, Morse, Parkhouse, Pearce, Williams and Wood

Agenda

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

1 Apologies

To receive apologies for absence from Committee members.

2 Minutes

To approve and sign the minutes of the meeting held on 28 February 2023.

(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

It is considered that the Committee would be unlikely to exclude the press and public during consideration of any of the items on the agenda, but if it should wish

to do so, the following resolution should be passed:-

RECOMMENDED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of the particular item(s) on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1, 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 Overview of General Fund Revenue Budget 2022/23 - Quarter 3

To consider the report of the Director Finance. (Pages 13 - 38)

7 2022/23 General Fund Capital Monitoring Statement - Quarter 3

To consider the report of the Director Finance. (Pages 39 - 56)

8 2022/23 HRA Budget Monitoring Report - Quarter 3

To consider the report of the Director Finance. (Pages 57 - 76)

9 Council Tax Support Fund 2023

To consider the report of the Director Finance. (Pages 77 - 114)

10 General Grants Policy

To consider the report of the Director Finance. (Pages 115 - 122)

11 Amendment to the Financial Regulations and Procurement Contract Procedure Rules

To consider the report of the Director Finance. (Pages 123 - 172)

12 Amendments to the Constitution

To consider the report of the Director Corporate Services. (Pages 173 - 182)

13 Exeter Plan: Outline Draft consultation: Consultation report

To consider the report of the Director City Development.

(Pages
183 - 290)

14 **Report of the Plant Based Food Task and Finish Group**

To consider the report of the Director Net Zero and City Management.

(Pages
291 - 314)

15 **Financial Assistance Policy for the Better Care Fund**

To consider the report of the Director Net Zero and City Management.

(Pages
315 - 362)

16 **Proposal to establish an Oversight Panel to monitor the Royal Albert Museum & Art Gallery's delivery against the funding agreement made between Exeter City Council and Arts Council England for period 2023-26.**

To consider the report of the Director of Culture, Leisure and Tourism.

(Pages
363 - 376)

Date of Next Meeting

The next scheduled meeting of the Executive will be held on **Tuesday 6 June 2023** at 5.30 pm in the Civic Centre.

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

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

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EXECUTIVE

Tuesday 28 February 2023

Present:

Councillor Bialyk (Chair)

Councillors Wright, Denning, Ghusain, Morse, Parkhouse, Pearce, Williams and Wood

Also present:

Councillor Jobson (as an opposition group Leader);

Councillor K. Mitchell (as an opposition group Leader); and

Councillor D. Moore (as an opposition group Leader).

Councillors in attendance under Standing Order No. 44

Councillor Atkinson speaking on item 8 (minute 39 below)

Also present:

Chief Executive & Growth Director, Service Lead City Development, Assistant Service Lead – Local Plan, Principal Project Manager Local Plans and Democratic Services Team Leader

33

MINUTES

The minutes of the meeting held on 7 February 2023, were taken as read, approved and signed by the Chair as a correct record.

34

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests were made.

35

QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER NO. 19

No questions from members of the public were received.

36

EDDIE LOPEZ

The Leader announced that the Labour Party organiser Eddie Lopez had sadly passed away after a long illness. Mr Lopez was a good friend to all who knew him, and the Leader passed on his thoughts and those of the Executive Members to his family.

37

APPOINTMENT OF TWO DIRECTORS TO THE BOARD OF EXETER CITY LIVING

The Executive received the report which provided information of a decision made by the Shareholder Representative to appoint two new Directors to the Board of Exeter City Living (ECL) under reserved matters through the Management Agreement for Exeter City Living. The appointments were on a temporary basis until 31st December 2023.

Members noted that the report addressed a perceived conflict of interest raised by the external auditor relating to the appointment of the Section 151 Officer and the Monitoring Officer to the Board, and had since stood down from their roles on Board.

The interim Chair of the Board had raised concerns about the ability to make decisions and appointments had therefore been made for a new Development Director and Finance Manager under delegated powers, in consultation with the Council Leader.

RECOMMENDED that Council:-

- (1) note the decision taken by the Chief Executive & Growth Director under delegated powers to appointment two Directors to the Board of Exeter City Living on a temporary basis; and
- (2) note that once a new Shareholder Representative has been identified to replace the Chief Executive & Growth Director, that the Shareholder Representative will undertake a review of Exeter City Living to include a review of progress, governance, future direction and the appointment process for the Managing Director position. The findings of the review, along with any appropriate recommendations will be brought forward for Members' consideration.

38

REVIEW OF THE ARTICLE 4 DIRECTION AND HOUSES IN MULTIPLE OCCUPATION SUPPLEMENTARY PLANNING DOCUMENT

The Executive received the report which set out the progress that had been made on reviewing the Article 4 Direction that restricted permitted development rights from dwellings (Use Class C3 of the Town and Country Planning (Use Classes) Order 1987 (as amended)) to Houses in Multiple Occupation (HMOs) (Use Class C4), together with the related HMO Supplementary Planning Document (SPD).

The Council's Article 4 Direction had been in place since 2010 which restricted Permitted Development rights for homes converting to HMO's and the areas covered by the Article 4 Direction had last been reviewed in 2014. The Council had also adopted a Supplementary Planning Document (SPD) in relation to HMOs which set out how planning applications for the conversion of homes to HMOs within the Article 4 area would be determined.

Members noted that a consultant had been recruited to review the Article 4 Direction and SPD, and had produced a report on future options which was outlined in Appendix C of the report. Members also noted that that Option 5 had been discounted and Option 2 was the preferred option for the future of the Direction.

The report sought approval to undertake a consultation on proposals to amend the Article 4 Direction and HMO Supplementary Planning Document in line with the preferred choice for option 2. Consultation was proposed to take place between May and July 2023 and would include information about the alternative options.

Councillor D. Moore, as an opposition group leader, spoke on this item. She raised the following points:-

- The proposed option highlighted a potential disadvantage, in that the relatively small expansion in the area could reduce the supply of student HMOS' and impact on rent. She enquired on whether these potential impacts would be monitored.
- The preferred option in the report suggested that it would help maintain a balance between student and non-student homes for various areas and manage the relevant impacts. However, neither the draft SPD, the Article 4

Direction or Policy C1 of the St. James's Neighbourhood Plan had defined what the balance would be. Other Council's had defined how balance would be assessed in respect of individual planning applications and this was an opportunity for the Council to remove any ambiguity by doing the same.

- It was important to understand the impact that HMO's would have on an area, especially when combined with purpose built student accommodation and future Co-Living accommodation.
- City Centre Wards were being let down by the lack of joined up thinking between policies and clarity on these matters, which would continue to cause difficulty for the Planning Committee in determining planning applications.

During the discussion the following points were raised:-

- the report was welcomed by Members and thanks were given to the Planning Officers and consultants for the work undertaken;
- HMOs were a concern in the Pennsylvania Ward and an expansion of the Article 4 Direction would be welcomed by residents, who had pushed for this to be considered by the Council;
- option 2 in the report would provide a good balance for communities;
- the consultant's report was welcomed and provided detailed information to support future decision making;
- the St. James Ward had a large number of HMOs and the proposal would be welcomed by residents;
- the proposal would provide a good balance for housing options, particularly in the housing crisis, to ensure there were enough homes for people in the city; and
- thanks were made to the residents of Sylvan Road for an invitation to a Resident's Association meeting in July 2022. A request for a review of the Article 4 Direction had been made, and since that time, work had been undertaken quickly and the report was a great response to residents.

The Leader highlighted that the recommendation in the report was seeking to commence a consultation. He requested Members engage with the consultation and put their points raised at this meeting into the consultation process. A report would be brought back to Members later in the year, after the consultation process.

The Portfolio Holder for City Development thanked the officers for the work undertaken and highlighted the importance of the report to residents. A budget to undertake the work had been sought and officers had worked hard to bring the matter forward whilst undertaking other areas of work. The public consultation would be held after the election in May and would follow the guidelines of the Council's Consultation Charter.

RESOLVED that the draft revised Article 4 Direction (including the Article 4 area plan) attached at Appendix A of the report be approved and the draft revised HMO Supplementary Planning Document (SPD) attached at Appendix B of the report be approved for public consultation.

The Executive received the report which set out the issues associated with the final consultation draft of the Teignbridge Local Plan in relation to cross-boundary implications for Exeter. Two particular areas of consideration which were close to

the edge of the city were Attwells Farm near Exwick and Markham Village near Alphington.

Teignbridge District Council were working on the final draft of their plan, covering the period up to 2040 and were currently consulting on the final draft before it was submitted to the Planning Inspectorate. This was the last opportunity for Exeter City Council to respond to the plan before its submission. A key component of the Teignbridge Plan was their proposed Development Strategy. A significant element of this was on accommodating housing requirements by looking at proposals close to existing facilities and settlements to reduce travel requirements and support Net Zero.

Specific locations for consultation were at Atwell's Farm, Peamore and Markham Village, which were located on the edge of the city. During previous consultations, the City Council has previously supported the Peamore proposal, but had raised concerns about the proposals for Atwell's Farm and Markham Village in relation to the impact on landscape, infrastructure, and transport.

Particular reference was made to the emerging Exeter Plan and the Development Strategy, which focused on accommodating the majority of developments on brownfield sites in order to minimise the need to travel, regenerating areas and protecting the landscape setting of the city. It was appropriate for the Council to consider these aims when thinking about the potential impact of developments close to, but outside of Exeter. A formal response to the consultation would be submitted based on the issues raised for Atwell's Farm and Markham Village.

Councillor D. Moore, as an opposition group leader, spoke on this item. She raised the following points:-

- It was right for the Council to reject the proposed sites at Markham village and Atwell's Farm, which would not be sustainable and would be car led housing estates developments, and wasn't focussed on creating sustainable communities. She supported the reason for rejecting the proposals but considered that the report should also highlight that the areas were important agricultural land.
- The Peamore and West Exe sites made up 46% of the Teignbridge proposed sites. The Council needed to look closer at the areas, such as Peamore, which had been identified as having a high impact on the Exeter air quality management area. The area was remote from local services and facilities and would require substantial investment to create paths for walking, wheeling and cycling.
- The Teignbridge documentation stated that the major roads surrounding the site currently provided natural barriers to the expansion of Exeter and breaching these would have landscape implications. New communities would look to the city for amenities but would feel out of reach due to the natural barriers and would become car led developments.
- The £50 million grant referred to in the report was focussed primarily on new junctions and roads and the Council needed to ensure that Devon County Council wasn't solely focussed on developing carbon neutral roads.
- The developments were not suitable for Exeter in terms of sustainable transport solutions and encouraged additional car use. The Council needed to go further in its reason for rejecting the proposals.

- Exeter City Council and Teignbridge District Council needed to have a detailed conversation about the extensions to the south west area of Exeter.

The Leader suggested that Councillor D. Moore formally submit the points raised as a City Councillor response to the Teignbridge Consultation.

Councillor Atkinson, having given notice under Standing Order No. 44, spoke on this item. She made the following points:-

- Teignbridge District Council should not solve its housing needs by having a Housing Strategy, which puts their new developments onto the south west of Exeter and the Alphington Ward.
- Teignbridge was in the process of building 2000 houses on Alphington's boundaries with a net increase in traffic movement on Chudleigh Road and Dawlish Road and issues relating to the new developments were still being addressed.
- Highways Planners have had difficulties in turning down developments for safety concerns and highway capacity. There was currently a vision and validation approach in moving away from highway considerations which would provide and maintain a sustainable community and transport system. The Teignbridge proposals would encourage more car use.
- The development would have a severe impact on the existing road network and introduce safety concerns and there would only be two routes in and out of the development at Ide Lane and Markham Lane onto Shillingford Road.
- The site was not appropriate for sustainable modes of transport due to safety concerns. It would be difficult to encourage people to walk or cycle across the A30 roundabout at Ide Lane, which was a dangerous roundabout and not suitable for cyclists or pedestrians. It was not reasonable to suggest residents should cycle and walk from the site using the A30 roundabout.
- The second access to the development was at Markham Lane to Shillingford Road, which had no pavements and was not wide enough for a separate cycle route. A forthcoming development at the location would install limited paving space, but was on a steep hill. This was not suitable for sustainable transport for safety reasons.
- Under the current system, a developer would make a Section 106 contribution to fund a bus route, but the route would be need to be established. If the service failed, the residents would have to risk walking on the roads or resort to driving and Devon County Council would not be able to subsidise the bus service.
- The current development by Tilia Homes in Exeter was intending to develop 120 homes which would come out onto Shillingford Road. Planners had stated that the development couldn't be built until another exit was made available onto Chudleigh Road. The Teignbridge proposal was, now suggesting an additional 900 homes exiting onto Shillingford Road, which would be against the Council's own policy.

- The development issue could be alleviated if a new slip road onto the A30 outside Shillingford Abbott / Markham Lane was created to divert traffic, however there was no proposal to do so. The proposed E15 cycle route from the new development on the south west area of Exeter did not link to the site and was therefore, not sustainable.
- The developments wouldn't be sustainable freestanding settlements or provide enough funding for a new school or community centre, leading children being forced to travel further to either West Exe School, Alphington Primary School or the new Matford Brook School, taking children through dangerous roads and roundabouts.
- Other facilities would be required to create sustainable communities, such as a GP surgery, extra care housing and affordable housing. The more developers were asked to fund infrastructure the less affordable housing they would be prepared to fund.
- Teignbridge District Council had a high housing target set by the government for 750 new homes a year. This target should not overshadow the need for proper infrastructure to be put in place. Developers should not be allowed to build, generate a profit and then leave existing communities to find funding for new infrastructure at public expense.
- The government needed to change its planning laws to ensure that infrastructure was provided before building went ahead. The Council needed to be clear that this was not a sustainable development and that Alphington should not pick up the cost.
- The development would be located on a hill and be visible across Exeter and Alphington and therefore was not acceptable for landscape reasons.
- Exeter City Council should not support the inclusion of Markham Village and Atwell Farm in the Teignbridge District Council Local Plan and Councillor Atkinson would also be making her own submissions to the consultation.
- New settlements for the Peamore area in the Teignbridge Local Plan needed to consider whether the proposed locations were close to facilities, jobs and services. Peamore had greater links to Exeter with a better chance for developing a sustainable community.
- It was hoped that a slip road would be built in to the A38 for less traffic going through Alphington and would go forward as part of the Peamore development with a new transport hub being provided.
- Peamore had improved transport/ traffic, infrastructure and landscaping, however it was unclear for the Alphington development, whether there would be facilities available or whether residents would have to drive to Alphington to access facilities. Teignbridge needed to ensure their proposals were sustainable and provided shops and services.

The Leader thanked Councillor Atkinson for the points raised and advised that the points raised should be taken into consideration when responding to the consultation. He advised Councillor Atkinson to submit her points to the Assistant Service Lead – Local Plan for inclusion in the response.

During the discussion the following points were raised:-

- the detailed contribution from Councillor Atkinson was acknowledged, and the concerns raised were also mirrored in Pinhoe Ward, in terms of development in East Devon. Proposed bolt on communities were not sustainable and impacted on local resources and travel options; and
- it was pleasing that Teignbridge were progressing with their local plan, but was also disappointing that some of their proposals were not sustainable and would have a negative impact on the city. It was likely that Teignbridge would receive a large volume of responses to their consultation, allowing Exeter residents to assert their views.

The Leader highlighted the issues raised in relation to transport, lack of facilities and infrastructure, which were important to the city. The priority was to continue protecting the green space on the borders of the city.

In response to a Members question, the Assistant Service Lead – Local Plan advised that the Council had a duty to cooperate with other authorities, and discussions with Teignbridge had been ongoing for a period of time, leading to development of their plan. Although not all issues had been resolved, engagement had been valuable and would continue. Though there was a duty to cooperate, it was not a duty to agree and Councils could have differing views on some matters.

The Portfolio Holder for City Development thanked Members for their contributions for consideration as part of the Council's response. She noted that there was a level of convenience for other authorities to build on the edge of the city which was not sustainable or beneficial to Exeter. She highlighted that some elements of the Greater Exeter Strategic Plan had been incorporated, notably the site boundary and welcomed the excellent points made by Members.

RESOLVED that delegated authority be granted to the Director of City Development, in consultation with the Council Leader and Portfolio Holder for City Development, to prepare and submit a response to the consultation on the proposed submission version of the Teignbridge Local Plan based on the issues raised in report presented at the meeting.

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LORD MAYORALTY

The Leader proposed, and the Deputy Leader & Portfolio Holder for Arts & Culture and Corporate Services seconded, that Councillor K. Mitchell be nominated as Lord Mayor Elect for the 2023/24 Municipal Council year, and Councillor Read be nominated as the Deputy Lord Mayor Elect for the 2023/24 Municipal Year.

Councillor K. Mitchell thanked Members for his nomination and highlighted that his term would also coincide with the 75th Anniversary year of the NHS.

RECOMMENDED to Council that Councillor K. Mitchell be nominated as Lord Mayor Elect for the 2023/24 Municipal Year and that Councillor Read be nominated as the Deputy Lord Mayor Elect for the 2023/24 Municipal Year.

(The meeting commenced at 5.30 pm and closed at 6.20 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 on 18 April 2023.

DRAFT

REPORT TO EXECUTIVE

Date of Meeting: 4 April 2023

REPORT TO COUNCIL

Date of Meeting: 18 April 2023

Report of: Director Finance

Title: Overview of General Fund Revenue Budget 2022/23 – Quarter 3

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

To advise Members of the overall financial position of the General Fund Revenue Budgets for the 2022/23 financial year after nine months.

2. Recommendations:

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

- (1) The General Fund forecast financial position for the 2022 financial year;
- (2) The supplementary budgets as detailed in paragraph 8.12 of the report;
- (3) The outstanding Sundry Debt position as at December 2022;
- (4) The creditors payments performance; and
- (5) The One Exeter programme update

3. Reasons for the recommendation:

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

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

The impact on the General Fund working balance is set out in section 8.9.

The General Fund Working Balance is projected to stand at £4.716 million at year end.

5. Section 151 Officer comments:

It is important for Members to note that, whilst the overall position looks favourable, compared to the revised budget, many of the significant underspends relate to projects, which will require supplementary budgets in the next financial year. These mask some significant areas of financial pressure, which will continue to be monitored

during 2023-24. It is expected that once the supplementary budgets have been requested the financial position will continue to be challenging.

6. What are the legal aspects?

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

The Local Government Finance Act 1992 places a legal requirement on Council to approve not only the budget but also any changes to the budget proposed during the year. Council has a legal duty to ensure that the budget is balanced and that any changes to the budget are fully funded.

7. Monitoring Officer's comments:

Member's particular attention is drawn to section 6 of this report above which sets out the legal implications and in particular the obligations placed on members to respond accordingly.

8. Report details:

Overview of General Fund Revenue Budget 2022/23 – Quarter 3

8.1 Financial Summary

FUND	Planned Transfer To / (From) Working Balance £	Budget Variance Over / (under) £	Outturn Transfer 2022/23 £
General Fund	(1,815,600)	1,009,313	(806,287)

8.2 General Fund (Appendix 1 & Appendix 2)

The current forecasts show an overall projected underspend of £743,010 against a revised budget of £20,868,560. This includes supplementary budgets of £5,413,610 already agreed by Council. Variances of more than +/- £30,000 are detailed below:

8.3 **Chief Executive & Growth Director**

Budget Heading	Over / (Underspend)
Strategic Management	(£46,720)
Responsible Officer: Chief Executive The under-spend is due to staff vacancies in the Personal Assistants team and reduction in hours against budget in Strategic Management.	

Affordable Housing Development	(£190,000)
<p>Responsible Officer: Chief Executive</p> <p>As at quarter two, the remaining business cases will not now be started in 22/23. Therefore, the entire budget is given up as a saving.</p>	

8.4 Housing and Supporting People

Budget Heading	Over / (Underspend)
Housing Needs and Homelessness	£50,000
<p>Responsible Officer: Service Lead, Housing Needs & Homelessness</p> <p>As previously reported the financial impact of the pay offer of £1,925 across all grades is has caused overspends on the salary budgets.</p>	
Revenues, Benefits & Customer Access	£150,000
<p>Responsible Officer: Service Revenues, Benefits & Customer Access</p> <p>The generation of new overpayments has been on the decline over the last 3 years. This is due to:</p> <ul style="list-style-type: none"> • caseloads dropping as working age Housing Benefit (HB) cases migrate over to Universal Credit (UC), • being more up to date with our work on a regular basis, and • the introduction of data feeds such as VEP (Earnings & pensions data) which means our caseload overall is kept more accurate, so reducing the number of overpayments and the size of them, as changes are picked up sooner. <p>The cases that have migrated to UC so far are also those most likely to generate overpayments i.e. working age with frequent changes, in and out of work etc. so the opportunity to create an overpayment is declining. The shift away from HB to UC also shifts the recovery of overpayments away from deductions from ongoing HB towards UC deductions which we have no control over and unfortunately our deductions are not classified as high priority meaning it will take longer to collect our debt.</p>	
Organisational Change Programme	(£200,000)
<p>Responsible Officer: Organisational Transformation Programme Lead</p> <p>The budget is funded from an earmarked reserve and has been re-profiled to reflect the on-going future programme, any underspend will be requested as a supplementary budget in 2023/24 and 2024/25.</p>	

8.5 City Development

Budget Heading	Over / (Underspend)
Planning	(£300,000)
<p>Responsible Officer: Service Lead, City Development</p> <p>There is a forecast underspend of £300,000 on the local plan budget. This is as a result of a re-profiling exercise of planned expenditure. This took account of an additional consultation added to the plan preparation process and a review of evidence requirements and how the evidence would be put together.</p>	
Liveable Exeter Garden City	(£1,000,000)
<p>Responsible Officer: Director</p> <p>Grant funding has been provided from DLUCH to progress Liveable Exeter, the money can be spent in any given financial year so the flexibility remains to apportion the money as projects are developed. Therefore any unspent grant money at the end of the financial year will be transferred into an earmarked reserve and a supplementary budget requested in 2023/24.</p>	

8.6 Communications, Culture and Leisure Facilities

Budget Heading	Over / (Underspend)
Culture	(£105,010)
<p>Responsible Officer: Service Lead – Communications, Tourism & Culture</p> <p>This underspend reflects the £100,000 supplementary budget for Special Events not being fully utilised this year. All of this will be re-requested in 2023/24, as none of it will be used in this financial year.</p>	
Tourism	(£35,400)

Responsible Officer: Service Lead – Communications, Tourism & Culture

The Tourism budget exists to promote the Council's visitor attractions, such as the Underground Passages and the Red Coat tours. As in quarter two, much of this spend has been included in the 'Visit Exeter' budget, creating this forecast underspend. From 2023/24, part of Tourism will be included in the 'Visit Exeter' budget and the rest given up as savings.

Markets & Halls

(£180,690)

Responsible Officer: Facilities & Markets Manager

The livestock market continues to be successful at the Matford Centre, bringing in additional income to the Council. Car parking is also exceeding income budgets and the overall surplus to income is £55,000. Savings have also been made due to vacancies in staffing (approximately £37,000) and at this point of the year, savings in supplies and services are also becoming apparent. Optimism for quarter four remains high.

Museum Services

(£99,580)

Responsible Officer: Museums Manager & Cultural Lead

As at quarter two, the two predominant factors of this underspend is the rates rebate and the additional income provided by the Lego exhibition. Footfall hasn't yet returned to pre-pandemic levels but indications are that the February half-term has been busy and with a new exhibition starting soon, there is some cautious optimism for the rest of the year.

Leisure & Sport

£1,066,000

Responsible Officer: Director - Communications, Culture & Leisure

Leisure has a forecast overspend of £1,066,000, of which £36,000 will be funded from the redundancy reserve, giving an adjusted overspend of £1,030,000.

The majority of this was reported at Quarter 2, since that report the forecast overspend has increased by £167k, this is due to the business rates and electricity costs at St Sidwells Point being higher than anticipated, however these increases have been partially offset by income from monthly memberships exceeding forecast expectations.

A restructure, price increase and service review has taken place. This will correct the impact of external factors from April.

Communications

(£101,890)

Responsible Officer: Service Lead – Communications, Tourism & Culture

There are several contributing factors to this forecast underspend. A vacant post wasn't filled until January 2023 and revenue from publications and advertising is still healthy, with a forecast of £90,000 by year-end.

Active & Healthy People	(£530,000)
<p>Responsible Officer: Active & Healthy People Programme Lead</p> <p>As reported at Quarter 2 the CIL funded contract with Exeter Community Initiatives to deliver the VCSE infrastructure support for 'Exeter Connect' will complete in November 2022. The programme will be ongoing to 31 March 2023 due to an operational underspend that has been accrued.</p> <p>A forecast underspend of £485k against the budgeted £750k to formally progress the Wonford Community Wellbeing Hub programme has been identified. This was a proposed 15 month programme of work from July 2022 so the remainder of the budget will be spent in 2023/24 to develop and finalise the detailed final designs and business case for planning.</p>	
Exeter Community Grants Programme	(£39,000)
<p>Responsible Officer: Active & Healthy People Programme Lead</p> <p>There is an underspend of £39k on the discretionary community grants programme due to the non-allocation of the full budget of ward and small grants. The grants budget for 2023/24 is currently paused and will be confirmed following the accrual of further neighbourhood CIL receipts to be received based on the planning forecasts.</p>	

8.7

Net Zero Exeter and City Management

Budget Heading	Over / (Underspend)
Environmental Protection	(£61,320)
<p>Responsible Officer: Service Lead – Environmental Health & Community Safety</p> <p>Vacancies within the Neighbourhood Team in particular have more than compensated for the extra cost of the pay award across the service unit.</p>	
Licensing, Food, Health & Safety	£200,180
<p>Responsible Officer: Service Lead – Environmental Health & Community Safety</p> <p>Home Call income continues to fall short of the income target due to a loss of customers in recent years. A marketing strategy has been developed which will seek to raise the profile of this service area and seek to increase the customer base over 2023. The marketing strategy will see a leaflet in all council tax bills in March, as well as promotional materials in doctors' surgeries and other selected publications.</p>	
Parking Services	£550,090

<p>Responsible Officer: Service Lead – Net Zero and Business</p> <p>Car Park charges have fallen back from the 98% achievement of the budget profile to the end of September. Quarter 3 revenues were up, but the skew of budgets through to Christmas resulted in the achievement rate falling back to 96% for the year to date. Given the many variables potentially impacting on income levels, it is prudent to assume no improvement in the New Year, reducing the year average to 96.2% of budget (-1.1%)</p> <p>Season ticket income remains affected by changes in demand from commuters and is expected to reduce by almost half compared with pre-Covid budgets.</p> <p>The financial impact of the pay offer also caused overspends on salary budgets.</p>	
Waterways	£411,340
<p>Responsible Officer: Service Lead – Harbour Master</p> <p>The fallout of a vessel sinking has badly affected this management unit – clean-up costs, combined with destruction/disposal of the wreck, could exceed £125k which are unlikely to be recoverable against either the owner or our insurer. At year-end £44k of income was incorrectly accrued into 2021/22; a further £85k results from targets being too high £70k (canal licences and laying alongside) or rent re-negotiations beyond the unit's control £16k. The service has also been impacted by the pay offer, there are no compensating vacancies, and agency cover has been required for staff absence whilst biennial dredging together with survey work have greatly exceeded budgets available.</p>	
Engineering Services	(£47,370)
<p>Responsible Officer: Service Lead – Public and Green Space</p> <p>Vacancies following retirements have been in excess of additional costs of pay awards with posts difficult to recruit.</p>	
Street Cleaning	(£54,270)
<p>Responsible Officer: Service Lead – Public and Green Space</p> <p>Vacancies within Street Sweeping team have more than compensated for the additional pay award costs of the £1,925 flat rate settlement.</p>	
Domestic Waste Collection	(£147,000)
<p>Responsible Officer: Service Lead – Waste, Recycling & Fleet</p> <p>The service continues to struggle to recruit and this has caused operational difficulties. This has delayed the roll out of the food waste programme so there will be savings in the year due to vacancies and vehicles not yet being leased. These savings will more than offset the impact of the pay offer.</p>	
Waste Chargeable Services	£528,160

Responsible Officer: Service Lead – Waste, Recycling & Fleet

As reported in previous years there is a shortfall in the trade waste income budget which it was hoped would be addressed by securing new agreements. The service makes a surplus having recovered well since the pandemic and has secured new and extended existing high profile contracts. However there is an ongoing shortfall against the income target.

The difficulties with recruitment and retention of staff have also had an impact on the projected surplus from green waste. Collections were discontinued over the summer due to a shortage of drivers, so there will be a reduction in income for 2022/23 as renewals are delayed to reflect the break in service.

Waste and Fleet Overheads	£106,720
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Responsible Officer: Service Lead – Waste, Recycling & Fleet

Costs of PPE (gloves) have risen significantly (£44k) as have Electricity (£20k) and Trade Effluent (£12k) charges whilst pay and agency costs have also exceeded budgets

Recycling and MRF	(£86,590)
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Responsible Officer: Service Lead – Waste, Recycling & Fleet

Significant increases in the values receivable for recyclates has boosted income within this area. This has more than compensated for the financial impact of the flat rate £1,925 pay offer across all grades.

8.8 **Finance**

Budget Heading	Over / (Underspend)
Major Projects	(£1,028,020)
Responsible Officer: City Surveyor The budgets in this management unit are all supplementary and at this point of the year, it is clear as to what the forecast costs will be for each project. There is a forecast underspend of £180,000 in the ECL Property Support cost centre and a £850,000 saving against the Bus Station Demolition project; there is potential for more savings but some of the budget has been left in in case of small costs that may be incurred by year-end, such as consultancy costs. Any surplus will be requested as new supplementary budgets in 2023/24.	
Corporate Property – Estates	£494,450
Responsible Officer: City Surveyor There are several predominant factors for this overspend. Firstly, ECC have historically received £325,000 in head rent for the Guildhall; however, since the Council now own the shopping centre, only rent to the sale date of 10 th May has been recognised, giving rise to a loss of £284,264. However, this will be offset with tenancy rents by year-end. Secondly, the Southgate Hotel is still forecast to make a loss of £45,000 as they	

<p>continue their post-pandemic recovery. There is also a forecast overspend in property maintenance of £73,340, as well as a few empty properties.</p> <p>However, it should be noted that there will be two adjustments at year-end that may materially affect the outturn, firstly, accounting for the Guildhall is still on-going and posting to the accounts only started in period 10 so there is likely to be some catch-up at year-end. Secondly, there is a bad debt accounting adjustment that is carried out in month 13, which can materially affect the figures; at this point, it is not possible to forecast what this figure will be.</p>	
Corporate Property – Assets	(£198,640)
<p>Responsible Officer: City Surveyor</p> <p>There is not much of a change from the quarter two forecast figure. Property maintenance is still showing a forecast underspend of £100,000 and there are still establishment vacancies, which will be reviewed as part of the new staffing structures.</p>	
Unapportionable Overheads	(£50,000)
<p>Responsible Officer: Chief Financial Officer</p> <p>This underspend is related to pension recharges to Devon County Council. This is likely to be a yearly occurrence so this has been identified as future savings and added to the MTFP.</p>	

8.9 Corporate Services

Budget Heading	Over / (Underspend)
Human Resources	(£45,360)
<p>Responsible Officer: Service Lead – Human Resources</p> <p>This forecast is wholly due to a £60,000 underspend in staff training; this saving is reduced slightly due to an overspend in salaries due to the recent pay award</p>	
Civic Ceremonials	£54,490
<p>Responsible Officer: Service Lead – Democratic Support</p> <p>As at quarter two, one of the primary reasons for the overspend is due to the additional cost of Operation London Bridge and the associated activities to mark the death of the Queen – this is £35k over budget. The remainder of the overspend is due to the proposed pay award, additional casual staffing and a forecast deficit against lettings income in the Guildhall Chambers.</p>	
Corporate Support	£167,560

Responsible Officer: Service Lead – Democratic Support

There has been no change in the rental situation at the Civic Centre which continues to lead to an under-performance. The situation has been improved by some savings in premises and supplies & services but as there are still no prospects for new tenants, this figure is unlikely to change materially by year-end.

8.10 Other Financial Variations

Budget Heading	Over / (Underspend)
Net interest	
<p>The budgeted interest payable for 2022/23 anticipated that the Council would take out additional borrowings in the year, to finance a further loan to the wholly owned property development company; ECL. It is now anticipated that additional borrowings will not be required in 2022/23. However, this also means that the expected interest from ECL will not be receivable.</p> <p>It is anticipated that forecast slippage within the capital programme will lead to a reduced borrowing requirement resulting in less interest to be paid. We are also seeing increased rates of interest earned on investments.</p>	

8.11 General Fund Balance

In 2022/23 it is projected that there will be an overall net contribution from the General Fund Balance of £806,287. An additional £2m will be required from earmarked reserves in order for this to be above the minimum requirement for the General Fund working balance which was approved by Council in February 2022 at £3 million.

Movement	2022/23
Opening Balance, as at 01/04/22	£5,522,573
Net	(£806,287)
Projected Balance at Year End	£4,716,286

8.12 Supplementary Budgets

It is proposed that the supplementary budgets identified in Appendix 3 are approved and added to the 2022/23 budget. The requests are all self-financing or funded by an earmarked reserve and will have no impact on the projected General Fund working balance.

8.13 Outstanding Sundry Debt

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

Age of Debt	March 2021	March 2022	December 2022

Up to 29 days (current)	£2,399,454	£1,154,547	£1,934,567
30 days – 1 Year	£1,530,103	£2,129,058	£1,396,802
1 – 2 years	£451,358	£387,330	£1,390,009
2 – 3 years	£550,482	£623,164	£135,768
3 – 4 years	£276,837	£280,899	£301,527
4 – 5 years	£417,580	£180,759	£44,747
5 + years	£752,772	£1,136,701	£277,821
Total	£6,378,586	£5,892,458	£5,481,241

8.14 Debt Write-Offs

The following amounts have been written-off during 2022/23:

	2021/22 Total	2022/23 (Qtr 3)
• Council Tax	£251,786	£124,606
• Business Rates *	(£4,273)	£0
• Sundry Debt	£36,402	£519
• Housing Rents	£86,948	£70,467
• Non-HRA Rents	£111,991	£76,325
• HB Overpayments	£150,304	£40,933

* Business Rate write offs dealt with annually

8.15 Creditor Payments Performance

Creditors' payments continue to be monitored in spite of the withdrawal of statutory performance indicator BVPI8. The percentage paid within 30 days was 97.08% for the first nine months of 2022/23 compared with 92.93% after the first nine months of 2021/22.

9. One Exeter Update

As Members will be aware, One Exeter is the Council's transformation programme and is a critical priority for the council.

The One Exeter Team are continuing to work with the Strategic Management Board (SMB) and the Operational Management Board (OMB) to deliver the work programme which was agreed by Council.

A report was presented to Executive in February 2022 which set out how the council would reduce the budget for 2022/23 by £1.3 million. Appendix 5 sets out how the Council is performing against the 2022/23 approved budget reductions and whether the reductions are likely to be fully realised. As at Quarter 3, it is forecast that £105k of the £1.3m prediction will not be achieved.

The report also identified a funding gap between 2023/24 – 2026/27 of £6.6m. However, over the last year, this position has changed due to inflationary pressures causing higher wages and energy costs, together with higher interest rates. As a result of this, the funding gap identified over the remaining life of the MTFP has increased and is now showing at £9.675m. The MTFP has been re-profiled to reflect

the increased funding gap. Appendix 6 sets out progress against the seven work streams identified to reduce costs and assessed risk status.

Since the quarter 2 update, Service Leads have undertaken a review of their services. This was to help ensure that the council can meet the needs of its customers in a consistent and cohesive way and understand the most cost effective ways of delivering services at the same time. The reviews identified a number opportunities for more efficient ways of working as well as a series of proposals to deliver a 15% service cost reduction over the life of the MTFP. A detailed review of discretionary services has also been undertaken along with a number of additional actions to deliver the required cost reductions in 2023/24. A report setting out the proposed cost reductions was presented and agreed by Executive in February 2023.

Over the next quarter, the focus will shift to creating a roadmap for developing a Customer Access Strategy that will deliver services that better meet the differing needs of residents and businesses. People increasingly expect to interact with organisations wherever they like, whenever they like, on whichever device they have and whatever channel they choose. Not only will this offer opportunities to introduce more efficient ways of working, it will also provide customers with a better experience.

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

This is a statement of the projected financial position to the end of the 2022/23.

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

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

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

12. Equality Act 2010 (The Act)

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

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

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

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

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

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

13. Carbon Footprint (Environmental) Implications:

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

14. Are there any other options?

Not applicable.

Director Finance & S151 Officer, Dave Hodgson

Authors: Nicola Morley, Bridget Kendrick and Mark Neville Smith

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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2022/23 GENERAL FUND BUDGET MONITORING - SUMMARY
 QUARTER 3

APPENDIX 1

	Original Budget £	Supplementary Budgets & Transfers £	Revised Budget £	Year End Forecast £	Variance to Budget £
Chief Executive & Growth Director	3,116,820	397,820	3,514,640	3,272,870	(241,770)
Housing & Supporting People	3,874,140	345,310	4,219,450	4,219,450	0
City Development	954,300	1,987,420	2,941,720	1,641,720	(1,300,000)
Communications, Culture and Leisure Facilities	7,550,910	275,060	7,825,970	7,821,180	(4,790)
Net Zero Exeter and City Management	3,764,620	1,002,240	4,766,860	6,156,830	1,389,970
Finance	(1,326,740)	1,438,760	112,020	(620,980)	(733,000)
Corporate Services	2,424,540	(33,000)	2,391,540	2,538,120	146,580
less Notional capital charges	(4,903,640)	0	(4,903,640)	(4,903,640)	0
Service Committee Net Expenditure	15,454,950	5,413,610	20,868,560	20,125,550	(743,010)
Net Interest	1,083,000		1,083,000	1,010,900	(72,100)
New Homes Bonus	(1,362,350)		(1,362,350)	(1,362,350)	0
Revenue Contribution to Capital	0		0	0	0
Minimum Revenue Provision	958,240		958,240	958,240	0
Voluntary Revenue Provision	0		0	0	0
General Fund Expenditure	16,133,840	5,413,610	21,547,450	20,732,340	(815,110)
Transfer To/(From) Working Balance	25,550	(1,841,150)	(1,815,600)	(806,287)	1,009,313
Transfer To/(From) Earmarked Reserves	(234,290)	(3,480,830)	(3,715,120)	(4,047,545)	(332,425)
General Fund Net Expenditure	15,925,100	91,630	16,016,730	15,878,508	(138,222)
Formula Grant	(4,985,380)		(4,985,380)	(4,985,380)	0
Business Rates Growth / Pooling Gain	(3,274,000)		(3,274,000)	(3,274,000)	0
CIL Income	(1,250,160)	(91,630)	(1,341,790)	(1,203,568)	138,222
Council Tax	(6,415,560)		(6,415,560)	(6,415,560)	0
	0	0	0	0	0

Working Balance March 2022 £ 5,522,573 £ 4,716,286 March 2023

2022/23 GENERAL FUND BUDGET MONITORING - DETAIL
QUARTER 3

ACTUAL TO DATE			YEAR END FORECAST				
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	APPROVED BUDGET	CURRENT OUTTURN FORECAST	FORECAST VARIANCE	QTR 2 FORECAST VARIANCE	
£	£	£	£	£	£	£	
14,776,633	13,154,249	(1,622,384)	TOTAL GENERAL FUND NET EXPENDITURE	25,772,200	25,029,190	(743,010)	1,266,020
Chief Executive & Growth Director							
1,635,249	1,534,769	(100,480)	IT SERVICES	2,067,650	2,051,980	(15,670)	0
702,784	657,589	(45,195)	STRATEGIC MANAGEMENT	932,400	885,680	(46,720)	(10,790)
142,938	0	(142,938)	AFFORDABLE HOUSING DEVELOPMENT	190,000	0	(190,000)	(190,000)
244,479	201,129	(43,350)	CENTRAL SUPPORT	324,590	335,210	10,620	620
2,725,450	2,393,487	(331,963)	NET EXPENDITURE	3,514,640	3,272,870	(241,770)	(200,170)
Housing & Supporting People							
400,444	338,801	(61,643)	HOUSING NEEDS & HOMELESSNESS	1,309,770	1,359,770	50,000	50,000
0	0	0	SUNDRY LANDS MAINTENANCE	95,460	95,460	0	0
120,889	141,964	21,075	GF HOUSING - PROPERTY	144,070	144,070	0	0
2,098,519	2,310,606	212,087	REVENUES, BENEFITS & CUSTOMER ACCESS	2,227,740	2,377,740	150,000	0
375,845	193,439	(182,406)	ORGANISATIONAL CHANGE PROGRAMME	442,410	242,410	(200,000)	0
2,995,697	2,984,810	(10,887)	NET EXPENDITURE	4,219,450	4,219,450	0	50,000
City Development							
(26,444)	(8,137)	18,307	BUILDING CONTROL & LAND CHARGES	51,780	51,780	0	0
949,540	511,143	(438,397)	PLANNING	1,303,990	1,003,990	(300,000)	140,000
582,900	343,036	(239,864)	LIVEABLE EXETER GARDEN CITY	1,585,950	585,950	(1,000,000)	0
1,505,996	846,042	(659,954)	NET EXPENDITURE	2,941,720	1,641,720	(1,300,000)	140,000
Communications, Culture and Leisure Facilities							
345,747	265,893	(79,854)	CULTURE	460,700	355,690	(105,010)	(80,660)
143,400	99,445	(43,955)	TOURISM	190,810	155,410	(35,400)	(33,390)
(376,556)	(768,973)	(392,417)	MARKETS & HALLS	(401,410)	(582,100)	(180,690)	(124,330)
1,338,336	952,504	(385,832)	MUSEUM SERVICE	2,224,640	2,125,060	(99,580)	(107,530)
1,232,095	2,298,340	1,066,245	LEISURE & SPORT	2,954,380	4,020,380	1,066,000	899,000
0	0	0	ST SIDWELLS POINT	59,850	59,850	0	0
43,706	63,794	20,088	VISITOR FACILITIES	52,250	73,030	20,780	20,250
344,551	278,171	(66,380)	COMMUNICATIONS	415,230	313,340	(101,890)	(127,390)
1,477,598	1,059,637	(417,961)	ACTIVE & HEALTHY PEOPLE	1,625,520	1,095,520	(530,000)	(45,000)
185,491	174,438	(11,053)	EXETER COMMUNITY GRANTS PROGRAMME	244,000	205,000	(39,000)	0
4,734,368	4,423,249	(311,119)	NET EXPENDITURE	7,825,970	7,821,180	(4,790)	400,950
Net Zero Exeter & City Management							
327,421	186,898	(140,523)	ENVIRONMENTAL PROTECTION	503,600	442,280	(61,320)	4,020
467,776	579,076	111,300	LICENCING, FOOD, HEALTH & SAFETY	771,950	972,130	200,180	110,180
(4,600,068)	(4,211,809)	388,259	PARKING SERVICES	(5,995,310)	(5,445,220)	550,090	363,550
239,618	515,571	275,953	WATERWAYS	380,870	792,210	411,340	77,250
698,687	396,387	(302,300)	ENGINEERING SERVICES	1,073,830	1,026,460	(47,370)	0
1,299,794	1,311,413	11,619	PARKS & GREEN SPACES	2,045,580	2,075,380	29,800	0
62,722	68,102	5,380	BEREAVEMENT SERVICES	129,850	139,300	9,450	8,970
1,108,496	1,002,117	(106,379)	STREET CLEANING	1,727,060	1,672,790	(54,270)	0
136,088	122,666	(13,422)	PUBLIC CONVENIENCES	225,800	205,570	(20,230)	2,070
1,485,166	1,548,581	63,415	DOMESTIC REFUSE COLLECTION	2,827,750	2,680,750	(147,000)	(273,630)
(669,897)	(280,941)	388,956	WASTE CHARGEABLE SERVICES	(644,220)	(116,060)	528,160	514,440
134,112	216,461	82,349	WASTE AND FLEET OVERHEADS	141,170	247,890	106,720	12,850
532,419	424,474	(107,945)	RECYCLING	915,770	829,180	(86,590)	77,790
475,391	284,383	(191,008)	NET ZERO AND BUSINESS	663,160	634,170	(28,990)	13,050
1,697,725	2,163,379	465,654	NET EXPENDITURE	4,766,860	6,156,830	1,389,970	910,540
Finance							
923,820	86,582	(837,238)	MAJOR PROJECTS	1,231,760	203,740	(1,028,020)	1,980
(4,155,797)	(3,893,688)	262,109	CORPORATE PROPERTY - ESTATES	(4,457,800)	(3,963,350)	494,450	8,060
625,703	415,688	(210,015)	CORPORATE PROPERTY - ASSETS	837,220	638,580	(198,640)	(199,820)
111,165	107,126	(4,039)	CORPORATE	148,230	159,710	11,480	7,930
1,189,746	1,145,343	(44,403)	UNAPPORTIONABLE OVERHEADS	1,586,310	1,536,310	(50,000)	0
430,344	442,517	12,173	FINANCIAL SERVICES	570,610	586,610	16,000	3,720
75,694	74,701	(993)	INTERNAL AUDIT	100,340	99,110	(1,230)	2,790
72,189	96,965	24,776	PROCUREMENT	95,350	118,310	22,960	(2,100)
(727,136)	(1,524,766)	(797,630)	NET EXPENDITURE	112,020	(620,980)	(733,000)	(177,440)
Corporate Services							
509,520	457,110	(52,410)	HUMAN RESOURCES	644,060	598,700	(45,360)	(27,060)
209,015	179,779	(29,236)	LEGAL SERVICES	167,320	138,320	(29,000)	(3,910)
302,699	276,977	(25,722)	ELECTIONS & ELECTORAL REG	405,000	429,010	24,010	0
490,562	481,047	(9,515)	DEMOCRATIC REPRESENTATION	663,410	648,290	(15,120)	(13,760)
163,595	206,858	43,263	CIVIC CEREMONIALS	284,780	339,270	54,490	37,630
136,892	222,057	85,165	CORPORATE SUPPORT	269,970	437,530	167,560	159,240
32,250	44,220	11,970	TRANSPORTATION	(43,000)	(53,000)	(10,000)	(10,000)
1,844,533	1,868,048	23,515	NET EXPENDITURE	2,391,540	2,538,120	146,580	142,140

PROPOSED SUPPLEMENTARY BUDGETS - QUARTER 3

Supplementary Budgets




Description	£	Funded by:
Well-Being Exeter - to be funded from earmarked reserve	2,400	Earmarked Reserve
General Fund Depreciation Budgets	(716,560)	Not applicable
Total	(714,160)	






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2022/23 BUDGET MONITORING
AREAS OF BUDGETARY RISK




The table below notes service-areas that, based on either experience last year or market factors this year, have been identified as having significant budgetary risk within the 2022/23 revenue budgets.

The revenue budget areas of risk are:

Service	22/23 Approved Budget	Risk Rating	Risk and mitigation
City Development, Housing & Supporting People			
Planning Services Revenue	£824,010		There have been a number of recent planning decisions which have been appealed. This generally results in a need for external consultancy and legal advice. Significant expenditure has been incurred in this area in previous financial years.
Revenues and Benefits Housing Benefit Subsidy	£32,206,040		The Council currently administers over £32 million of Housing Benefit payments for rent allowances and rent rebates. Not all expenditure can be claimed back as subsidy. Certain supported and temporary accommodation costs are not eligible for full subsidy; these claim types will remain in Housing Benefit and not move to Universal Credit. As more Housing Benefit claims move onto Universal Credit the amount of unsubsidised expenditure will be an increased proportion of total expenditure. Errors made by ECC officers are not subsidised in full if they go over a set percentage of total expenditure. As total expenditure reduces due to Universal Credit rollout, the margins within which error payments are subsidised will reduce, increasing the risk of a subsidy loss in this area.
Communications, Culture and Leisure Facilities			
Markets & Halls (Revenue)	(£401,410)		The third quarter of 22/23 has continued to be productive for the Matford Centre – income from both the livestock market and car parking being forecast above budget. The full impact of the current energy crisis is yet to be realised but optimism is high for a successful fourth quarter.

Service	22/23 Approved Budget	Risk Rating	Risk and mitigation
Leisure & Sport (Revenue)	£2,935,380		The new year has started positively with the opening of St Sidwell's Point, resulting in the rise of memberships and footfall volume, showing that post-Covid confidence may be restored. However, there are still challenges to be faced such a lack of skilled leisure professionals and the current cost of living crisis, which may have a detrimental effect on memberships. A three-year strategy was presented in November, which reviewed revenue projections, revised establishment costs and a capital improvement plan.
Communications (Revenue)	£415,230		As in the second quarter, advertising revenue continues to be strong. However, as with other areas, the impact of the current economic situation has yet to be determined so forecasting is being approached with caution.
Net Zero Exeter and City Management			
Trade Waste Fees & Charges	(£1,316,850)		There has been a longstanding budget target with respect to Trade Waste which has not been achieved since it was set in 2017. When the 2021/22 budgets were prepared it was anticipated that ECC could secure some significant commercial waste contracts and so the income targets were increased. The University contract extension and the Met Office contract beginning in September will not be sufficient to meet the shortfall, but will improve performance from 71% to 76% of budget.
Car Parking Fees & Charges	(£8,896,430)		The Covid pandemic resulted in ongoing changes to working patterns and commuter parking. The income from visitors can also be volatile during holiday periods. Q3 performance was strong, but not as strong as the budget phasing anticipated so the current projections assume 94.6% of the original budget will be achieved.
Home Call Fees & Charges	(£320,730)		There has been a reduction in the Home Call client base over the last 3 years. A marketing strategy has been developed which will seek to raise the profile of this service area and seek to increase the customer base over 2023. The marketing strategy will see a leaflet in all council tax bills in March, as well as promotional materials in doctors' surgeries and other selected publications.

Risk Rating Key:




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

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Monitoring One Exeter Budget Reductions - 2022/23 Quarter 3 Update




Description	2022/23 Budget Reduction (£)	Outturn Forecast (£)	Comment
Discretionary Service Review			
Guildhall Chambers	4,640	4,605	Budget monitored closely by Service Lead - no spend outside budgeted account codes is planned
Mayoralty	7,500	7,500	Lord Mayor is now using one of the pool electric vehicles therefore savings met and Lord Mayor activities in-line with budget
Civic Centre	4,400	500	Committee room food and drinks and Civic Centre stationery expenditure incurred
Civic Centre	3,290	3,290	Postage and shredding activity forecast within remaining budget
Public Celebrations & Twinning	10,280	(17,200)	Operation London Bridge which marked the occasion of the Queen's death resulted in forecast spend of £31k, partially offset by £3.5k savings against the supplementary budget for the Queens Jubilee Celebrations.
Mail	50,750	44,750	Forecast a £6k overspend at Quarter 3
Communications & Marketing	40,000	40,000	Budget monitored closely by Service Lead to keep spend at budgeted levels with any overspends met by compensating savings
Arts & Events	20,000	20,000	Forecast that grants issued will come in on budget
Staff awards	10,000	10,000	No Staff Award event
Net Zero & Business Admin	2,500	2,500	Planned activity has been reduced in line with the identified savings
Business Projects	20,000	20,000	Planned activity has been reduced in line with the identified savings
Customer Service Centre	85,200	85,200	1 post deleted and 2 posts funded by grant income
Underground Passages	45,094	29,858	Running costs and income adjusted to reflect revised opening hours but final establishment greater than original 2022/23 estimates. Higher casual staff costs due to vacant Visitor Guide posts
Active & Healthy	95,367	43,494	Staff costs to be met from CL
Sub Total Discretionary Service Review	399,021	294,497	
Enabling & Support Services			
Corporate Support Unit	34,092	34,092	2 posts removed & hours reduced from establishment so saving achieved
Accountancy Services	18,195	18,195	Post removed from establishment so saving achieved
Procurement	8,902	8,902	Post removed from establishment so saving achieved
Internal Audit	990	990	No spend anticipated against these account lines
Democratic Services	(7,000)	(7,000)	Post upgraded to Team Leader and met from above employee cost savings
HR	(24,730)	(24,730)	HR Business Partner post partly met from above employee cost savings
Major projects consultancy	30,000	30,000	No spend anticipated against these account lines
Sub Total Enabling & Support Services	60,449	60,449	
Organisational Change Programme			
Corporate Support Unit	26,068	26,068	Post removed from establishment so saving achieved, due to redesign of complaints process
Sub Total Organisational Change Programme	26,068	26,068	
Asset Disposal & Management			
Capitalisation of fleet lease	550,000	550,000	Saving achieved
Sub Total Asset Disposal & Management	550,000	550,000	
Self-financing Services			
Review of support service recharges to self-financing services	252,930	252,930	Recharges for 2022/23 expected to remain in-line with the approved budgets
Sub Total Self-financing Services	252,930	252,930	
One Exeter Programme Savings	1,288,468	1,183,944	

104,523 Forecast variance at Quarter 3

Assessment	Status
Low / minimal risk that budget saving will not be fully achieved	
Some risk that budget saving will not be fully achieved	
High risk that budget saving will not be fully achieved	

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Work stream	Budget area	Risk Rating	Update
Service Review			
1	Leisure Services		<p>Whilst the original intention was to work towards a cost neutral Leisure Service, a detailed analysis and review of the service has identified that this will not be possible. The terms and conditions for Leisure employees, operational costs, competition in the leisure sector, changes to people's use of leisure facilities, lack of subsidy and cost of living crisis all factor. It is why an increasing amount of councils in the country have reluctantly closed facilities.</p> <p>Officers are working on a detailed business case for the Leisure Service and focussing on work to control costs with a view to potentially identifying if or when a cost neutral position can be met, whilst giving the best opportunities for the residents of Exeter.</p>
Target Operating Model / Service reductions			
2	Organisational Change Programme		<p>All services have undertaken a review to identify opportunities to deliver a fit for purpose organisation and identify a 15% budget reduction over the life of the MTFP. A key area of focus in 23/24 will be on developing a Customer/Digital Strategy which will provide a road map for providing services online and a single front door through which customers can access services.</p>
2	Statutory, non-discretionary services		
2	Enabling and support services		
2	Cessation / reduction of discretionary functions		<p>The Director of Finance / Deputy Chief Executive has worked with the Leader and Deputy Leader to identify cost reductions from the cessation/reduction of Discretionary Services. The review has identified a significant cost reduction. The majority of these cost reductions will come through a merger of the Communications, Tourism and Marketing Team and the removal of part of the budget to fund NPO organisations. Additional proposed cost reductions have been identified by funding the skills function and Building Greater Exeter with UKSPF funding instead of the General Fund.</p>
2	Changes to management structure and operating model		<p>It is planned for a new structure to be in place from April 2024. The LGA will be supporting the Council with this work.</p>
Technical Accounting			
3	Self-financing services		<p>A review of support services was conducted for 2022/23, a further review of internal recharges for 23/24 has also been conducted which has resulted in the identification of additional cost reductions.</p>
Corporate Property			
4	Asset disposal and management		Achieved
4	Corporate Property		Savings due to be delivered in 2026/27
Seek External Funding			
5	Contribution from ring-fenced discretionary services		Achieved
5	Externally funded services		Savings achieved for 23/24. Work continues to find new opportunities for increasing external funding.
HR			
6	Staff costs		Options are currently being explored.
Income Generation			
7	Commercialisation		<p>Delivery of the anticipated income against this work stream is high risk due to an outstanding legacy deficit and uncertainty around markets and securing contracts.</p> <p>As part of the Service Review process, some services have identified further opportunities to generate an income and these will be explored further during the coming year.</p>
7	Exeter City Living group activities		Income predicted against this work stream could be impacted by rising interest rates.
7	Car park income		<p>A review of car parking has been undertaken. As a result of the review, it has been agreed to re-zone some of the car parks located in or near that city centre so that their charges are all the same. It has also been agreed to extend the hours that the council charges for car parking to include evenings and night time.</p>

Assessment	Risk Rating
Work-stream either delivered, on track to deliver or has sufficient time remaining to achieve indicative contribution as profiled over the MTFP	
Work-stream subject to some risks (e.g. influenced by external factors) and/or some doubt on ability to achieve indicative contribution as profiled over MTFP	
Work-stream subject to high degree of risk (e.g. income generation) and/or insufficient time remaining to achieve indicative contribution as profiled over the MTFP	

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REPORT TO EXECUTIVE

Date of Meeting: 4 April 2023

REPORT TO COUNCIL

Date of Meeting: 18 April 2023

Report of: Director Finance

Title: 2022/23 General Fund Capital Monitoring Statement – Quarter 3

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

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

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

2. Recommendations:

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

- (1) The overall financial position for the 2022/23 Annual Capital Programme.
- (2) The amendments and further funding requests to the Council's annual capital programme for 2022/23.

3. Reasons for the recommendation:

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

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

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

4. What are the resource implications including non financial resources

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

5. Section 151 Officer comments:

Despite the fact that the Council has spent a significant amount of the programme, the challenges to delivering schemes remain and have resulted in a substantial carry forward. Further work will be undertaken at year-end to ensure that the schemes that are still required are added to the approved capital programme for approval in July.

6. What are the legal aspects?

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

7. Monitoring Officer's comments:

This report sets out a factual position with regards the capital programme and as such raises no issues for the Monitoring Officer.

8. Report details:

8.1. REVISIONS TO THE CAPITAL PROGRAMME

The 2022/23 Capital Programme was last reported to Executive on 29 November 2022. Since that meeting the following changes have been made that have increased the programme:

Description	£	Approval/Funding
Capital Programme, as reported to Council 13 December 2022	95,550,050	
Budget Deferred to 2022/23 & Beyond at Quarter 2	(11,883,340)	Approved by Council 13 December 2022
Overspends/(Underspends) reported at Quarter 3	(4,614,740)	
Bus Station & St Sidwell's Point Programme	2,914,050	
Pinhoe Community Hub	1,222,710	
Energy Saving Projects	67,330	ERDF Funding
St Thomas Splashpad	100,000	Approved by Council 21 February 2023, CIL Funded
Pinhoe Playing Field Upgrades	91,830	S106 Funded

Revised Capital Programme	83,447,890	
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8.2. PERFORMANCE

The revised capital programme for the current financial year is £83.448 million. During the first nine months of the year the Council spent £52.592 million on the programme, which equates to 63.02% of the revised programme. This compares with £12.924m (12.90%) that was spent in the first nine months of 2021/22.

The current programme is detailed in Appendix 1. The Appendix shows a total forecast spend for 2022/23 of £63.233 million with £19.992 million of the programme potentially being deferred to 2023/24 and beyond.

Appendix 2 shows the approved budgets for 2023/24 with the proposed 2022/23 budget to be carried forward to 2023/24 and beyond for Executive and Council to consider for approval.

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

8.3. AVAILABLE CAPITAL RESOURCES

The available capital resources for the General Fund for 2022/23 are £13.073 million. An estimated spend of £63.233 million is required of which £54.281 million will be funded from borrowing with £4.120 million capital receipts carried forward to 2023/24.

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

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

	General Fund £
Balance as at 1 April 2022	3,020,582
New Receipts	2,874,160
Balance as at 31 December 2022	5,894,742

8.4. EXPENDITURE VARIANCES

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

Scheme	Variance £
SAN Replacement	(76,270)
<p>Officer Responsible: Chief Executive</p> <p>This saving is due to the project cost being over-estimated at the planning stage; also a built-in contingency was not utilised.</p>	
Door Access RAMM	(50,000)
<p>Officer Responsible: Chief Executive</p> <p>This programme was completed under-budget due to an overestimation of resources needed at the planning stage.</p>	
IT Replacement Project	(35,950)
<p>Officer Responsible: Chief Executive</p> <p>The majority of the year-on-year budget of £50,000 will be spent in this financial year. However, the surplus from 2021/22 was rolled into 2022/23 but this element of the budget will not be spent and so is a saving this year.</p>	

Riverside Leisure Centre	(310,160)
Leisure Centre Essential Enhancements	310,160
<p>Officer Responsible: Director - Communications, Culture & Leisure</p> <p>This budget was created to enable completion of the Riverside Leisure Centre repair and refurbishment works. This has now been completed and it is proposed that the underspend is allocated to the Leisure Centre Essential Enhancements budget in 2023/24.</p>	

Scheme	Variance £
Energy Saving Projects	(185,080)
<p>Officer Responsible: Service Lead – Net Zero & Business</p> <p>Project expenditure has increased due to the impact of covid and inflation on costs to buy materials together with unforeseen spend relating to contaminated land at Exton Road and new constraints imposed by the Distribution Network Operator that resulted in additional infrastructure requirements. Additional works have also been necessary because of the highly complex Private Wire installation.</p>	

Scheme	Variance £
Mary Arches MSCP	(108,010)
Cathedral & Quay MSCP	(116,200)
Princesshay 2 MSCP	(75,080)
<p>Officer Responsible: City Surveyor</p> <p>All the above programmes have been identified as potential savings as part of the amended capital project proposal.</p>	

8.5. SCHEMES TO BE DEFERRED TO 2023/24 AND BEYOND

Schemes which have been identified as being wholly or partly deferred to 2023/24 and beyond are:

Scheme	Budget to be Deferred £
Customer Contact Platform	161,030
<p>Officer Responsible: Executive Support</p> <p>Costed developments of the Firmstep platform and associated works have not been identified in the current year pending the outcome of service reviews and clarification of requirements as part of the development of a customer and digital strategy.</p>	
Strata – Idox	60,680
<p>Officer Responsible: Chief Executive</p> <p>This project has been deferred due to planning delays and adequate resources being unavailable.</p>	

Scheme	Budget to be Deferred £
Ash Die Back Tree Replacement	50,000
<p>Officer Responsible: Service Manager Parks & Green Spaces</p> <p>Work is ongoing to assess and remove affected trees and replant with other varieties. It will continue through the medium term, to 2025/26, dependent on disease impact and funding.</p>	
Bowling Green Marshes Coastal Defence Scheme	50,000
Trews Weir Refurbishment	30,000
District Street Lighting	242,150
St Thomas Splashpad	95,000
<p>Officer Responsible: Engineering & Assets Manager</p> <p>It has been reported in previous quarters that there was likely to be significant slippage within the Engineering capital programme for 2022/23. Project re-prioritising has identified that the above schemes will also be deferred, in whole or part, due to Engineering's on-going capacity issues.</p>	
Enhance the Materials Reclamation Facility	(36,510)
<p>Officer Responsible: Service Manager – Recycling, Waste & Fleet</p> <p>This project has been accelerated, so budget is required earlier than previously forecast.</p>	

Scheme	Budget to be Deferred £
Council Signage Improvement	69,090
<p>Officer Responsible: Director - Communications, Culture & Leisure</p> <p>The design and implementation of this programme has now been approved. Work may begin by the end of 2022/23 so part of the budget has been left in; the rest has been deferred into 2023/24.</p>	
Leisure Centre Essential Enhancements	310,160
<p>Officer Responsible: Director - Communications, Culture & Leisure</p> <p>As above this budget was created to enable completion of the Riverside Leisure Centre repair and refurbishment works. This has now been completed and it is proposed that the underspend is allocated to the Leisure Centre Essential Enhancements budget in 2023/24.</p>	
Riverside Sports Hall Roof	976,160
<p>Officer Responsible: Director- Communications, Culture & Leisure</p> <p>The sports hall roof has now been completed. £76,160 of the slippage will be used to cover the retention payment plus any defect corrections. The remaining £900,000 will be retained for further potential works.</p>	

Leisure Complex – Fit Out	290,520
Leisure Management	245,440
Leisure Complex – Build Project	804,900
Bus Station Construction	280,940
<p>Officer Responsible: Director- Communications, Culture & Leisure</p> <p>The Build Project has several outstanding commitments in 23/24, including retention payments for SSP and the bus station, as well as any additional work that will need to be completed after End of Defects Reviews. It is likely that the budgets will be re-profiled in the new financial year to match the likely spend pattern.</p>	
Pinhoe Community Hub	1,276,470
<p>Officer Responsible: Director- Communications, Culture & Leisure</p> <p>Additional funding was approved by Council in December 2022, pending planning permission. This will not be granted within the current financial year therefore the budget has been slipped into 2023/24.</p>	

Scheme	Budget to be Deferred £
Loan to Exeter City Living	3,500,000
<p>Officer Responsible: Chief Finance Officer</p> <p>Due to difficult conditions in the construction industry, ECL's project is moving slower than originally anticipated. £1.5m will be used in 2022/23 but the majority of the loan will be in the new financial year.</p>	
Commercial Property Purchase	10,460,970
<p>Officer Responsible: City Surveyor</p> <p>The majority of the under-spend has been slipped into 2023/24 to continue the regeneration of the Guildhall Shopping Centre. However, some budget has been left in this financial year as a contingency in case of any unexpected costs that may arise.</p>	
Fire Risk Assessment Works	700,550
<p>Officer Responsible: City Surveyor</p> <p>The programme is still waiting for tender returns so the majority of the cost will be in the next financial year. A small amount of budget has been left in 2022/23 to cover any other costs.</p>	
Exmouth Buoy Store	93,710
<p>Officer Responsible: City Surveyor</p> <p>This project had been put on hold due to a review of current capital requirements. It has now been moved into the new financial year as there will no work started on it in 2022/23.</p>	

8.6. FURTHER FUNDING REQUESTS

Brownfield Land Release Fund – Lower Wear Road (£293,390)

The Council has recently received further funding for brownfield land release projects from the Ministry of Housing, Communities & Local Government. The funding will be used for works at Lower Wear Road.

Cathedral Green Display Cases (£35,000)

To facilitate the reconstruction and refurbishment of the event display cases at the entrance to Cathedral Green, together with associated improvements.

Topsham Museum (£150,000)

There is an urgent need to carry out extensive rendering repairs and associated works at the museum. The historic grade 2 listed asset is located in a conservation area and has suffered decline through age and exposure to the elements. The traditional methods used in construction necessitate regular maintenance. Failing render can fall into the streets around the museum, posing a health and safety risk to the public.

This historic grade 2 listed asset needs to be maintained to prevent decline of the structure and ensure the fabric remains water tight and the building suitable for use as a museum.

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

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

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

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

11. Equality Act 2010 (The Act)

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

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

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

11.3 In making decisions the authority must take into account the potential impact of that decision in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex

and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage and civil partnership status in coming to a decision.

11.4 In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because the impact of each scheme is considered prior to approval. Any significant deviation from this will be noted within the body of this report.

12. Carbon Footprint (Environmental) Implications:

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

13. Are there any other options?

There are no other options.

Director Finance, Dave Hodgson

Author: Nicola Morley, Bridget Kendrick and Mark Neville Smith

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

Background papers used in compiling this report:-

None

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2022/23 CAPITAL MONITORING - QUARTER 3

Responsible Officer	Scheme	2022/23 Capital Programme	2022/23 Spend to date	2022/23 Forecast spend	2022/23 Budget to be Carried Forward to 2023/24 and Beyond	2022/23 Programme Variances (Under)/Over
		£		£	£	£
Chief Executive & Growth Director						
	Customer Contact Platform	161,030		0	161,030	0
	Annual Contribution to Strata	53,910	69,581	69,580	0	15,670
	PTSN Replacement	40,000	6,664	25,000	0	(15,000)
	ECC Civic Centre HFX Door Access Replacement	100,000		100,000	0	0
	System Upgrade Cost 2012 Server replacement	35,940		35,940	0	0
	GIS Cloud Migration	3,590		3,590	0	0
Chief Executive & Growth Director	Idox System for Planning	60,680		0	60,680	0
	Cash and Income Management	16,200	16,200	16,200	0	0
	Finance System Upgrades	0		0	0	0
	Idox System Upgrades	1,900	1,900	1,900	0	0
	Financial Management	49,390	24,703	49,390	0	0
	SAN Replacement	179,700	103,432	103,430	0	(76,270)
	Door Access RAMM	100,000	49,908	50,000	0	(50,000)
	IT Replacement programme	85,950	44,491	50,000	0	(35,950)
TOTAL		888,290	316,879	505,030	221,710	(161,550)
Net Zero Exeter and City Management						
	Parks Infrastructure	30,000	18,123	24,000	6,000	0
	Parks Anti-Incursion Measures	24,210	6,684	12,100	12,110	0
	Ash Die Back Tree Replacement	79,210	0	29,210	50,000	0
Service Manager - Public & Green Spaces	Binfrastucture	2,960	0	2,960	0	0
	Columbarium	9,170	18,920	18,920	0	9,750
	Northbrook Wild Arboretum	42,980	0	42,980	0	0
	Play Areas	250,000	204,363	250,000	0	0
	Repair Canal Bank at M5	26,890	0	0	26,890	0
	Bowling Green Marshes Coastal Defence Scheme	50,000	0	0	50,000	0
	Topsham Flood Prevention Scheme	5,000	0	0	5,000	0
	Pinhoe Playing Field Upgrades	91,830	49,780	91,830	0	0
	Trews Weir refurb	50,000	0	20,000	30,000	0
	Exeter Arena Skatepark	42,750	19,321	19,320	23,430	0
	District Street Lighting	292,150	0	50,000	242,150	0
	Piazza Terracina	40,000	36,197	40,000	0	0
	Holman Way, Topsham CP Copse	10,150	10,146	10,150	0	0
	Exeter Quay Cellars cliff face	39,730	4,209	19,730	20,000	0
	Yaroslavl Bridge	20,600	21,908	21,910	0	1,310
Engineering & Assets Manager	Farm Hill Retaining Walls (23 no.)	30,000	18,107	18,110	11,890	0

Responsible Officer	Scheme	2022/23 Capital Programme	2022/23 Spend to date	2022/23 Forecast spend	2022/23 Budget to be Carried Forward to 2023/24 and Beyond	2022/23 Programme Variances (Under)/Over
		£		£	£	£
	Underground Passages	15,000	0	0	15,000	0
	St James Weir & Ducks Marsh	25,000	0	0	25,000	0
	St Davids Church Boundary Wall	5,000	0	5,000	0	0
	Heavitree Paddling Pools	25,000	0	0	25,000	0
	Flowerpot Skate Park	1,000	1,431	1,430	0	430
	Landfill Gas Extraction Systems @ Clifton Hill & Mincinglake Valley Park (Put	20,000	0	0	20,000	0
	Mincinglake Valley Park	25,000	0	0	25,000	0
	Bromhams Farm Playing Fields	15,000	1,475	15,000	0	0
	Salmonpool swingbridge / Clapperbrook lane	70,000	0	70,000	0	0
	St Thomas Splashpad	100,000	0	5,000	95,000	0
	Bank Repairs & Stabilisation to Watercourses	20,000	0	0	20,000	0
Service Manager - Recycling, Waste & Fleet	Waste Infrastructure	463,300	0	463,300	0	0
	Cleansing Bins and Boxes	80,000	37,537	80,000	0	0
	Improved recycling containers	34,520	0	34,520	0	0
	Enhance the Materials Reclamations Facility	60,000	70,858	96,510	(36,510)	0
	Fleet lease costs	2,110,830	0	2,110,830	0	0
Service Manager - Environmental Health & Community Safety	Disabled Facility Grants	1,607,460	524,461	1,607,460	0	0
	CCTV improvements	241,240	49,766	241,240	0	0
	Noise Monitoring Equipment	45,000	0	45,000	0	0
	Energy Saving Projects	1,726,690	1,004,816	1,911,770	0	185,080
TOTAL		7,827,670	2,098,102	7,358,280	665,960	196,570
City Development, Housing & Supporting People						
Director	Agile & Flexible Rollout	20,000	0	20,000	0	0
	Next Steps/Rough Sleepers Accommodation Programme Property Acquisitio	2,661,230	1,798,800	2,661,230	0	0
TOTAL		2,681,230	1,798,800	2,681,230	0	0
Communications, Culture and Leisure Facilities						
	Council Signage Improvement	79,090	0	10,000	69,090	0
	Leisure Centre Essential Enhancements	32,360	26,295	32,360	310,160	310,160
	Riverside Leisure Centre	410,930	45,769	100,770	0	(310,160)
	Riverside Sports Hall Roof	2,000,000	1,023,840	1,023,840	976,160	0
Director	Leisure Complex - Fit Out	713,430	217,472	422,910	290,520	0
	Leisure Management	245,440	0	0	245,440	0
	Leisure Complex - Build Project	3,739,810	2,860,360	2,934,910	804,900	0
	Bus Station Construction	507,370	138,931	226,430	280,940	0
	Pinhoe Community Hub	1,276,470	0	0	1,276,470	0
TOTAL		9,004,900	4,312,668	4,751,220	4,253,680	0

Responsible Officer	Scheme	2022/23 Capital Programme	2022/23 Spend to date	2022/23 Forecast spend	2022/23 Budget to be Carried Forward to 2023/24 and Beyond	2022/23 Programme Variances (Under)/Over
		£		£	£	£
Finance						
Director	Loan to Exeter City Living	5,000,000	0	1,500,000	3,500,000	0
	Commercialisation Options	428,650	428,652	428,650	0	0
	Commercial Property Purchase	55,000,000	43,274,096	44,539,030	10,460,970	0
City Surveyor	Building Management System (BMS)	24,330	1,272	24,330	0	0
	Civic Centre Air Conditioning Replacement	25,000	0	0	25,000	0
	Fire Risk Assessment Works	750,550	3,052	50,000	700,550	0
	Exmouth Buoy Store	93,710	0	0	93,710	0
	Mary Arches MSCP	108,010	0	0	0	(108,010)
	Guildhall MSCP	3,090	0	0	0	(3,090)
	Cathedral & Quay MSCP	116,200	0	0	0	(116,200)
	John Lewis MSCP	3,800	0	0	0	(3,800)
	Princesshay 2 MSCP	75,080	0	0	0	(75,080)
	Princesshay 3 MSCP	1,730	0	0	0	(1,730)
	Leighton Terra & KW St MSCP	20,650	0	0	0	(20,650)
	Civic Centre Phase 3 Roof Rep	50,000	0	50,000	0	0
	City Wall	50,000	8,161	50,000	0	0
	BLRF - Bonhay Meadows	50,000	11,013	50,000	0	0
	BLRF - Exeter Canal Basin	20,000	1,821	20,000	0	0
	BLRF - Mary Arches Car Park	50,000	3,974	50,000	0	0
	BLRF - Belle Isle	20,000	2,044	20,000	0	0
	BLRF - Cath & Quay Car Park	50,000	7,198	50,000	0	0
	BLRF - Clifton Hill	425,000	200,000	425,000	0	0
	Depot Relocation	500,000	112,472	500,000	0	0
	Guildhall Roof Replacement	140,000	0	140,000	0	0
	RAMM Roof Replacement	40,000	12,178	40,000	0	0
TOTAL		63,045,800	44,065,934	47,937,010	14,780,230	(328,560)
GENERAL FUND SERVICES TOTAL		83,447,890	52,592,382	63,232,770	19,921,580	(293,540)

BUDGETS CARRIED FORWARD TO 2023/24 AND BEYOND

Responsible Officer	Scheme	2023/24 Budget as	Proposed Budget	Total 2023/24	2024/25 Budget as
		per Budget	to be Carried	Capital Programme	per Budget
		Book/Council	Forward to 2023/24		Book/Council
		Approvals	and Beyond at Qtr		Approvals
		£	£	£	£
Chief Executive & Growth Director					
	Customer Contact Platform	0	161,030	161,030	0
	Annual Contribution to Strata	53,910	0	53,910	53,910
	IT Replacement Programme	50,000	0	50,000	50,000
	Idox System for Planning	0	60,680	60,680	0
	Financial Management	344,800	0	344,800	0
Chief Executive & Growth Director	Datacentre Relocation	35,940	0	35,940	0
	NCSC Zero Trust	53,910	0	53,910	0
	PSTN Replacement	30,000	0	30,000	0
	Microsoft Purview	9,000	0	9,000	0
	Microsoft Power Apps	35,930	0	35,930	0
	Software Upgrade	28,750	0	28,750	0
	Sharegate	5,750	0	5,750	0
TOTAL		647,990	221,710	869,700	103,910
Net Zero Exeter and City Management					
	Parks Infrastructure	149,190	6,000	155,190	0
	Cemeteries & Churchyards Infrastructure Improvements	134,790	0	134,790	0
Service Manager - Public & Green Space	Parks Anti-Intrusion Measures	0	12,110	12,110	0
	Ash Die Back Tree Replacement	237,630	50,000	287,630	0
	Northbrook Wild Arboretum	245,600	0	245,600	0
	Play Areas	350,000	0	350,000	225,000
	Outdoor Leisure Facilities - Newcourt	121,270	0	121,270	0
	Repair Canal Bank at M5	0	26,890	26,890	0
	Bowling Green Marshes Coastal Defence Scheme	260,000	50,000	310,000	160,000
	Topsham Flood Prevention Scheme	0	5,000	5,000	0
	Cricklepit Bridge	153,750	0	153,750	0
	Trews Weir refurb	3,500,000	30,000	3,530,000	0
	Exeter Arena Skatepark	0	23,430	23,430	0
	District Street Lighting	500,000	242,150	742,150	168,750
	Piazza Terracina	0	0	0	157,500
	Exeter Quay Cellars cliff face	487,050	20,000	507,050	0
	Farm Hill Retaining Walls (23 no.)	552,900	11,890	564,790	281,250
	Riverside Walls at Quay	50,000	0	50,000	0
	Bonhay Rd/Andlaw House Footpath	150,000	0	150,000	0
Engineering & Assets Manager	Underground Passages	0	15,000	15,000	0

BUDGETS CARRIED FORWARD TO 2023/24 AND BEYOND

Responsible Officer	Scheme	2023/24 Budget as	Proposed Budget	Total 2023/24	2024/25 Budget as
		per Budget	to be Carried	Capital Programme	per Budget
		Book/Council	Forward to 2023/24		Book/Council
		Approvals	and Beyond at Qtr		Approvals
		£	£	£	£
	St James' Weir & Ducks Marsh Meadow banks	50,000	25,000	75,000	0
	Heavitree Paddling Pools	0	25,000	25,000	0
	Landfill Gas Extraction Systems	250,000	20,000	270,000	0
	Mincinglake Valley Park Reed Beds & Pipe Inlet	157,600	25,000	182,600	0
	Exeter Ship Canal - Bottleneck & Bird Hide	50,000	0	50,000	0
	Bromhams Farm Playing Fields	250,000	0	250,000	0
	Longbrook Street wall behind 30-38	5,000	0	5,000	0
	St Thomas Splashpad	0	95,000	95,000	0
	ECC Bridge Repair Programme	750,000	0	750,000	0
	Countess Wear Retaining Wall Rebuild	150,000	0	150,000	0
	Oxford Road Car Park Retaining Wall	200,000	0	200,000	0
	Canal Basin Bridge Refurbishment	50,000	0	50,000	0
	Improved Car Park Security Measures at King William Str	19,670	0	19,670	0
	Bank Repairs & Stabilisation to Watercourses	0	20,000	20,000	0
Service Manager - Recycling, Waste & Fleet	Improved recycling containers	257,580	0	257,580	0
	Enhance the Materials Reclamations Facility	4,081,600	(36,510)	4,045,090	0
	Fleet Lease costs	0	0	0	0
Service Manager - Environmental Health & Community Safety	Disabled Facility Grants	800,000	0	800,000	800,000
Miscellaneous	Capitalised Staff Costs	281,700	0	281,700	150,000
TOTAL		14,245,330	665,960	14,911,290	1,942,500
Communications, Culture and Leisure Facilities					
Director	Council Signage Improvement	0	69,090	69,090	0
	Leisure Centre Essential Enhancements	0	310,160	310,160	0
	Riverside Sports Hall Roof	0	976,160	976,160	0
	Leisure Complex - Fit Out	0	290,520	290,520	0
	Leisure Management	0	245,440	245,440	0
	Leisure Complex - Build Project	0	804,900	804,900	0
	Bus Station Construction	0	280,940	280,940	0
	Leisure Property enhancements	2,126,800	0	2,126,800	0
	Leisure Equipment replacement Programme	100,000	0	100,000	100,000
	Pinhoe Community Hub	0	1,276,470	1,276,470	0
TOTAL		2,226,800	4,253,680	6,480,480	100,000

BUDGETS CARRIED FORWARD TO 2023/24 AND BEYOND

Responsible Officer	Scheme	2023/24 Budget as	Proposed Budget	Total 2023/24	2024/25 Budget as
		per Budget	to be Carried	Capital Programme	per Budget
		Book/Council	Forward to 2023/24		Book/Council
		Approvals	and Beyond at Qtr		Approvals
		£	3	£	£
Finance					
Director	Loan to Exeter City Living	10,641,560	3,500,000	14,141,560	0
	Commercial Property Purchase	0	10,460,970	10,460,970	0
City Surveyor	Civic Centre Air Conditioning Replacement	0	25,000	25,000	0
	Fire Risk Assessment Works	953,190	700,550	1,653,740	0
	Exmouth Buoy Store	119,010	93,710	212,720	0
	John Lewis MSCP	0	0	0	424,400
	Princesshay 2 MSCP	0	0	0	424,400
	Leighton Terra & KW St MSCP	618,000	0	618,000	0
	Civic Centre Phase 3 Roof Rep	180,000	0	180,000	0
	City Wall	459,480	0	459,480	0
	Backlog Maintenance	508,810	0	508,810	64,790
	BLRF - Bonhay Meadows	957,430	0	957,430	0
	BLRF - Exeter Canal Basin	578,550	0	578,550	0
	BLRF - Mary Arches Car Park	1,256,840	0	1,256,840	0
	BLRF - Belle Isle	651,800	0	651,800	0
	BLRF - Cath & Quay Car Park	2,317,450	0	2,317,450	0
	RAMM - roof replacement	669,500	0	669,500	0
	Commercial Property Ancillary Accommodation flat roof recovering	142,600	0	142,600	0
	Wat Tyler House - resolving ongoing water ingress with new rainwater system	277,270	0	277,270	0
	Commercial Properties - capital improvements to enable ongoing income (compliance with EPC legislation)	30,000	0	30,000	40,000
	TOTAL		20,361,490	14,780,230	35,141,720
GENERAL FUND SERVICES TOTAL		37,481,610	19,921,580	57,403,190	3,100,000

SIGNIFICANT CAPITAL SCHEMES SPANNING MORE THAN ONE FINANCIAL YEAR

Responsible Officer	Scheme	Total Capital Budget £	Total Spend to Date £	Programme Variances (Under)/Over £
Director	Leisure Complex - Build Project	45,012,390	44,040,883	0
	Bus Station Construction	8,955,050	8,586,609	0
	Riverside Leisure Centre	7,062,100	6,696,942	(310,160)
TOTAL		7,062,100	6,696,942	(310,160)

GENERAL FUND AVAILABLE RESOURCES

GENERAL FUND	2022-23 £	2023-24 £	2024-25 £	2025-26 £	TOTAL £
CAPITAL RESOURCES AVAILABLE					
Capital Receipts Brought Forward	3,020,582				3,020,582
GF Capital Receipts	3,967,436	0	0	0	3,967,436
Revenue Contributions to Capital Outlay	15,670	0	0	0	15,670
Disabled Facility Grant	1,607,459	800,000	800,000	800,000	4,007,459
Community Infrastructure Levy	169,811	1,667,710	225,000	200,000	2,262,521
Other - Grants/External Funding/Reserves/S106	4,291,979	7,755,850	160,000	0	12,207,829
Total Resources Available	13,072,936	10,223,560	1,185,000	1,000,000	25,481,496
GENERAL FUND CAPITAL PROGRAMME					
Capital Programme	83,447,890	37,481,610	3,100,000	2,287,310	126,316,810
Overspends/(Savings)	(293,540)				(293,540)
Slippage	(19,921,580)	19,921,580			0
Total General Fund	63,232,770	57,403,190	3,100,000	2,287,310	126,023,270
UNCOMMITTED CAPITAL RESOURCES:					
Capital Receipts Brought Forward	3,020,582	4,120,687	2,578,877	2,305,877	3,020,582
Resources in Year	10,052,355	10,223,560	1,185,000	1,000,000	22,460,915
Less Capital Receipts to carry forward	(4,120,687)	(2,578,877)	(2,305,877)	(2,205,877)	(2,205,877)
Less Spend in Year	(63,232,770)	(57,403,190)	(3,100,000)	(2,287,310)	(126,023,270)
Borrowing Requirement	54,280,521	45,637,820	1,642,000	1,187,310	102,747,651

REPORT TO EXECUTIVE

Date of Meeting: 4th April 2023

REPORT TO COUNCIL

Date of Meeting: 18 April 2023

Report of: Director Finance

Title: 2022/23 HRA Budget Monitoring Report – Quarter 3

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

To advise Members of the financial position of the HRA Revenue and Capital Budgets for the 2022/23 financial year after nine months.

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

2. Recommendations:

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

- (1) The HRA forecast financial position for 2022/23 financial year; and
- (2) The revision of the HRA Capital Programme to reflect the reported variations detailed in Appendix 4

3. Reasons for the recommendation:

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

The Housing Revenue Account is a statutory account and local housing authorities have a duty to keep a HRA in accordance with proper accounting practices and to review the account throughout the year. Members are presented with a quarterly financial update in respect of the HRA and this is the third update for 2022-23.

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

4.1. The financial resources required to deliver both housing services to Council tenants and to invest in new and existing housing stock during 2022/23 are set out in the body of this report.

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

5. Section 151 Officer comments:

5.1. There is a small improvement in the forecast outturn position for the HRA, largely driven by increasing interest rates. As Members are aware, the General Fund pays interest on the Balances held by the HRA.

6. What are the legal aspects?

6.1. The Housing Revenue Account is framed by the Local Government and Housing Act 1989. Section 74 of the Act creates the ring-fenced HRA and the Act sets out the structure within which the HRA operates. The Act also addresses the detailed operation of the HRA, including the credits (income) and debits (expenditure) which make up the account. Members will note the content of Schedule 4 of the Act in particular which sets out the requirements on 'The Keeping of the Housing Revenue Account'.

7. Monitoring Officer Comments:

7.1. This reports sets out the factual position relating to the HRA for members' information and as such raises no issues for the Monitoring officer.

8. Report Details:

HRA BUDGET MONITORING – QUARTER 3

8.1. Background to the HRA

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

8.2. Projected transfer from the working balance

	£
Approved Budgeted transfer from the working balance	1,154,130*
Supplementary budgets – Council approved 19 July 2022	550,500
Edward’s Court 2022/23 budget – Council approved 22 February 2022	(80,974)
Revenue Contribution to Capital deferred from 2021/22 – 19 July 2022	3,000,000
Revised Budgeted transfer from the working balance	4,623,656

*2022/23 Approved Budget Represented By	£
85A1 MANAGEMENT	1,545,220
85A2 TENANCY SERVICES	1,511,160
85A3 SUNDRY LANDS MAINTENANCE	614,170
85A4 REPAIR & MAINTENANCE PROGRAMME	6,898,350
85A5 REVENUE CONTRIB TO CAPITAL	2,000,000
85A6 CAPITAL CHARGES	3,830,620
85A7 HOUSING ASSETS	2,298,160
85A8 RENTS	(19,849,110)
85B2 INTEREST	2,305,560
85B4 MOVEMENT TO/(FROM) WORKING BALANCE	(1,154,130)

The HRA has built up a considerable working balance of £11.146 million as at 31 March 2022. This is considerably higher than the £4 million contingency resolved to be retained. The HRA approved Medium Term Financial Plan (MTFP) plans to reduce the working balance, largely through significant revenue contributions to capital. This enables the built-up working balance to be used to fund the HRA capital programme towards planned works, retrofits and Council House building developments.

The revised budget deficit position of £4.624 million is due to a large anticipated revenue contribution of £5 million to capital.

8.3. The budget variances anticipated at Quarter 3, indicate that £4,382,082 will be taken from the working balance in 2022/23 – See appendix 2. This represents a movement of £241,558 compared to the revised budget £4,623,656 for 2022/23. The key budget deviations are explained below.

Budget Heading	Forecast Outturn Budget Variance at Quarter 2 (Under)/ Overspend	Forecast Outturn Budget Variance at Quarter 3 (Under)/ Overspend
Management	-	£17,500
<p>Officers Responsible: Assistant Director of Housing (AP) Assistant Director of Housing (LB)</p> <ul style="list-style-type: none"> There have been pressures on the budget this year from increased tenant decant costs associated with the housing development programme, as a result of a number of incidents which include fires and cases of damp and mould, and also an increase in the Housing Ombudsman membership fees. 		
Tenancy Services	(£15,600)	(£15,600)
<p>Officer Responsible: Assistant Director of Housing (LB)</p> <ul style="list-style-type: none"> The budget anticipated 28 Right- to-Buy property sales in 2022/23. It is now anticipated that there will likely be closer to 40 Right-to-Buy sales during the year. This will result in an additional £15,600 of admin fee income and a loss of council homes. 		
Sundry Land Maintenance	(£300,000)	(£333,000)
<p>Officers Responsible: Assistant Director of Housing (AP) Assistant Director of Housing (LB)</p> <ul style="list-style-type: none"> The budget relating to expected action required due to Ash Die Back in trees on HRA land has been re-profiled to reflect new expectations around when the disease is likely to impact in Exeter. <p>Current National guiding bodies indicate that Ash Die Back will result in 90% loss over 10 years, with only 5% of trees showing any resilience to the disease.</p> <p>The £300k underspend expected in 2022/23 will still be required in future years so there will be no overall impact on the Medium Term Financial Plan. Officers will continue to monitor the situation to ensure that there is appropriate budget provision for works needed.</p> <ul style="list-style-type: none"> Further net savings in the year of £33k have also been identified in the gardens and garden assistance budgets. 		
Repair & Maintenance Programme	£500,000	£261,000
<p>Officer Responsible: Assistant Director of Housing (AP)</p> <p>The General Maintenance budget overspend has reduced from the figure reported at Quarter 2 but is recognised that this budget is still under pressure due to emerging issues with the cost of living crisis prompting more work with insulation, windows and doors, heating etc. along with significant activity on damp, condensation and mould investigations and cleaning and mitigation which we project will continue to rise steadily.</p>		

<p>Voids numbers are down slightly, there was a run of significant garden works on slopes which led to Housing Health and Safety Rating System CAT 1 hazards needing to be rectified. Strict management of decoration expenditure has kept costs down and not impacted letting times. This is based on trends so far this year which have improved since Quarter 2, but it is difficult to predict the number of voids we will get or what condition they will be in for the remainder of the year.</p> <p>The planned asbestos surveys and removal budgets are overspent due to decisions taken to remove as much asbestos as possible when safe opportunities arise (when properties are vacated or when capital works are carried out), but this is offset by savings on the internal decoration programme.</p>		
Housing Assets	£94,000	£134,500
<p>Officer Responsible: Assistant Director of Housing (AP)</p> <ul style="list-style-type: none"> The pay award of £1,925 for all local government staff was agreed for 2022/23 which was substantially more than the 1.5% uplift per employee that was built into the budgets. This has resulted in additional staff costs in the Housing Assets team. In addition the team have significant agency costs at present pending recruitment to a number of vacant posts. Consultancy fees including support from Echelon are higher than originally budgeted following a decision to complete a more extensive review of the response repairs contract this year. 		
Edwards Court	£36,132	£36,132
<p>Officer Responsible: Assistant Director of Housing (LB)</p> <ul style="list-style-type: none"> The 2022/23 budget for Edwards Court Extra Care was based on a full 12 months of occupancy. The anticipated income expected from Edwards Court has reduced due to delay in awarding the care contract and allowing the first residents to move in. The contract had to be re-procured following Devon County Council's failure to specify a maximum amount for the well-being charge that allowed bidders to subsidise the care element of the bid thereby skewing the award process which had to be repeated. In addition to this we have seen that our original forecasting of services such as cleaning and delivering the catering in-house have increased costs. This trend in higher costs is being reflected across the sector and presents challenges in accurately projecting the costs in a fluid market. 		
Capital charges	£0	£242,470
<p>Officer Responsible: not applicable (statutory accounting charge)</p> <p>Depreciation charges are higher than budgeted due to a valuation increase of the properties in the portfolio at 2021/22 year end.</p> <p>Depreciation is a real cost to the HRA as it represents the amount of money which needs to be set aside in the Major Repairs Reserve to provide for future capital works or to repay debt.</p>		
Interest	(£341,560)	(£584,560)

<p>Officer Responsible: Assistant Director of Housing (AP)</p> <p>The 2022/23 budget included interest cost for additional £5.6m approved borrowing. This included £1.7m for a development budget which has now been removed from the capital programme (see 8.9 below). The remaining £3.9m of borrowing is not likely to be drawn down in 22/23 due to slippage in the development capital programme.</p> <p>Interest rates continue to be higher than budgeted so interest received by the HRA on balances is expected to be higher than reported at Quarter 2.</p>		
Total budget (underspend)/overspend	(£27,028)	(£241,558)
2022/23 HRA Deficit/ (Surplus)	£4,596,612	£4,382,082

8.4. Impact on HRA Working Balance

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

The forecast balance, as at 31 March 2023, is set out below:

Movement	2022/23
Opening HRA Working Balance, as at 1 April 2022	£11,145,944
Forecast transfer (from)/to the working balance for 2022/23	(£4,382,082)
Balance resolved to be retained (HRA contingency)	(£4,000,000)
Forecast Balance Available, as at 31 March 2023	£2,763,862

The significant transfer from the working balance anticipated for 2022/23 brings the working balance as at 31 March 2023 down closer to the HRA balance resolved to be retained of £4m.

8.5. HRA Available Resources over the Medium Term

The forecast HRA available resources for delivering both housing services and capital investment are set out in Appendix 3 for the period to 2025/26.

The total available resources is made up of several reserve balances; the HRA working balance, the Useable Capital Receipts reserve and the Major Repairs Reserve.

The HRA working balance is the movement on revenue budgets, contributions can be made from this reserve towards financing capital budgets in the form of 'Revenue Contributions to Capital'. The useable capital receipts reserve is made up of both the Right-to-Buy (RTB) receipts reserve and the Non-RTB receipts reserve; these reserves are available to finance

capital spend, some restrictions apply. The Major Repairs Reserve is increased each year by the HRA depreciation charge to revenue, this reserve is then available to spend on the HRA capital programme.

The total forecast HRA available resources is impacted by variances in both revenue budgets detailed in section 8.3 above and variances in capital budgets detailed in section 8.9 below.

The forecast total available resources over the Medium Term Financial Plan (MTFP) has improved by £217k since last reported at 2022/23 Quarter 2. This reflects increased Right to Buy receipts in year and the potential surrender of receipts to DLUHC, changes to the capital programme and underspends in the current year, and a reduction in the projected overspends on Repairs and Maintenance.

Total available reserves over the MTFP are now expected to be £1,090k after deducting the £4 million balance resolved to be retained (HRA contingency).

8.6. HRA Debt

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

Executive on 8 October 2019 approved the first Council House Building Programme, which will deliver 100 new homes into the HRA at a cost of £18 million. On 5 April 2020, the Council took out a loan of £15.36 million from the PWLB to support this programme. The remaining £2.64 million will be funded by capital receipts.

As at 31 March 2022, the HRA’s borrowing stood at £73.242 million. The total of the £15.360 million new loan and the former ‘debt cap’ level of £57.882 million.

The HRA currently has approval to borrow a further £5.6 million, of which £1.7m is no longer required and £3.9m will likely be required in the next 12 to 24 months.

8.7. HRA Capital Programme

The 2022/23 HRA Capital Programme was last reported to Council on 13 December 2022. Since that meeting the following changes have been made that have increased the 2022/23 programme.

Description	2022/23	Approval / Funding
HRA Capital Programme	£20,701,020	
Budgets deferred to future financial years	(£660,000)	Council - 13 December 2022
Additional Edwards Court major capital projects budget	£780,310	Council - 13 December 2022
Revised HRA Capital Programme	£20,821,330	

8.8. Performance

The current HRA Capital Programme is detailed in Appendix 4. The appendix shows a total forecast spend of £15,827,690 compared to the £20,821,330 approved programme; a reduction of £3,068,800 that will be deferred to 2023/24, and a projected £1,924,840 net underspend in year.

8.9. Capital Budget Variances

The details of key (greater than +/- £50k) variances from budget are set out below.

Scheme	Budget deferred to/(brought forward from) future years
Delegated Powers (DP) development budget	(£1,700,000)
Rennes House structural works	(£150,000)
<p>Officer Responsible – Assistant Director of Housing (AP)</p> <p>The DP budget was included in the capital programme to allow the Assistant Directors of Housing the flexibility to make decisions that would result in increased housing stock, whether by property purchase or development. However as it has been difficult to identify suitable properties and there is pressure on the capital programme over the MTFP this budget will not be spent and will be a saving to offset other projects. This formed part of the £5.6m approval which had not yet been borrowed so will generate revenue savings from reduced interest payments which has been factored in to the budget for future years.</p> <p>No significant works are planned at Rennes House and the budget is being held for emergency works, and this is not likely to be required before April.</p>	
Energy Conservation	£450,000
Re-roofing Houses	(£300,000)
Door Replacements	(£150,000)
Communal area improvements – new flooring replacements	(£85,000)
Porch canopies	(£53,000)
<p>Officer Responsible – Planned</p> <p>The energy retrofit programme is likely to be overspent due to price increases, but is expected to be offset by savings in other schemes where the full approval has not been required this year.</p>	

8.10. Schemes to be deferred to 2023/24 and beyond

Schemes which have been identified as being wholly or partly deferred to 2023/24 and beyond are:

Scheme	Budget deferred to/(brought forward from) future years
Council House Building Programme – Hamlin Gardens	£740,000
Council House Building Programme – Vaughan Road	£1,274,000
<p>Officer Responsible – Assistant Director of Housing (AP)</p> <p>There is likely to be slippage to 2023/24 on both of these projects, and a separate paper regarding the Vaughan Road is being produced.</p>	
Adaptations	£350,000
Fire Safety Storage Facilities	£80,000
Kitchen replacements	£200,000
Bathroom replacements	£200,000
Window replacements	£55,000
Communal Door and Screen replacements	£15,000
<p>Officer Responsible – Planned</p> <p>There are delays in OT assessments and a reduction in referrals so not all of the adaptations budget has been spent as expected. Two big projects are not yet complete and will carry forward to 23/24.</p> <p>The contract with Bell is catching up on kitchen and bathroom replacements but there is likely to be some slippage to 23/24. The window replacement budget is likely to be 95% spent by year end.</p>	
Lift upgrades	£154,800
<p>Officer Responsible – Compliance</p> <p>This project has been delayed and is now being progressed but we are unlikely to spend anything this financial year.</p>	

9. Historic Council own build Final Accounts to 31 March 2023

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

As the 21 units were built using HCA funding in conjunction with borrowing (£998k), they are accounted for separately in order to ensure that they self-financing. A separate COB working balance and Major Repairs Reserve are maintained until such time as a sufficient balance has

been accumulated to repay the debt attributable to these properties, at which point the units can be accounted for with the wider HRA stock.

9.2. Key Variances from Budget

A variance of £560 has been identified due to an increase in capital charges for 2022/23. The budgeted transfer from the COB working balance of £33,665 is still projected to be achieved during 2022/23.

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

The Housing Revenue Account contributes to a key purposes, as set out in the Corporate Plan; Building great neighbourhoods.

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

For clarity, these are specific financial risks, alongside the risks captured in the corporate risk register.

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

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

12. Equality Act 2010 (The Act)

12.1. Under the Act's Public Sector Equality 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

12.2. 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.

12.3. 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.

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

13. Carbon Footprint (Environmental) Implications:

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

14. Are there any other options?

None.

Director Finance, David Hodgson

Author: Claire Hodgson

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




Background papers used in compiling this report:-

None




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

Budget Title	2022/23 Approved Budget	Risk Rating	Risk and mitigation
General Maintenance	£2,710,000 (revenue)		The volatility of the level of requested repairs due to factors beyond the control of the Council, for example adverse weather conditions represent a budgetary risk. The impact of property inspections undertaken by the Tenancy Services Team may also lead to the identification of additional repairs. Spend to month 9 is ahead of profile and current projections are that the budget will be £440k overspent. Mitigation measures include monthly contract meeting with the Contractor – the meetings include budget review and work in progress updates. Other supporting measures include weekly Surveyors meetings to highlight repair demand pressures.
Repairs to Void Properties	£1,500,000 (revenue)		Property turnover and the varying condition of properties when returned to the Council represent a budgetary risk. Spend has slowed over the last three months and if current trends continue the budget will be £150k underspent, however we have no control over the number of voids, or the condition that they are in. Mitigation includes a current review of the void standard – for inclusion in the currently commissioned Integrated Asset Management Contract. Additionally, property inspections by Housing Officers highlight sub-standard property conditions wherever possible and are an early alert to issues.
Rental Income from Dwellings	(£19,409,890) (revenue)		Right to Buy sales, number of new tenancies set at convergence rent levels, number of days lost through major works, rent lost in respect of void properties and welfare reform changes (for which an increased bad debt provision has been made) all impact on the annual rental income. The impact on rents due to COVID-19 was considered in 2020-21 and a two year recovery period was built into the medium-term financial plan. Rental income after the first 9 months is largely in line with profile. Mitigation has been impacted by the scale of work to some void properties. However, contract works are monitored to focus on timely completion of refurbishments.

Risk Rating:

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

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HOUSING REVENUE ACCOUNTS BUDGET MONITORING 2022-23

APPENDIX 2

QUARTER 3

ACTUAL TO DATE

YEAR END FORECAST

PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	MANAGEMENT UNIT	APPROVED BUDGET	Qrt 1 FORECAST VARIANCE	Qrt 2 FORECAST VARIANCE	Qrt 3 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£		£	£	£	£	£
841,257	724,274	(116,983)	MANAGEMENT	1,629,220	0	0	17,500	1,646,720
920,895	805,649	(115,246)	TENANCY SERVICES	1,523,160	(15,600)	(15,600)	(15,600)	1,507,560
752,565	274,606	(477,959)	SUNDRY LAND MAINTENANCE	914,170	(300,000)	(300,000)	(333,000)	581,170
5,645,632	5,366,769	(278,863)	REPAIRS & MAINTENANCE PROGRAMME	7,052,850	0	500,000	261,000	7,313,850
0	0	0	REVENUE CONTRIBUTION TO CAPITAL	5,000,000	0	0	0	5,000,000
0	0	0	CAPITAL CHARGES	3,830,620	0	0	242,470	4,073,090
1,463,782	1,555,663	91,881	HOUSING ASSETS	2,298,160	94,000	94,000	134,500	2,432,660
(47,492)	106,762	154,254	EDWARD'S COURT	(80,990)	36,132	36,132	36,132	(44,858)
(15,713,879)	(15,117,286)	596,593	RENTS	(19,849,110)	0	0	0	(19,849,110)
1,729,170	1,290,750	(438,420)	INTEREST	2,305,560	(205,560)	(341,560)	(584,560)	1,721,000
			MOVEMENT TO/(FROM) WORKING BALANCE	(4,623,640)	391,028	27,028	241,558	(4,382,082)
			Net Expenditure	0	0	0	0	0
			Working Balance 1 April 2022	11,145,944	31 March 2023			6,763,862

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COUNCIL OWN BUILD SITES

PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	MANAGEMENT UNIT	APPROVED BUDGET	Qrt 1 FORECAST VARIANCE	Qrt 2 FORECAST VARIANCE	Qrt 3 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£		£	£	£	£	£
62,738	49,493	(13,244)	MANAGEMENT	83,650	0	0	0	83,650
(8,426)	(8,358)	69	ROWAN HOUSE	(11,235)	0	0	0	(11,235)
(48,818)	(53,347)	(4,529)	KNIGHTS PLACE	(65,090)	0	0	0	(65,090)
0	0	0	INTEREST	7,590	0	0	0	7,590
0	0	0	CAPITAL CHARGES	18,190	0	0	560	18,750
			MOVEMENT TO/(FROM) WORKING BALANCE	(33,105)	0	0	(560)	(33,665)
			Net Expenditure	0	0	0	0	0
			Working Balance 1 April 2022	321,938	31 March 2023			288,273

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HRA AVAILABLE RESOURCES

HOUSING REVENUE ACCOUNT	2022-23 £	2023-24 £	2024-25 £	2025-26 £	2026-27 £	TOTAL £
CAPITAL RESOURCES AVAILABLE						
Usable Receipts Brought Forward						9,917,820
Major Repairs Reserve Brought Forward						18,066,602
Other HRA Sales	175,000	150,000	150,000	200,000	150,000	825,000
RTB sales	3,442,880	875,000	875,000	875,000	875,000	6,942,880
Surrender back to DLUHC - pending investment in replacement affordable housing				(3,848,368)		(3,848,368)
Major Repairs Reserve	4,073,090	4,073,090	3,998,090	3,948,090	3,948,090	20,040,450
Revenue Contributions to Capital	5,000,000	4,000,000	2,500,000	3,350,000	3,550,000	18,400,000
External contributions						0
Commuted sums	112,402					112,402
Borrowing	3,180,310	750,000	750,000			4,680,310
Total Resources available	15,983,682	9,848,090	8,273,090	4,524,722	8,523,090	75,137,096
CAPITAL PROGRAMME						
HRA Capital Programme	15,827,690	22,389,665	13,412,017	11,155,711	11,517,358	74,302,441
Total Housing Revenue Account	15,827,690	22,389,665	13,412,017	11,155,711	11,517,358	74,302,441
UNCOMMITTED CAPITAL RESOURCES:						
Usable Receipts Brought Forward	9,917,820	9,519,854	7,869,265	6,094,265	1,320,897	9,917,820
Major Repairs Reserve Brought Forward	18,066,602	18,620,560	7,729,574	4,365,647	2,508,026	18,066,602
Resources in Year	15,983,682	9,848,090	8,273,090	4,524,722	8,523,090	47,152,674
Less Estimated Spend	(15,827,690)	(22,389,665)	(13,412,017)	(11,155,711)	(11,517,358)	(74,302,441)
Uncommitted Capital Resources	28,140,414	15,598,839	10,459,912	3,828,923	834,655	834,655
WORKING BALANCE RESOURCES:						
Balance Brought Forward	11,145,944	6,763,846	4,222,116	4,405,431	4,236,627	11,145,944
HRA Balance Transfer - to/(from) Working Balance	(4,623,656)	(2,541,730)	183,315	(168,804)	18,311	(7,132,564)
Cumulative forecast under/(over)spend 2022-23	241,558					241,558
Balance Carried Forward	6,763,846	4,222,116	4,405,431	4,236,627	4,254,938	4,254,938
Balance Resolved to be Retained	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)
Uncommitted HRA Working Balance (after balance resolved to be retained of £4m)	2,763,846	222,116	405,431	236,627	254,938	254,938
TOTAL AVAILABLE CAPITAL RESOURCES (after balance resolved to be retained of £4m)	30,904,260	15,820,955	10,865,343	4,065,550	1,089,593	1,089,593

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**2022-23
CAPITAL MONITORING - QUARTER 3**

	2022-23 Capital Programme	2022-23 Spend	2022-23 Forecast Spend	2022-23 Budget to be Carried Forward to Future Years	TO 2023-24	TO 2024-25	TO 2025-26	2022-23 Programme Variances Under ()
	£	£	£	£	£	£	£	£
HRA CAPITAL								
EVERYONE HAS A HOME								
Adaptations	832,782	184,623	482,782	(350,000)	350,000			-
Balcony Walkway Improvements	562,204	301,067	562,204					-
Bathroom Replacements (inc. Communal)	971,896	508,806	771,896	(200,000)	200,000			-
Boiler Replacement Programme & Central Heating	612,859	222,480	612,859					-
Common Area Footpath & Wall Improvements	168,646	136,693	168,646					-
Communal Area Improvements - New Flooring	108,010	78	23,010				-	85,000
Communal Door and Screen Replacements	100,000	33,703	85,000	(15,000)	15,000			-
Door Replacements (inc. Outbuildings)	428,283	183,625	278,283				-	150,000
Electrical Central Heating	22,040	3,278	22,040					-
Electrical Rewires - Communal	197,682	142,057	197,682					-
Electrical Rewires - Domestic	1,006,000	509,859	1,006,000					-
Energy Conservation	1,646,478	1,382,759	2,096,478					450,000
Estate Improvements	50,000	5,266	50,000					-
Fire Risk Assessment Works - Compliance	759,804	347,332	759,804					-
Fire Risk Assessment Works - Planned	373,872	330,244	373,872					-
Fire Safety Storage Facilities	212,882	650	132,882	(80,000)	80,000			-
Kitchen Replacements (inc. Communal)	1,055,541	682,949	855,541	(200,000)	200,000			-
LAINGS Refurbishments	242,476	253,604	255,000					12,524
Lift Upgrades	154,800	0	0	(154,800)	154,800			-
Reroofing - Flats	454,285	217,237	454,285					-
Reroofing - Houses (outbuildings, chimney, gutters, downpipes, fascia)	954,501	376,407	654,501				-	300,000
Porch Canopies	54,031	0	1,031				-	53,000
Rennes House Structural Works	150,000	0	0				-	150,000
Soil Vent Pipe Replacement	24,000	7,703	8,000				-	16,000
Structural Repairs	491,966	221,522	491,966					-
Window Replacements	1,095,696	658,433	1,040,696	(55,000)	55,000			-
Housing Management system	16,909	19,114	19,114					2,205
Zebcat Project	50,000	71,153	72,000					22,000
HOUSING REVENUE ACCOUNT TOTAL	12,797,643	6,800,642	11,475,572	(1,054,800)	1,054,800	0	0	(267,271)
COUNCIL OWN BUILD CAPITAL								
Social Housing Acquisitions - Section 106	589,507	0	589,507					-
Social Housing Acquisitions - Open Market	1,023,546	519,897	1,023,546					-
St Loyes Extracare Scheme	1,111,727	677,718	1,111,727					-
Council House Building Programme - Bovemoors Lane	10,203	494	10,203					-
Council House Building Programme - Hamlin Gardens	2,000,000	757,239	1,260,000	-740,000	740,000			-
Council House Building Programme - Vaughan Road	1,500,000	225,506	226,000	-1,274,000	1,274,000			-
DP budget	1,700,000	0	0				-	1,700,000
Council Own Build (Phase 3)	88,700	131,131	131,131					42,431
COUNCIL OWN BUILD TOTAL	8,023,683	2,311,985	4,352,114	(2,014,000)	2,014,000	0	0	(1,657,569)
OVERALL HOUSING REVENUE ACCOUNT TOTAL	20,821,326	9,112,627	15,827,686	(3,068,800)	3,068,800	0	0	(1,924,840)

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REPORT TO EXECUTIVE

Date of Meeting: 4th April 2023

REPORT TO COUNCIL

Date of Meeting: 18th April 2023

Report of: Director Finance

Title: Council Tax Support Fund 2023

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

Recognising the impact of rising bills, the government will be providing new grant funding in 2023-24 for local authorities to support economically vulnerable households with their council tax payments. This report sets out how this scheme, known as the Council Tax Support Fund, will operate locally.

2. Recommendations:

It is recommended that Council agrees to the adoption of the proposed policy for the application of the Discretionary Scheme element of the Council Tax Support Fund scheme.

3. Reasons for the recommendation:

- 3.1 The Mandatory Scheme is set out in the guidance from government on use of the funding.
- 3.2 The proposed Discretionary Scheme follows the principles of the Mandatory Scheme for customers who become entitled after 1 April, avoiding an arbitrary cut-off in support.
- 3.3 The Discretionary Scheme policy allows flexibility to redirect any remaining funding to ensure the most support possible is provided to vulnerable households across Exeter.

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

The cost of payments will be met, up to our allocated funding level, with a section 31 grant from the Department for Levelling Up, Housing and Communities (DLUHC). DLUHC have also committed to a New Burdens assessment for the administrative costs of delivering this scheme. The work of delivering the support will fall to the Benefits and Welfare team with additional customer contact possible for the Customer Services and Payments & Collection teams.

5. Section 151 Officer comments:

5.1 The report seeks approval for the adoption of a policy to distribute any funding left over from our allocation. The policy is similar to those adopted previously and will enable funding to be used to provide support to economically vulnerable residents.

6. What are the legal aspects?

The Council Tax Support Fund will operate in accordance with the Council's discretionary powers to reduce any person's Council Tax liability. This is set out in section 13A (1)(c) of the Local Government Finance Act 1992. The policy is in accordance with government's guidance for this scheme, 'Council Tax Support Fund guidance' issued on 23 December 2022.

7. Monitoring Officer's comments:

The content of this report raises no issues of concern for the Monitoring Officer.

8. Report details:

8.1 Anticipating rises in Council Tax charges of around 5% from April 2023, the Government has provided £100M to local authorities to help economically vulnerable residents with their Council Tax bills. The Council Tax Support Fund (CTSF) is a single year grant payment to be made to Council Tax Billing Authorities.

8.2 The indicative allocation for Exeter City Council is £186,776 which must be fully spent by the end of March 2024. The government expectation for use of the funding falls into two parts:

- To reduce the liability of all current recipients of Council Tax Support at the start of 2023-24 by up to £25 where they have a remaining liability (the "Mandatory Scheme")
- To determine a local approach for using any remaining funds to help economically vulnerable residents with their Council Tax bills (the "Discretionary Scheme")

8.3 All "payments" will be by way of a reduction in the customer's liability to pay Council Tax in the billing year 2023-24. No cash payments will be made to customers under this scheme. The Mandatory Scheme requires a change to the Revenues and Benefits system in order to make the payments as part of the End of Year processes. The software supplier (Capita) has provided this change and the CTSF payment will be shown on customers' bills for 2023-24 when they are produced in March 2023. This will be a largely automated process carried out as part of Annual Billing for all customers with a live Council Tax Support award at the time.

8.4 The Mandatory payment will be for any Council Tax Support customers who have a live award covering 1 April 2023.

8.5 Council Tax Support awards that have an entitlement start date after 1 April 2023 will not be entitled to a payment under the Mandatory Scheme. The guidance leaves it open for authorities to decide how these claims should be treated. The proposed policy for the Discretionary Scheme would treat these customers in the same way as customers entitled on 1 April. As their claims for Council Tax Support are processed, their award of

CTSF under the Discretionary Scheme will be credited to their Council Tax account at the same time.

8.6 The Local Council Tax Support scheme operates for Working Age customers only. Under this scheme the maximum support that can be given is 80% of a customer's Council Tax liability. For a single person in a Band A property their annual liability after Council Tax Support is awarded is £206 in 2022-23. Therefore all working age Council Tax Support customers will have a liability of at least £25 in 2023-24 and qualify for the maximum CTSF payment. In addition there are currently 976 pensioner cases who would qualify for a payment of up to £25 because they have a means tested deduction from their Council Tax Support award. Using 2022-23 caseload data as a guide, the Mandatory Scheme will pay £131,650 to 5288 customers.

8.7 The projected budget remaining for the Discretionary Scheme is around £57,000 or 30% of the total funding. The guidance leaves it to local authorities to decide how to use the remaining funding in line with local circumstances. The only requirements are that it is used to support economically vulnerable residents with their Council Tax bill. In the mandatory scheme, any low income households becoming entitled to Council Tax Support after 1 April 2023 will not benefit from the reduction. There is little justification to treat two households with otherwise identical circumstances that differently. The proposed Discretionary Scheme therefore extends the principles of the Mandatory Scheme to newly entitled customers through 2023-24.

8.8 Experience from a similar scheme that ran during 2020-21 (The Covid-19 Council Tax Hardship scheme) suggests this funding would be fully utilised in paying newly entitled claims during the year. The policy retains the flexibility to use any remaining funds to provide additional support if there are fewer newly entitled cases than forecast.

8.9 The Discretionary Scheme will come to an end when all funding has been utilised or at 31 March 2024, whichever comes sooner.

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

The Council Tax Support Fund scheme supports Exeter's communities and neighbourhoods by helping low income residents meet their increased Council Tax liability at a time of heightened pressures on household budgets.

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

10.1 Overspending the CTSF allocation would be a direct cost to Exeter City Council. Spend will be closely monitored through the year to ensure no further awards are made once the allocation is fully spent.

10.2 Underspending the CTSF allocation will mean economically vulnerable residents not receiving all of the support possible. By retaining flexibility in the discretionary policy, additional support can be given towards the end of the financial year if it starts to look like the fund won't be fully spent.

11. Equality Act 2010 (The Act)

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

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

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

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

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

11.4.1 The proposed discretionary scheme is an extension of the principles of the mandatory scheme, so that newly entitled council tax support customers can receive equal benefit from this fund. The only restrictions being that the funding must be spent by 31 March 2024 and that the funding received is a limited pot, therefore discretionary payments will have to cease once the funding is completely spent if that happens earlier than 31 March 2024.

11.4.2 There is no differential treatment in the scheme rules and access to the support is automatic.

11.4.3 An Equalities Impact Assessment has been included in the background papers for Member's attention.

12. Carbon Footprint (Environmental) Implications:

No direct carbon/environmental impacts arising from the recommendations.

13. Are there any other options?

There are few constraints on the use of funding remaining after paying the Mandatory Scheme cases. A number of options were considered, however the available funding is minimal compared to the overall shortfall faced by Council Tax Support recipients. £57,000 would clear just 3% of the remaining liability of current Council Tax Support recipients. Using the funding to extend the principles of the Mandatory Scheme to newly entitled customers seems to be a fairer approach than targeting a small number of customers with larger awards.

Director: David Hodgson, Director Finance

Author: Chris Buckman, Benefits & Welfare Lead

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

Background papers used in compiling this report:-

Council Tax Support Fund Guidance – gov.uk (included with this report)

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Exeter City Council Council Tax Support Fund Policy 2023-24

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1. Introduction

- 1.1 The following policy outlines the Council's approach to the recent initiatives by Central Government to assist the most vulnerable taxpayers who are suffering financial hardship due to the cost of living crisis.
- 1.2 This policy has been developed *in addition to* the S13A (1) (c) (Reduction in Liability for Council Tax) policy adopted by the Council.
- 1.3 Central Government have provided funds to the Council under S31 of the Local Government Act 2003 with the proviso that all monies are paid strictly in accordance with S13A (1) (c) of the Local Government Finance Act 1992 and in line with guidance issued on 23 December 2022.
- 1.4 The fund, named by Central Government as the 'Council Tax Support Fund' is designed to meet the immediate needs of all taxpayers who are currently claiming Council Tax Reduction (CTR) under S13 A (1) (a) of the Local Government Finance Act 1992. The fund will assist all Council Tax Reduction applicants who will be required to make a payment of Council Tax for the 2023-24 financial year.
- 1.5 Whilst it is essentially down to individual authorities to determine how to use the funds available, Central Government through the Department for Levelling Up, Housing and Communities (DLUHC) states that, in order to retain the funding, Councils must look to use monies as directed by them in their guidance.

2. Legislation

- 2.1 The relevant legislation (S13A of the Local Government Finance Act 1992 as amended by the Local Government Finance Act 2012), states the following:

Reductions by billing authority

(1) The amount of council tax which a person is liable to pay in respect of any chargeable dwelling and any day (as determined in accordance with sections 10 to 13):

- (a) in the case of a dwelling situated in the area of a billing authority in England, is to be reduced to the extent, if any, required by the authority's council tax reduction scheme;
- (b) (not relevant to English Billing Authorities);
- (c) in any case, may be reduced to such extent (or, if the amount has been reduced under paragraph (a) or (b), such further extent) as the billing authority for the area in which the dwelling is situated thinks fit.**

- 2.2 The provisions stated in (c) above, allows the Council to reduce the Council Tax liability for any taxpayer in addition to any application for Council Tax Reduction

under the Council's scheme. This is a general power that has always been available to the Council.

- 2.3 In relation to the 'Council Tax Support Fund', DLUHC have stated that Councils will use the powers given under that act.

3. Finance

- 3.1 Any amounts granted under S13A(1)(c) are normally financed through the Council's general fund and do not form part of the collection fund. However, Central Government has provided funding directly to the Council (amounting to £186,776) to compensate for this particular support package and it strongly expects the Council, wherever possible, to use all of the funds provided as outlined within the Department's guidance
- 3.2 Any additional assistance, outside of the funding, would fall to be paid by the Council itself. In view of this, the Council has determined that once the allocated funds are exhausted, no further reduction in liability will be made under this policy.

4. The Council Tax Support Fund

- 4.1 The Council Tax Support Fund is divided into two distinct elements as follows:
- (a) The minimum reduction in Council Tax liability for all taxpayers who are in receipt of Council Tax Reduction; and
 - (b) Discretionary support.
- 4.2 Each of these elements are detailed in the following paragraphs.
- 4.3 In all cases, Government expects billing authorities to apply the reductions to the 2023-24 Council Tax bills.

The minimum reduction in Council Tax liability for all taxpayers who are in receipt of Council Tax Reduction

- 4.4 In view of the fact that there is a need to support the most vulnerable taxpayers at this time, the Government's strong expectation is that billing authorities will provide all recipients of Council Tax Reduction (both working age and pension age) with a further reduction in their annual council tax bill of up to £25
- 4.5 This reduction will apply to all Council Tax Reduction recipients who have an outstanding liability for the 2023-24 financial year.
- 4.6 For the sake of clarity:

- (a) where the taxpayer's Council Tax liability for 2023-24 (after the application of any relevant discounts, reliefs, and Council Tax Reduction) is £25 or more, then a further reduction in Council Tax liability of £25 will be made;
- (b) where the taxpayer's Council Tax liability for 2023-24 (after the application of any relevant discounts, reliefs, and Council Tax Reduction) is greater than nil but less than £25, then a further reduction in Council Tax liability will be made to reduce the liability to nil; and
- (c) where the taxpayers Council Tax liability for 2023-24 (after the application of any relevant discounts, reliefs, and Council Tax Reduction) is nil then **no** further reduction in Council Tax liability will be made.

4.7 There will be no requirement for any taxpayer to apply for this reduction and any amount granted will automatically be applied based on the criteria being met on 1 April 2023.

4.8 Government has stated that it will be up to individual authorities to decide whether to allow the reduction for taxpayers who become eligible for Council Tax Reduction after 1 April 2023.

Discretionary support.

4.9 Where any funds remain available after the making the minimum reductions in liability as outlined above, Government expects authorities to determine their own local approaches to supporting economically vulnerable households with Council Tax bills.

5. The Council's Policy in respect of the Council Tax Support Fund

5.1 The Council is keen to support all eligible taxpayers within its area and, as such, will implement the scheme strictly in accordance with Central Government guidelines by taking the following actions:

The minimum reduction in Council Tax liability

5.2 A reduction of up to £25 will be made to the Council Tax account of taxpayers who are in receipt of Council Tax Reduction **on** 1 April 2023. It should be noted that where the liability of any taxpayer is less than £25 (after taking into account any discounts, reliefs, or reductions) then an amount will be granted to ensure that the liability is reduced to nil. There will be no requirement for any taxpayer to apply for this initial award and it shall be automatically applied to their account.

5.3 The reduction in liability will apply to both working age and pension age Council Tax Reduction applicants.

Discretionary Support

- 5.4 Where any funds remain after applying the reduction in liability as outlined in 5.2 above the Council will reduce the liability of any taxpayer who applies for and is awarded Council Tax Reduction after 1 April 2023. The reduction in liability will be in line with the approach shown in 4.6 above.
- 5.5 This discretionary support scheme will end as soon as Government funding has been exhausted. However, should, in the unlikely event that funds remain after applying any discretionary support, the Council will look to use any remaining monies to support households experiencing hardship. Details will be published on the Council's website.

General requirements in relation to funding

- 5.6 As mentioned previously, the Council has been allocated a limited amount of funding and in view of this, should the allocation be exhausted, the policy of the Council will be to cease any further reductions in liability. Where this occurs, any taxpayer may apply for a reduction under the Council's existing S13A(1)(c) policy and each case will be considered on its merits in line with the legislation.
- 5.7 Any reduction in liability under this policy shall apply for the 2023-24 financial year **only**.

6. Payment

- 6.1 In line with legislation, any award shall be granted as a reduction in the liability of the Council Taxpayer thereby reducing the amount of Council Tax payable.

7. Notification

- 7.1 Eligible taxpayers will be notified of the decision to award any reduction in liability by means of a reduction applied directly to the Council Tax account for the 2023-24 financial year only.

8. Appeals

- 8.1 Appeals against the Council's decision may be made in accordance with Section 16 of the Local Government Finance Act 1992.
- 8.2 **The Council Taxpayer must in the first instance write to the Council outlining the reason for their appeal. Once received the council will then consider whether any additional information has been received which would justify a change to the original decision and notify the Council Tax payer accordingly.**

- 8.3 Where the Council Taxpayer remains aggrieved, a further appeal can then be made to the Valuation Tribunal. This further appeal should be made within 2 months of the decision of the Council not to grant any reductions. Full details can be obtained from the Council's website or from the Valuation Tribunal Service website.

9. Reductions in Council Tax liability granted in error or incorrectly

- 9.1 Where a reduction in liability has been granted incorrectly or in error, either due to a failure to provide the correct or accurate information to the Council or some other circumstances, the Council Taxpayer's account will be adjusted and the taxpayer will be billed in the normal way.

10. Delegated Powers

- 10.1 The policy for the Council Tax Support Fund has been approved by the Council. However, the Service Lead Revenues, Benefits & Customer Access is authorised to make technical amendments to ensure it meets the criteria set by Central Government and the Council.

11 Fraud

- 11.1 The Council is committed to protecting public funds and ensuring funds are awarded to the people who are rightfully eligible to them.
- 11.2 An applicant who tries to fraudulently claim a reduction in liability by falsely declaring their circumstances, providing a false statement or evidence in support of their application, may have committed an offence under The Fraud Act 2006.
- 11.3 Where the Council suspects that such a fraud may have been committed, this matter will be investigated as appropriate and may lead to criminal proceedings being instigated.

12. Complaints

- 12.1 The Council's complaints procedure (available on the Council's website) will be applied in the event of any complaint received about this policy.

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Guidance

Council Tax Support Fund guidance

Published 23 December 2022

Applies to England

Contents

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[Annex A: Funding allocations](#)



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1. About this guidance

1. This guidance is intended to support local authorities in using their allocation from the £100 million Council Tax Support Fund, announced alongside the 2023-24 provisional local government finance settlement:

“ We are also today announcing £100 million of additional funding for local authorities to support the most vulnerable households in England. This funding will allow councils to deliver additional support to the 3.8 million households already receiving council tax support, whilst also providing councils with the resources and flexibility to determine the local approaches to support other vulnerable households in their area”

2. The funding is for the 2023-24 financial year. Provisional allocations for each local authority are set out at [Annex A](#), with final allocations to be confirmed at the final local government finance settlement.

3. This guidance applies to England only. It outlines the underpinning principles for use of the fund and expected eligibility criteria for delivery of the support package.

4. Any enquiries on this document or use of the fund should be addressed to: council.tax@levellingup.gov.uk.

2. Introduction

5. Council tax levels are a matter for local authorities to decide although the government sets referendum principles so that residents can have the final say over excessive increases. At Autumn Statement 2022 the government announced its intention to increase referendum principles to 3% for core council tax and up to 2% for the Adult Social Care precept, with additional flexibilities for some other authority types for both 2023-24 and 2024-25.

6. Recognising the impact of rising bills, the government will be distributing £100 million of new grant funding in 2023-24 for local authorities to support economically vulnerable households in their area with council tax payments.

7. Funding will be allocated to councils based on their share of local council tax support claimants according to the latest data. The government expects local authorities to use the majority of their funding allocations to reduce bills for current working age and pension age Local Council Tax Support (LCTS) claimants by up to £25. Councils can use their remaining allocation as they see fit to support vulnerable households with council tax bills.

8. This document provides guidance to authorities about the operation and delivery of the relief.

3. Minimum reduction in council tax liability for local council tax support claimants

9. The government recognises that council tax increases set by local authorities may mean some individuals may struggle to meet council tax payments.

10. Local authorities are required to put in place LCTS schemes to offer council tax reductions to those facing financial hardship and will be preparing their schemes for 2023-24 by the statutory deadline of 11 March.

11. To supplement this local support, the government expects that billing authorities will use their grant allocation to fund further reductions in the council tax liability of individuals receiving LCTS with an outstanding council tax liability, by up to £25. Local authorities are also able to use a proportion of their allocations to determine their own local approaches to supporting economically vulnerable households with council tax bills.

12. The discount should apply to current LCTS claimants that have an outstanding council tax liability for the 2023-24 financial year. Government expects councils to deliver this using their discretionary powers under s13A(1)(c) of the Local Government Finance Act 1992.

13. Funding will be allocated to local authorities on the basis of their share of the LCTS claimants, based on Q2 data from 2022-23. The money will be paid out as soon as possible to local authorities through a grant under section 31 of the Local Government Act 2003.

14. Where a taxpayer's liability for 2023-24 is, following the application of council tax support, less than £25, then their liability would be reduced to nil. Where a taxpayer's liability for 2023-24 is nil, no reduction to the council tax bill will be available and those bills should not be credited.

15. There should be no need for any recipient of LCTS to make a separate claim for a reduction under this scheme. The billing authority should assess who is eligible for support and automatically apply the discount.

16. Council tax reductions should be applied from the beginning of the 2023-24 financial year for existing LCTS recipients and discounts should be reflected in council tax bills issued in March. It is for local authorities to decide how to treat households that become eligible for LCTS during the financial year.

17. Authorities will want to make their local populations aware of how the grant support package will be delivered e.g. through providing information on their websites.

18. It is the government's intention that any assistance provided from the Council Tax Support Fund will not affect the eligibility of recipients for other benefits.

4. Discretionary support

19. The government recognises that existing support mechanisms vary locally, including LCTS schemes, discretionary council tax discount/hardship schemes and local welfare schemes. Councils will want to consider using a proportion of their allocation to establish their own local approach to helping economically vulnerable households with council tax bills.

20. Local authorities should revisit their discretionary approach at intervals during the financial year, in order to ensure expenditure for 2023-24 remains within their allocation.

5. Funding allocations

21. The funding is for the 2023-24 financial year. Allocations are set out in [Annex A](#) and should be used within the 2023-24 financial year.

6. Monitoring and reporting requirements

22. Local authorities should maintain a record of support provided. In particular, councils should ensure that they are able to monitor and report on the level of expenditure provided to LCTS claimants through the provision of additional discounts. Local authorities should also maintain records of the mechanisms and levels of support provided through discretionary schemes.

23. The Department for Levelling Up, Housing and Communities will undertake a quarterly DELTA collection exercise to monitor implementation progress. Councils should therefore ensure they put in place arrangements to support this data collection process.

7. New burdens

24. The government recognises that the implementation of this policy will place an additional burden on local authorities. In accordance with the new burdens doctrine the government will conduct an assessment of the expected reasonable additional costs associated with the implementation of the policy, such as staffing and software costs, working closely with local government in doing so.

Annex A: Funding allocations

Local authority	Funding allocation (£)
Adur	94,903
Allerdale	186,117
Amber Valley	217,269

Local authority	Funding allocation (£)
Arun	239,565
Ashfield	257,460
Ashford	227,310
Babergh	117,858
Barking & Dagenham	405,573
Barnet	748,633
Barnsley	612,616
Barrow-in-Furness	153,938
Basildon	352,416
Basingstoke & Deane	204,091
Bassetlaw	197,239
Bath & North East Somerset	246,760
Bedford	282,075
Bexley	361,139
Birmingham	3,035,699
Blaby	103,390
Blackburn with Darwen	406,100
Blackpool	502,981
Bolsover	166,562
Bolton	617,940
Boston	113,325
Bournemouth, Christchurch & Poole	636,995
Bracknell Forest	128,690

Local authority	Funding allocation (£)
Bradford	1,150,728
Braintree	200,744
Breckland	213,105
Brent	722,279
Brentwood	87,788
Brighton and Hove	491,912
Bristol	885,177
Broadland	156,284
Bromley	365,066
Bromsgrove	104,391
Broxbourne	143,871
Broxtowe	171,201
Buckinghamshire UA	634,939
Burnley	260,042
Bury	346,328
Calderdale	436,224
Cambridge	176,076
Camden	592,139
Cannock Chase	191,072
Canterbury	253,928
Carlisle	195,948
Castle Point	114,090
Central Bedfordshire	349,148

Local authority	Funding allocation (£)
Charnwood	202,984
Chelmsford	184,879
Cheltenham	173,493
Cherwell	164,691
Cheshire East	521,192
Cheshire West and Chester	536,293
Chesterfield	237,588
Chichester	170,515
Chorley	170,884
City of London	6,747
Colchester	232,528
Copeland	141,156
Cornwall	1,102,683
Cotswold	102,731
Coventry	694,474
Craven	65,413
Crawley	183,561
Croydon	695,634
Dacorum	195,131
Darlington	247,867
Dartford	177,631
Derby	438,385
Derbyshire Dales	83,755

Local authority	Funding allocation (£)
Doncaster	642,266
Dorset	591,427
Dover	233,609
Dudley	640,236
Durham	1,439,998
Ealing	630,696
East Cambridgeshire	95,062
East Devon	216,504
East Hampshire	113,510
East Hertfordshire	136,992
East Lindsey	324,427
East Riding of Yorkshire	511,019
East Staffordshire	161,924
East Suffolk	404,835
Eastbourne	216,346
Eastleigh	130,667
Eden	75,269
Elmbridge	139,707
Enfield	934,856
Epping Forest	156,653
Epsom and Ewell	70,525
Erewash	218,349
Exeter	186,776

Local authority	Funding allocation (£)
Fareham	99,331
Fenland	190,492
Folkestone & Hythe	250,502
Forest of Dean	136,280
Fylde	135,015
Gateshead	525,224
Gedling	172,624
Gloucester	221,275
Gosport	123,604
Gravesham	163,768
Great Yarmouth	267,185
Greenwich	557,904
Guildford	104,602
Hackney	709,312
Halton	306,269
Hambleton	111,217
Hammersmith & Fulham	352,442
Harborough	78,063
Haringey	719,854
Harlow	175,681
Harrogate	190,360
Harrow	346,275
Hart	70,657

Local authority	Funding allocation (£)
Hartlepool	348,937
Hastings	236,560
Havant	221,354
Havering	364,539
Herefordshire	304,556
Hertsmere	162,424
High Peak	151,065
Hillingdon	474,359
Hinckley & Bosworth	129,165
Horsham	145,531
Hounslow	483,109
Huntingdonshire	182,111
Hyndburn	182,691
Ipswich	276,356
Isle of Wight	265,261
Isles of Scilly	1,950
Islington	665,089
Kensington & Chelsea	360,401
Kings Lynn & West Norfolk	250,054
Kingston upon Hull	798,075
Kingston upon Thames	212,103
Kirklees	922,390
Knowsley	470,169

Local authority	Funding allocation (£)
Lambeth	624,687
Lancaster	264,180
Leeds	1,662,116
Leicester	656,313
Lewes	168,249
Lewisham	557,403
Lichfield	130,851
Lincoln	222,803
Liverpool	1,722,389
Luton	299,337
Maidstone	253,164
Maldon	85,917
Malvern Hills	102,125
Manchester	1,286,349
Mansfield	223,989
Medway	411,292
Melton	56,478
Mendip	158,023
Merton	266,684
Mid Devon	97,776
Mid Suffolk	114,116
Mid Sussex	151,355
Middlesbrough	473,542

Local authority	Funding allocation (£)
Milton Keynes	420,886
Mole Valley	87,471
New Forest	208,018
Newark & Sherwood	175,971
Newcastle upon Tyne	992,046
Newcastle-under-Lyme	212,367
Newham	770,798
North Devon	169,382
North East Derbyshire	179,476
North East Lincolnshire	340,583
North Hertfordshire	191,810
North Kesteven	142,500
North Lincolnshire	268,054
North Norfolk	203,643
North Northamptonshire	460,101
North Somerset	310,960
North Tyneside	426,684
North Warwickshire	99,805
North West Leicestershire	124,315
Northumberland	654,441
Norwich	347,698
Nottingham	817,735
Nuneaton & Bedworth	235,348

Local authority	Funding allocation (£)
Oadby & Wigston	64,701
Oldham	572,847
Oxford	244,230
Pendle	203,327
Peterborough	314,122
Plymouth	607,135
Portsmouth	349,016
Preston	315,414
Reading	208,967
Redbridge	452,538
Redcar & Cleveland	361,113
Redditch	146,506
Reigate & Banstead	142,553
Ribble Valley	55,503
Richmond upon Thames	220,115
Richmondshire	54,871
Rochdale	552,633
Rochford	95,958
Rossendale	134,857
Rother	170,647
Rotherham	605,896
Rugby	134,304
Runnymede	79,433

Local authority	Funding allocation (£)
Rushcliffe	123,446
Rushmoor	125,923
Rutland	33,919
Ryedale	80,435
Salford	687,701
Sandwell	831,308
Scarborough	256,537
Sedgemoor	188,410
Sefton	648,881
Selby	117,226
Sevenoaks	159,420
Sheffield	1,138,025
Shropshire	403,570
Slough	253,296
Solihull	339,502
Somerset West & Taunton	278,069
South Cambridgeshire	156,547
South Derbyshire	126,687
South Gloucestershire	290,245
South Hams	130,930
South Holland	130,193
South Kesteven	195,210
South Lakeland	123,367

Local authority	Funding allocation (£)
South Norfolk	181,400
South Oxfordshire	131,563
South Ribble	145,926
South Somerset	247,208
South Staffordshire	144,925
South Tyneside	463,844
Southampton	503,244
Southend-on-Sea	331,121
Southwark	628,482
Spelthorne	116,356
St Albans	158,708
St Helens	388,127
Stafford	172,887
Staffordshire Moorlands	123,103
Stevenage	137,677
Stockport	511,836
Stockton-on-Tees	451,879
Stoke-on-Trent	597,541
Stratford-on-Avon	165,429
Stroud	148,746
Sunderland	819,369
Surrey Heath	60,511
Sutton	308,034

Local authority	Funding allocation (£)
Swale	256,880
Swindon	283,630
Tameside	455,437
Tamworth	131,563
Tandridge	93,533
Teignbridge	244,335
Telford & Wrekin	355,710
Tendring	325,376
Test Valley	123,077
Tewkesbury	125,264
Thanet	344,747
Three Rivers	98,620
Thurrock	244,151
Tonbridge & Malling	171,938
Torbay	334,257
Torridge	103,495
Tower Hamlets	761,046
Trafford	347,250
Tunbridge Wells	146,480
Uttlesford	84,546
Vale of White Horse	123,103
Wakefield	778,177
Walsall	735,588

Local authority	Funding allocation (£)
Waltham Forest	407,893
Wandsworth	383,514
Warrington	321,212
Warwick	191,494
Watford	142,237
Waverley	117,226
Wealden	177,025
Welwyn Hatfield	162,530
West Berkshire	138,468
West Devon	85,969
West Lancashire	229,550
West Lindsey	160,263
West Northamptonshire	495,997
West Oxfordshire	114,643
West Suffolk	227,547
Westminster	416,063
Wigan	659,317
Wiltshire	676,342
Winchester	150,512
Windsor & Maidenhead	113,299
Wirral	789,483
Woking	100,016
Wokingham	103,153

Local authority	Funding allocation (£)
Wolverhampton	660,529
Worcester	170,225
Worthing	146,401
Wychavon	179,950
Wyre	235,954
Wyre Forest	210,311
York	214,818

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Equality Impact Assessment: *Council Tax Support Fund 2023*

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 4 April 2023 Council 18 April 2023	Council Tax Support Fund 2023	Extend the principles of the Mandatory Scheme to the Discretionary CTSF scheme for newly entitled Council Tax Support customers.	None

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		No differential treatment in the scheme rules. Access to the support is automatic and does not require a claim to be made which may be helpful for customers of different races or ethnicity who may find accessing support more difficult.
Disability: as defined by the Equality Act – a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse impact on their ability to carry out normal day-to-day activities.	Neutral		The Council Tax Support scheme includes additional amounts for disability based on entitlement to nationally administered benefits. This recognises the additional pressures that disabled customers or their families may have on their expenditure and their increased barriers to increasing their income. Disabled households will therefore qualify for the CTSF scheme on higher income levels than non-disabled households.
Sex/Gender	Neutral		65% of single claimants entitled to the CTSF payment are female, reflecting a higher rate of female claimants of working age Council Tax Support.
Gender reassignment	Neutral		Details not recorded – gender reassignment status is not a relevant characteristic under the scheme rules. Claimant and partner gender are recorded as reported by the claimant and supported by verification of official documents and records.
Religion and belief (includes no belief, some philosophical beliefs such	Neutral		No differential treatment in the scheme rules. Access to the support is automatic and does not require a claim to be made which may be helpful

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
as Buddhism and sects within religions).			for customers of different religions or beliefs who may find accessing support more difficult.
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	Neutral		Details not recorded – sexual orientation is not a relevant characteristic under the scheme rules. Same sex couples are recognised in the same way as heterosexual couples.
Age (children and young people aged 0-24; adults aged 25-50; younger older people aged 51-75/80; older people 81+; frail older people; people living with age related conditions. The age categories are for illustration only as overriding consideration should be given to needs).	Neutral		More households of working age will benefit from this scheme (Mandatory and Discretionary elements) due to the local Council Tax Support scheme restricting maximum award for working age customers. More pension age households have a zero liability for Council Tax due to the national scheme rules, so cannot benefit from this CTSF scheme. There are 3029 children and dependant young people in households receiving Council Tax Support. Of these over 99.5% are in a household who will benefit from the mandatory scheme.
Pregnancy and maternity including new and breast feeding mothers	Neutral		Status not relevant to scheme rules.
Marriage and civil partnership status	Neutral		Co-habiting couples are treated the same under the scheme rules regardless of their marriage or civil partnership status.

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

N/A The proposal is to base entitlement on receipt of Council Tax Support which is a long established means tested scheme with protections built in.

Officer: Chris Buckman

Date: 26 January 2023

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REPORT TO EXECUTIVE

4th April 2023:

REPORT TO COUNCIL

18th April 2023:

Report of: Director Finance

Title: General Grants Policy

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1. This report proposes a policy for that will enable the Council, from time to time when funds are available, to award grants to organisations to fund activities and tests of change that will contribute to the achievement of priorities set out in the Corporate Plan.

2. Recommendations:

This the Executive recommends to Council to:

2.1 adopt this policy to ensure that, should the Council wish to award grants to organisations over and above those within the Community Grants Programme, it has clear and transparent decision-making process through which to identify opportunities, allocate funds and award grants.

3. Reasons for the recommendation:

3.1 The Council is currently without an open and transparent policy within in which to award general grants should it have the desire and the funding to do so.

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

4.1 None. There is no particular funding attached to the General Grants Policy, and the establishment of this policy is not a call for bids.

5. Section 151 Officer comments:

5.1 The proposed policy will allow the Council to allocate funds in a clear manner when, and if, resources are available. The policy makes it clear that Grants will either be approved by Executive, where there is an approved budget in place, or by recommendation to Council by the Executive where additional funding is required.

6. What are the legal aspects?

6.1 By adopting this policy Council will be ensuring that should the Council wish to award grants to organisations over and above those within the Community Grants Programme, it has clear and transparent decision-making process through which to identify opportunities, allocate funds and award grants.

7. Monitoring Officer's comments:

There are essentially two scenarios:

- Allocation of a grant where Council has approved a fund for the provision of grants; and
- Allocation of a grant where Council has not approved a fund for the provision of grants.

In the first scenario, Executive would have the power to award grants without reference to full Council as the fund would already exist.

In the second scenario, Executive would still have the power to award grants subject to grant funding being approved by full Council.

Once awarded, the monitoring of progress and use could then be delegated to officers subject to contractual arrangements.

8. Report details:

8.1 The scale of change required to sustain the city for the future is huge and from time to time the Council will need to be agile and move at pace, working with partners in a living lab model, testing out ideas and innovations, learning (and failing) fast, identifying ways to solve problems that could be scaled up to offer sustainable city-wide solutions. This policy describes how the Council may, from time to time, award grants to organisations to fund activities and tests of change that will contribute to the achievement of priorities set out in the Corporate Plan.

8.2 This General Grants policy will work alongside Exeter Community Grants Programme (2019) which aims to support community groups and organisations to address the demands that development places on the city. The Exeter Community Grants Programme is supported by the Exeter Grants Fund initially created from a combination of Neighbourhood Portion of the Community Infrastructure Levy (CIL) and New Homes Bonus funding, (a grant paid by central government to local councils to reflect and incentivise housing growth in their areas).

8.3 This policy will work alongside the Councils Procurement Policy.

8.4 There is no particular funding attached to the General Grants Policy, and the establishment of this policy is not a call for bids. This policy is to ensure that should the Council wish to award grants to organisations over and above those within the Community Grants Programme, it has clear and transparent decision-making process through which to identify opportunities, allocate funds and award grants. The policy will be applied in response to an approach by a 3rd party with a request for grant funding and the funds are available to do so; or when a particular issue has been identified which is best delivered through a General Grant and the funds are available to do so.

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

9.1 In adopting this policy the Council will be taking action to ensure it delivers a well-run Council.

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

10.1 None. In adopting this policy the Council is reducing any risks by ensuring there is a clear and transparent process should it have the desire and the funding to award general grants.

11. Equality Act 2010 (The Act)

11.1 In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because the decision is to adopt a general policy for grant giving should the Council have the desire and funding to do so. An EQIA may become necessary should the Council ever decide to establish a particular General grants programme.

12. Carbon Footprint (Environmental) Implications:

12.1 There are no environmental impacts in adopting this policy.

13. Are there any other options?

13.1 No, adopting this policy ensure good governance should the Council ever be in a position to award General Grants.

Director Finance, Dave Hodgson

Author: Jo Yelland. Director

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

Background papers used in compiling this report:- None

Contact for enquires:
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1. Context

1.1 As one of the fastest growing cities in the country with high employment within a high tech, high knowledge and high wage economy in a fantastic location, and encouraging bounce back from the impact of the COVID 19 pandemic, we have much to celebrate. Our city brand: *Exeter Live Better, the brilliant alternative* sums this up, however we are not complacent. Not everyone has benefited from growth: small pockets of the city are among the most deprived areas in the country with life expectancy varying in different parts of the City and these are communities that will have taken the biggest hit from the pandemic and increasing cost of living. Ensuring that all residents benefit from our success and that we achieve our goals for the future are clear priorities for the Council as set out in the *2022/25 Corporate Plan*.

2. Why do we need a General Grants Policy?

2.1 The scale of change required to sustain the city for the future is huge and from time to time we will need to be agile and move at pace, working with partners in a living lab model, testing out ideas and innovations, learning (and failing) fast, identifying ways to solve problems that could be scaled up to offer sustainable city-wide solutions. This policy describes how the Council may, from time to time, award grants to organisations to fund activities and tests of change that will contribute to the achievement of priorities set out in the Corporate Plan.

2.2 This **General Grants** policy will work alongside **Exeter Community Grants Programme (2019)** which aims to support community groups and organisations to address the demands that development places on the city. The **Exeter Community Grants Programme** is supported by the **Exeter Grants Fund** initially created from a combination of Neighbourhood Portion of the Community Infrastructure Levy (CIL) and New Homes Bonus funding.

2.3 This policy works alongside the Councils Procurement Policy.

2.4 There is no particular funding attached to the **General Grants Policy**, and the establishment of this policy is not a call for bids. This policy is to ensure that should the Council wish to award grants over and above those within the Community Grants Programme, it has clear and transparent decision-making process through which to identify opportunities, allocate funds and award grants. The policy will be applied in response to an approach by a 3rd party with a request for grant funding and the funds are available to do so; or when a particular issue has been identified which is best delivered through a General Grant and the funds are available to do so.

3. General Grant Policy Aims

3.1 The **General Grants Policy** will support organisations or projects with grant funding that will contribute to city transformation by:

- Contributing to the Exeter Vision and help deliver Corporate Plan Strategic Priorities;
- Testing out or expanding new ideas or innovations that could potentially be rolled out across the city;
- Connecting people and organisations across sectors to enable collaboration within a whole systems approach, or

- Enhancing existing Council plans to improve public realm/assets through wider partnership working.

4. Grant Terms and Conditions

4.1 A simple set of rules and conditions will apply to all grants and these will be published on the Council website and based on those set out in appendix 1. All grant recipients will be expected to provide an impact report within 1 month of their project completing and a simple framework for this is set out in appendix 2.

5. Governance

5.1 Proposals for grants to be awarded under this policy will be reported to the Executive Committee for decision making in line with Council constitution and financial regulations. This enables the Executive to maintain oversight of General Grants and to ensure that grant award recommendations are made in line with Council priorities and requirements. The Leader will be accountable for ensuring that decisions and recommendations made by the Committee are fair and transparent and that the underpinning system and processes are proportionate to the funding required/awarded.

DRAFT

Appendix 1: Draft Rules and Conditions for General Grant Awards

All grant applications/awards will:

- Only be made/accepted from non for profit constituted bodies with bank accounts in the name of the organisation.
- Supported by copies of appropriate policies if required for example Safeguarding Policy.
- Show that the project ties in with one or more of our corporate priorities and how it meets the challenge of City transformation.
- Show that at least 75% of people benefiting from the project live in Exeter
- Show how the outcomes of the project will contribute to the Exeter Vision and the City Council's Corporate Priorities.
- Be required to provide feedback about how the grant has been used supplying proof of how fund monies have been spent in the form of invoices, photos and a simple project summary and impact template within 1 month of project completion.
- Acknowledge Exeter City Council support in project publicity material by using the logo provided.
- Give Exeter City Council the right to share information provided in public reports and publicity material.

All grant applicants/recipients will need to confirm that they understand:

- Funds must only be spent as detailed in the project application/agreement.
- Funds cannot be allocated to individuals or private/for profit enterprises.
- Funds cannot be allocated retrospectively.
- Funds not spent must be returned to Exeter City Council.
- Repayment of the fund can be required at the sole discretion of Exeter City Council if you supply false information or you do not spend funds within 12 months.
- Repeat funding will only be awarded when there is a compelling business case proving transition to sustainability.
- Repayment of the grant can be required at the sole discretion of Exeter City Council if funds are not spent within 12 months

Appendix 2: Impacts Evaluation Framework for Grant Applications

Provide 6 monthly interim and final end of project report, using the template below, setting out what you have learnt and how your project has impacted on the city.

What needs/needed to change and why: how has/did the project contribute to city transformation?	Who was affected? What issues are they/you facing? What opportunities do you see? Which council priorities did this change address?
What will/did you do to make this change?	What will/did you do? Who will/did you work with? When and at what point/how many people will/did you work with?
How do you know this will/did create the change you want?	What evidence do you have that this will/did work? Or what evidence makes you think this will/did work?
What will/did you look at and measure to see if your change has worked?	What 3 outcomes will/did you see if your change is successful? How would/did you measure them?
How will/did the outcomes of your project contribute to the Exeter Vision and the City Council's Corporate Priorities?	How do your outcomes contribute to the Exeter Vision and the City Council's Corporate Priorities?

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REPORT TO EXECUTIVE

Date of Meeting: 4th April 2023

REPORT TO COUNCIL

Date of Meeting: 18th April 2023

Report of: Director Finance

Title: Amendment to the Financial Regulations and Procurement Contract Procedure Rules

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

To approve the updates to the financial regulations at appendix A and the procurement and contract procedures at appendix B. The financial regulation changes reflect the recent introduction of the Council's ordering system, eProcurement and the procurement and contract procedures changes reflect the change of the spend threshold at which Officers are required to go out to tender as per the recommendation in the Procurement Service Review November 2022.

2. Recommendations:

That Executive recommend to Council:

- (i) That the revised Financial Regulations at appendix A are approved;
- (ii) That the spend threshold at which Officers are required to obtain three quotes is increased from £10,000 to £25,000;
- (iii) That the spend threshold at which Officers are required to go out to tender is increased from £50,000 to £100,000
- (iv) That the revised Procurement and Contract Procedures at appendix B are approved.

3. Reasons for the recommendation:

This update to Financial Regulations reflect minor changes to the ordering process, which have occurred with the implementation of the eProcurement system. This system enables a corporate approach to purchase ordering, something that has been required by the regulations for some time but historically has not always been followed.

The increase in the tender threshold was identified as an efficiency measure for the Procurement team in the 2022 service review. It will reduce the volume of tendering work going via the team and therefore enable the efforts and expertise of the team to be spent more appropriately on contracts of a higher value.

The increase will also bring us in line with neighbouring local authorities

4. What are the resource implications including non financial resources

As with any form of governance framework, there is a balance to be had around the administration to implement it and ensuring that the approaches put forward are proportional to the needs and the associated risks. The Procedures look to proportionately strike this balance and enable the skillsets of the team to be better applied where they are most needed.

5. Section 151 Officer comments:

The proposals in the resport will align our Financial Regulations with the procedures now implemented to manage Purchase Ordering. In respect of the Contract thresholds, the proposals will bring the Council more into line with many of our neighbouring authorities and similar City Councils and will enable the specialist resource to focus on higher value and more complex procurements.

6. What are the legal aspects?

The Council must prepare and keep up to date a constitution in accordance with s37 of the Local Government Act 2000. The minimum requirements for the content are set out in The Local Government Act 2000 (constitutions) (England) Direction 2000 which includes a description of the rules and procedures for the management of the Council's financial affairs including: procedures for auditing and financial rules. These are the rules that officers follow in the day to day operation of the Council set within this council's budget and statutory framework of local government finance.

The changes to Appendix B take account of the recent Procurement Policy Note (PPN01/23) issued by Government which has increase the threshold at which organisations are required to advertise on Contracts Finder from £25,000 to £30,000.

The proposed changes to the Council's Procurement and Contract Procedures at Appendix B relate to below threshold procurement. The full public procurement regime under the Pubic Contracts Regulations 2015 does not apply to below threshold procurement. Below threshold procurements must still be conducted in accordance with the fundamental principles of equal treatment, transparency and non-discrimination.

The requirement to publish below threshold contract awards and opportunities on Contracts Finder only applies to contract opportunities advertised by the Council in accordance with its own procedures. Increasing the threshold in the Council's Procurement and Contract procedures from £50,000 to £100,000 will result in fewer publications of contract opportunities and awards on Contracts Finder.

The Council is bound under the Local Government Transparency Code 2015 to publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5000. This requirement

is outside of the scope of Contracts Finder but the Code recommends that the Council publish all awarded contracts on Contracts Finder where the value exceeds £5000.

7. Monitoring Officer's comments:

Members' attention is drawn to the legal implications set out in paragraph 6 above. On the basis that the council will adhere to the new financial thresholds proposed, the content of this report raises no issues of concern to the Monitoring officer.

8. Report details:

Key considerations Financial Regulations.

The updated Financial Regulations, attached with tracked changes at appendix B, have been updated specifically as follows:

- a) eProcurement system is now specified as the required purchase ordering system
- b) Reflection of the three-way matching process for invoice payment
- c) Clarification of tolerances which are applicable within the system
- d) The process required for order approvals and amendments

Key considerations Procurement and Contract procedures.

The updated PCPs, attached with tracked changes at appendix B, have been updated specifically as follows:

- a) Increase of value Thresholds for New Procurement Arrangements at figure 1
- b) Amendment to requirements within the Authorisation Levels table 1 and Contract Signatures table 2.
- c) Increase the associated requirements relating to exemptions.
- d) Inclusion of the latest Procurement Policy Note (PPN) 01/23, increasing the threshold for advertising in contracts finder from £25k to £30k.

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

The proposed revisions to the contract procedure rules are designed to ensure that the council complies with all of the current relevant financial regulations which govern the council's financial conduct in relation to procurement and ensures that the council follows effective local financial processes which includes delivering value for money and supporting spending resources locally. In doing so it supports the corporate priorities of 'providing value for money services' and 'leading a well-run council'

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

The increase of threshold will mean that less procurement support will be provided for the contracts which fall below the new threshold.

This will be managed by a new process which is being developed for contracts of this value to ensure that the Councils continues to get good quality getting value for money contracts and where applicable statutory advertising and notices are still being published.

A toolkit to support Officers will be available on the intranet.

11. Equality Act 2010 (The Act)

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

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

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

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

11.4 In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because: because the public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services. As this decision relates to improving internal processes, we do not believe that it will have an impact on our equality duty..

12. Carbon Footprint (Environmental) Implications:

12.1 The council provides and purchases a wide range of services for the people of Exeter. Together with partner organisations in the private, public and voluntary sectors we share a strong commitment to improving our environmental sustainability, achieving carbon neutrality and to protect and enhance Exeter's outstanding natural environment. Whilst this is a procedural update and will have minimal environmental impacts, consideration has been made to minimise waste and resource use in line with the council's environmental aspirations. For example, both procedure rules encourage the use of online facilities available rather than using a paper trail.

13. Are there any other options?

The council could continue with its current thresholds and not take advantage of the opportunity to streamline and focus procurement expertise on higher value contracts.

Director Finance, David Hodgson

Author: Chanelle Busby

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

Appendices:

Appendix A – Financial Regulations track changes

Appendix B – Procurement and Contract Procedures track changes

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
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FINANCIAL REGULATIONS

1. Status of Financial Regulations

- (a) These regulations shall be read and construed as part of the Standing Orders of the Council.
- (b) These regulations may be amended by the Council at any meeting on recommendation by the Executive.
- (c) Directors and Corporate Managers are responsible for ensuring that all employees in their units are aware of the existence and content of the Council's financial regulations and that they comply with them.

2. Financial Management Responsibilities

(a) Director Finance

The Director Finance, being designated Proper Officer under Section 151 of the Local Government Act, 1972, shall be financial advisor to the Council, its Committees and the Executive and shall be required to give advice either orally or in writing on all matters having financial consequences.

Section 114 of the Local Government Finance Act 1988 requires the Director Finance to report to the full council, Executive and external auditor if the authority or one of its employees:

- (i) has made, or is about to make, a decision which involves incurring unlawful expenditure
- (ii) has taken, or is about to take, an unlawful action which has resulted or would result in a loss or deficiency to the authority
- (iii) is about to make an unlawful entry in the authority's accounts.

Section 114 of the 1988 Act also requires:

- (i) the Director Finance to nominate a properly qualified member of staff to deputise should he or she be unable to perform the duties under section 114 personally
- (ii) the authority to provide the Director Finance with sufficient staff, accommodation and other resources – including legal advice where this is necessary – to carry out the duties under section 114.

(b) Deputy Section 151 Officer

The Deputy Section 151 Officer shall be the Deputy Chief Finance Officer.

For the avoidance of doubt, any of the authorisations or approvals required by the Section 151 Officer under these Financial Regulations or any other

policy, procedure or Standing Orders of the Council may be performed by the Deputy Section 151 Officer in the absence of the Section 151 Officer.

(c) **Financial Reports**

The relevant Directors/Corporate Managers are responsible for ensuring that draft copies of all reports having any financial implications shall be submitted to the Director Finance in sufficient time prior to the meeting of the Executive, Scrutiny Committee or other such Committees which receive financial reports so as to enable the Director Finance to make such observations and submissions as he/she considers appropriate.

(d) **Accounting**

- (i) All financial records and systems of the Council shall be maintained in a form agreed by the Director Finance.
- (ii) The Director Finance shall be responsible for the preparation of the annual accounts of the Council and shall as soon as is practicable after the end of each financial year report in writing to the Audit and Governance Committee.
- (iii) The Director Finance shall be responsible for the prompt submission of all grant claims, financial statistics and other returns having financial implications.

3. Financial Planning

- (a) General Fund and Housing Revenue Account, capital and revenue estimates of expenditure and income, shall be prepared by the Directors/Corporate Managers in consultation with the Director Finance. These shall be submitted to Council through the Executive.
- (b) The Director Finance is also responsible for producing other medium term financial plans for the General Fund and Housing Revenue Account, as required for effective financial planning by the Authority.

4. Control of Expenditure and Income

- (a) Directors/Corporate Managers may authorise the incurring of expenditure, approved in the annual estimates. This is subject to compliance with Standing Orders (of which these financial regulations are a part).
- (b) On a management unit basis no revenue expenditure shall be incurred or income reduced if this has the effect of overspending the overall net budget, for the financial year, unless a supplementary budget has been agreed by the Council.
- (c) Directors/Corporate Managers (with the agreement of the Director Finance and Executive Member with Relevant Portfolio) may vire budgets between

the management units for which they are responsible, up to a total of £40,000 in the financial year. Virements above this level will require Full Council approval.

- (d) Directors/Corporate Managers (with the agreement of the Director Finance and Executive Member with Relevant Portfolio), authorise additional expenditure up to £40,000 to be funded by the generation of additional income. Additional expenditure above this level will require Full Council approval.
- (e) The Property Maintenance Fund is managed by the City Surveyor, but for reporting purposes covers cost centres across the Council. The City Surveyor may vire budgets within the Property Maintenance Fund as appropriate to ensure proper property management across the Council.
- (f) Directors/Corporate Managers shall not commit the Council to expenditure beyond the year of account unless:-
 - (i) budgetary provision has been approved in the following financial year's revenue and capital estimates; or
 - (ii) budgetary provision exists within a capital budget.
- (g) Expenditure which meets the definition of capital expenditure but falls below the de minimis level of £10,000 will be accounted for as revenue expenditure.

5. Risk Management and Control of Resources

(a) Risk Management

The Executive is responsible for considering and approving the Risk Management Policy.

The Audit and Governance Committee is responsible for:

- (i) considering the Corporate Risk Register (CRR) and recommending its approval to the Executive.
- (ii) monitoring the effectiveness of risk management throughout the Council and the progress made against the CRR target for actions.

Risk management should ensure:

- (i) there are procedures in place to identify, assess, prevent or contain material known risks, and these procedures are operating effectively throughout the authority
- (ii) there is a monitoring process in place to review regularly the effectiveness of risk reduction strategies and the operation of these controls. The risk management process should be conducted on a continuing basis

- (iii) managers know that they are responsible for managing relevant risks and are provided with relevant information on risk management initiatives
- (iv) provision is made for losses that might result from the risks that remain
- (v) procedures are in place to investigate claims within required timescales
- (vi) acceptable levels of risk are determined and insured against where appropriate
- (vii) the authority has identified business continuity plans for implementation in the event of disaster that results in significant loss or damage to its resources.

(b) Internal Controls

- (i) key controls are to be reviewed on a regular basis and the authority should make a formal statement annually to the effect that it is satisfied that the systems of internal control are operating effectively
- (ii) managerial control systems should include: defining policies, setting objectives and plans, monitoring financial and other performance and taking appropriate anticipatory and remedial action. The key objective of these systems is to promote ownership of the control environment by defining roles and responsibilities
- (iii) financial and operational control systems and procedures should include physical safeguards for assets, segregation of duties, authorisation and approval procedures and information systems
- (iv) an effective internal audit function will be maintained, which is expected to operate in accordance with the principles contained in the CIPFA's Public Sector Internal Audit Standards which are overseen by the Audit & Assurance Council which oversees and with any other statutory obligations and regulations.

(c) Preventing fraud and Corruption

The City Council:

- (i) has an effective Counter Fraud Strategy and maintains a culture that will not tolerate fraud or corruption
- (ii) expects all members and employees to act with integrity and lead by example
- (iii) requires senior managers to deal swiftly and firmly with those who defraud or attempt to defraud the authority or who are corrupt
- (iv) expects high standards of conduct to be promoted amongst members by the Audit and Governance Committee
- (v) maintains a register of interests in which any hospitality or gifts accepted must be recorded
- (vi) has adopted a formal Whistle Blowing procedure
- (vii) requires all legislation, including the Public Interest Disclosure Act 1998, to be adhered to.

6. Audit

The Section 151 Officer shall maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with proper practices in relation to internal control.

- (a) Internal Audit may investigate such financial records, systems and management procedures of the Council and its employees as considered necessary for the purposes of audit. For this purpose Internal Audit shall have authority at all reasonable times to visit all Council establishments and have access to all records and property of the Council and may require such explanations/assistance as he/she considers necessary.
- (b) All employees of the Council through their Director/Corporate Manager, shall immediately notify Internal Audit of any circumstances which suggest the possibility of irregularity in cash, stock or any other matter which may have financial consequences.
- (c) On confirmation of any irregularity or reasonable suspicion thereof, Internal Audit shall advise the Chief Executive & Growth Director, Director Finance and the Monitoring Officer as appropriate.
- (d) The audit arrangements of any shared service shall form part of the agreement for that shared service.

7. Orders for Goods, Work or Services

- (a) Official orders shall be raised in the Council's EProcurement system by an Order Requisitioner, as nominated for each service area, and confirmed by an Approved Authoriser. Orders must include; the nature and/or quantity of goods, materials, work or services to be supplied to the Council, and the estimated cost. Orders must:
 - a. Be allocated to the correct financial and VAT code(s).
 - b. Only commit the Council to expenditure which is within the approved budgets
- (b) Official Orders must be issued for all goods, materials, work or services to be supplied to the Council, unless the Director Finance approves exceptions to ordering where circumstances or trading practice make this desirable. Oral orders shall only be given in the case of expediency and must be confirmed by an official order not later than the next working day.
- (c) Directors and Service Leads shall notify the Director Finance of employees authorised to raise (Order Requisitioner) and approve orders (Order Authorisers) on their behalf.

- (e) Every officer requesting an official order shall ensure, as far as is reasonably practicable, in respect of each transaction, that goods, materials or service ordered are obtained on the best possible terms in respect of cost and quality and represent value for money

The arrangements for the ordering, receipt and issue of all order books shall be controlled by the Director Finance.

8. Payment of Accounts

- (a) The Order Requisitioner shall be responsible for goods receipting (GRN) to validate the receipt of ordered goods or services, which will allow payment of the relevant invoice.

GRN may be completed, subject to the following tolerances:

	+	-
GRN	£50	£5,000

Changes in excess of £50 will require an amendment to the order and re-approval by an Authorising Officer.

- (b) The matters to be certified by the spending unit, subject to such selective examination of invoices as may be determined by the Director Finance and the Director/Corporate Manager concerned shall include:-
 - (i) That the goods have been received, examined and approved as to quality and quantity or services rendered or work done satisfactorily.
 - (ii)
 - (iii)
 - (iv) That the price charged is correct and the appropriate discounts, allowances and other credits have been deducted.
 - (v)
 - (vi) That the account has not previously been passed for payment.
 - (vii) That the account is arithmetically correct.
 - (ix) That income tax is correctly accounted for in respect of sub-contractors / contractors
- (c) Once an order has been goods receipted, the relevant invoice will automatically be paid, subject to the following tolerance levels:

	+	-
Auto match	£0.05	£0.05

- (d) Authorised officers may approve orders to be manually matched for payment by Accounts Payable in the event the auto match between the GRN and invoices fails within the following tolerances:

	+	-
Manual match	£50	£50

Changes in excess of these tolerances will require an amendment to the order and re-approval by an Authorising Officer.

- (e) Orders, GRN and invoices shall be administered by Units promptly so that they can be included in the payment runs and support the payment of invoices in accordance with their payment due dates and secure entitlement to any early payment discounts..
- (f) The Director Finance shall examine, so far as considered necessary, accounts passed for payment, including the final accounts of contracts, and shall be entitled to receive such information and explanations as may be required to ensure that the accounts are in order, before payment is made.

9. Banking Arrangements and Cheques

- (a) All banking arrangements shall be made by the Director Finance.
- (b) Cheques shall be ordered only by the Director Finance who shall ensure that arrangements are made for their safe custody.
- (c) All cheques drawn shall be signed by the Director Finance or as otherwise approved by the Council, or shall bear the facsimile signature of the Director Finance.
- (d) The Director Finance shall be authorised to open such bank accounts as considered necessary in consultation with the Executive member with relevant portfolio.

10. Income

- (a) Arrangements for the collection and banking of all monies due to the Council shall be under the control of the Director Finance.
- (b) Directors/Corporate Managers shall supply to the Director Finance such information in connection with work done, goods supplied or services rendered on behalf of the Council and of all other amounts accruing as the Director Finance may require to ensure prompt recording and collection of all amounts due to the Council.

- (c) The Director/Corporate Manager issuing an invoice for monies due to the Council shall be responsible for the collection of the debt. Invoices must be raised promptly after delivery of goods or completion of the service. Where possible payment should be taken in advance or at the time of providing the goods or services

In the event that monies are outstanding after two months of the invoice date and after normal recovery processes have been undertaken, the Director/Corporate Manager shall advise the Director Finance of the details relating to the invoice and both shall agree what course of action should be taken:

- Continued direct contact with the debtor;
 - Arrangement of an instalment plan to recover the debt;
 - Use of an enforcement agency;
 - Use of legal support;
 - Any other options identified.
- (d) All income account forms and all official receipt forms, books, tickets, other documents and equipment used for acknowledging receipts or controlling income shall be in a form or of a type approved by the Director Finance and shall be ordered and controlled by him/her, or by another Director/Corporate Manager with his/her prior approval.
- (e) The Director/Corporate Manager is responsible for ensuring that the invoice has been allocated the correct financial and VAT code(s).
- (f) No employee shall give a receipt for money received on behalf of the Council on any form other than the official receipt.
- (g) Every Director/Corporate Manager shall maintain a correct and chronological record of all monies received and of the date and amount of deposit. All cheques banked must be individually listed and must have the appropriate receipt references entered against the amounts on the paying-in document. The receipt received must be filed for reference.
- (h) All monies received on behalf of the Council shall be paid over intact, either to the Director Finance or, by arrangement with him/her, direct to the Council's bankers.
- (i) Except where existing Council policy or statute requires otherwise, all proposals to introduce and vary charges for services shall be subject to the approval of the appropriate Director/Corporate Manager in consultation with the relevant Portfolio Holder and can be varied throughout the year. The Director Finance shall be informed of all variations and new charges introduced. Schedules of existing fees and charges shall be submitted to the Council through the Executive annually. Commercially sensitive fees and charges need not be published.
- (j) Property rental income shall be reviewed in accordance with rent review dates except where statutory provisions apply.

- (k) The Director Finance shall in consultation with the Director Corporate Services and the appropriate Director/Corporate Manager be authorised to write-off individual bad debts up to a limit of £500.

The writing-off of individual debts exceeding £500 shall in addition be subject to consultation with the Executive member with relevant portfolio or other appropriate Executive member with portfolio.

The Deputy Chief Finance Officer or Finance Manger - Corporate shall be authorised to write-off small balances of up to £50 on debts, where the majority of the debt has been recovered and it is considered too costly to pursue the outstanding balance.

- (l) Write-offs up to a value of £5 shall be treated as cancellations.
- (m) The Director Finance shall be authorised to write-off individual overpayments of housing benefits up to a limit of £1,000.

The writing-off of individual housing benefits overpayments in excess of £1,000 shall be subject to consultation with the Executive member with relevant portfolio.

- (n) The Director Finance shall be authorised to write off any debt which is considered irrecoverable by reason of the bankruptcy or liquidation of the debtor concerned.
- (o) The Director Finance shall present an annual report to the Relevant Committee outlining the number and detail of the decisions taken in respect of bad debts (details of which shall be kept in a separate register maintained by him/her).

11. Security of Cash

Each Director/Corporate Manager shall be responsible for making arrangements for the safe custody of cash, including imprest accounts and documents having a cash value entrusted to their care. These arrangements shall be approved by Internal Audit.

12. Disposal of Assets

- (a) The sale of any land or buildings which fall outside the powers given to employees in the scheme of delegations shall require the prior approval of the Executive.
- (b) (i) The disposal of assets individually valued at less than £150 may be undertaken at the discretion of the Director/Corporate Manager. The Director/Corporate Manager shall maintain appropriate records and shall immediately inform Internal Audit and the Director Finance of such disposals.

- (ii) The disposal of assets individually valued in excess of £150 but less than £1,000 may be undertaken by the Director/Corporate Manager with the written approval of the Director Finance. The Director/Corporate Manager shall maintain appropriate records of such disposals and inform Internal Audit.
 - (iii) Proposals for the disposal of other assets individually valued in excess of £1,000 shall at first be referred to the Director Finance and be subject to a tender process before seeking the consent of the Executive Member with Relevant Portfolio. The Director/Corporate Manager shall maintain appropriate records of such disposals and inform Internal Audit.
 - (iv) The disposal of vehicles, plant and equipment valued in excess of £1000 be delegated to the relevant Director via auction or other such appropriate mechanism subject to the prior written approval of the Director Finance. Internal Audit must be informed of each disposal.
- (c) The disposal of any museum exhibit or artefact shall be in accordance with the Council's policy and will require prior consultation with the Leader and Executive Member with Relevant Portfolio. All disposals shall be notified to Internal Audit and the Director Finance.
- (d) Any IT equipment (including laptops, printers, cameras, mobile devices and any other peripheral items) is owned by Strata Service Solutions and must therefore be handed back to Strata when no longer required.

13. Investments and Loans

- (a) The Council will create and maintain, as the cornerstones for effective treasury management:
- a treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities
 - suitable treasury management practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The content of the treasury management policy statement and TMPs will follow the recommendations contained in Sections 6 and 7 of the CIPFA Treasury Management in Public Services Code, subject only to amendment where necessary to reflect the particular circumstances of Exeter City Council. Such amendments will not result in a material deviation from the Code's key principles.

- (b) The Council's Executive will receive reports on its treasury management policies, practices and activities, including, as a minimum:
- An annual treasury management strategy including as a minimum an annual strategy and plan in advance of the year
 - A mid-year review
 - An annual report after the end of the financial year in the form prescribed in the TMPs.
- (c) The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to the Executive, and for the execution and administration of treasury management decisions to the Director Finance, who will act in accordance with the Council's policy statement and TMPs and, if a CIPFA member, with CIPFA's standards of Professional Practice on Treasury Management.
- (d) The Council designates the Strategic Scrutiny Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

14. Insurance

- (a) The Director Finance shall effect all insurance cover.
- (b) Arrangements for the processing and negotiating claims shall be made by the Director Finance.
- (c) Each Director/Corporate Manager shall promptly notify the Director Finance of the extent and nature of all new risks to be insured and of any alteration affecting insurable risks in their unit.
- (d) All insurance cover shall be reviewed annually by the Director Finance.
- (e) Each Director/Corporate Manager shall immediately notify the Director Finance of any claim made in writing outlining the circumstances under which any loss, liability or damage or any event likely to lead to a claim being made. For the avoidance of doubt, claims can be submitted via electronic means where possible.
- (f) All property insurable incidents should be reported to the Insurance and Finance Office, to enable the Council to initiate an insurance claim, if sufficient losses are recorded in a year.

15. Stock

- (a) Each Director/Corporate Manager shall be responsible for the custody and control of stock and equipment in their unit, records of which shall be maintained in a form to be approved by Internal Audit.
- (b) Each Director/Corporate Manager shall carry out an annual stock-take of such items as agreed by Internal Audit. Except where agreed, the stock-taking shall be carried out by some person independent of the stockholder concerned.
- (c) Subject to Financial Regulation 12, each Director/Corporate Manager shall be responsible for making arrangements to dispose of all obsolete and perishable stock within the year of obsolescence in their unit. Stock disposals should be notified to Internal Audit.

16. Imprest Accounts

The Director Finance in consultation with a Director/Corporate Manager may advance imprests to employees for the purpose of defraying certain minor expenses and other items. Each Director/Corporate Manager shall be responsible for maintaining arrangements and records for the control of imprests in a manner prescribed by Internal Audit.

17. Employees Records and Payments

- (a) The arrangements for the calculation of all salaries, wages, compensation and other emoluments to employees or former employees of the Council shall be approved by Human Resources.
- (b) These arrangements shall include the maintenance of all necessary records concerning pay, superannuation, national insurance and taxation. Directors/Corporate Managers shall ensure that sufficient information is provided to Human Resources for this purpose.
- (c) The making of all payments to employees and former employees of the Council in respect of salaries, wages, compensation and other emoluments shall be under the direct control of the Director Corporate Services. It shall be the duty of the Human Resources to notify the Director Finance promptly of all appointments, dismissals, resignations, transfers and any changes in rate of remuneration (other than normal annual increments) of all salaried employees of the Council. In addition, Directors/Corporate Managers shall notify Human Resources promptly regarding sickness and absence from duty, other than paid leave in respect of all employees in their units.
- (d) Human Resources shall ensure that employees leaving the employment of the Council have repaid, in full, any loans or sums owed to the Council.

In the event that, in the opinion of Human Resources, the amount outstanding is so substantial, that it would be unreasonable to deduct all monies owed from the employee's salary, then Human Resources shall in

consultation with Director Finance agree a repayment plan with the debtor to clear the outstanding balance in full within a reasonable period of time.

- (e) The Chief Executive & Growth Director shall be authorised to arrange for the implementation forthwith of any nationally agreed salary or wage award.
- (f) In all cases where sickness or injury allowances are paid to an employee who may have a legal right to damages, including loss of earnings, against a third party, it shall be the duty of the Director/Corporate Manager concerned to notify the Director Finance of the fact that a third party claim may be made. Human Resources shall follow up all such payments and ensure that, as appropriate, sickness pay is recovered from the employee.
- (g) On the recommendation of the Director/Corporate Manager, the Director Finance may approve a reimbursement up to a maximum of £200 for any losses or expenses incurred by employees resulting from loss of, or damage to, their clothing or personal effects, arising out of, or during the course of, their employment, and which are not covered by insurance. For the purposes of this regulation any person carrying out work for or on behalf of the Council or any of its employees in an official capacity (including a member) shall be deemed to be an employee. Any claim where there is a potential risk of personal injury shall be referred to the Council's insurers.

18. Partnerships and Third Parties

- (a) Partnerships
 - (i) The Executive is responsible for approving delegations, including frameworks for partnerships. The Executive is the focus for forming partnerships with other local, private, voluntary and community sector organisations.
 - (ii) The Executive can delegate functions - including those relating to partnerships - to officers. Where functions are delegated, the Executive remains accountable for them to full Council.
 - (iii) The Director Finance shall ensure that the accounting arrangements to be adopted relating to partnerships and joint ventures are satisfactory. He/she must ensure that risks have been fully appraised before arrangements are entered into with external bodies.
 - (iv) The Director Finance shall advise on effective controls that will ensure resources are not wasted.
 - (v) The Director Finance shall advise on the key elements of funding a project. In particular this includes:-

- A scheme appraisal for financial viability in both the current and future years
- Risk appraisal and management
- Resourcing including taxation issue
- Audit, security and control requirements
- Carry forward arrangements

(b) External Funding

Each Director/Corporate Manager shall be responsible for promptly notifying the Director Finance of all external funding awarded.

The Director Finance shall be responsible for ensuring that all funding notified by external bodies is received and properly recorded in the authority's accounts.

(c) Work For Third Parties

The Executive is responsible for approving the contractual arrangements for any work for third parties or external bodies.

19. Corporate Credit Cards

- (a) The Director Finance in consultation with the Chief Executive & Growth Director, or Director/Corporate Manager may issue a corporate credit card to enable goods, works or services to be procured on behalf of the Council. Officers issued with a credit card are responsible for the physical security and use of the card.
- (b) Each Credit Card holder shall be required to sign a form setting out their responsibilities as a card holder.
- (c) Each credit card holder/authorised user is responsible for:
- (i) ensuring that proper authorisation is held prior to an order and payment being made
 - (ii) as far as is reasonably practicable, that the goods, works, materials or service procured are obtained at the best possible terms in respect of cost, quality, compatibility and durability
 - (iii) the card is only used for bona fide and secure transactions
 - (iv) obtaining the required proofs of purchase including VAT receipts where appropriate to enable the Council to reclaim such expenditure. Where a VAT receipt has not been received, it is the responsibility of the holder/user to ensure that a VAT receipt is obtained as soon as possible
 - (v) ensuring that the goods have been received, and are of satisfactory quality and quantity
 - (vi) that appropriate entries have been made in inventories or stock records to record the items procured

- (d) Each credit card holder is responsible for:
 - (i) ensuring that the price charged is correct and as agreed
 - (ii) submitting a monthly reconciled account, together with all proofs of purchase and VAT receipts, to the Director Finance promptly.
- (e) The duties of certifying payment and receiving the goods, works, materials or services procured shall not be performed by the same employee, except where this has been agreed with the Director Finance.
- (f) Where a credit card holder or user gives notice to terminate their employment with the Council (or is to change duties within the Council), the Director Finance must be immediately notified so that arrangements may be made to restrict their ability to use the card after the termination/transfer date.

20. Urgency

Notwithstanding the foregoing regulations, in cases of urgency the appropriate Director/Corporate Manager in consultation with the Executive member with Relevant Portfolio, Chair of relevant Scrutiny Committee, Director Finance and Chief Executive & Growth Director shall have the power to authorise on behalf of the Council the incurring of any expenditure or any action which would otherwise be contrary to these regulations. The exercise of this authority shall in every case be reported to the next meeting of Executive or relevant Committee.

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EXETER CITY COUNCIL

Procurement and Contract Procedures



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PART A

SECTION 1:

The Role and Purpose

- 1.1. The Procurement and Contract Procedures (“the Procedures”) form part of the Council’s Financial Regulations within the Constitution) and apply to all Officers employed by Exeter City Council (‘the Council’) and should be complied with in all cases when the Council expects to spend money with external third party suppliers in order to provide value for Supplies, Works or Services.
- 1.2. The purpose of the Procedures is to:
 - i. Ensure the Council complies with all relevant legal requirements, including but not limited to domestic legislation, UK Public Contracts Regulations 2015 (“the Regulations”).
 - ii. Provide appropriate safeguards and due diligence to support the Council in how it undertakes procurement and commercial activities.
 - iii. Provide accountability, probity and transparency in the Council’s dealings within such activities.
 - iv. Provide clear direction in how procurement and commercial dealings with third party suppliers are to be made.
 - v. Support the policy framework and budget procedures of the Council.
 - vi. Support compliance with the Council’s Constitution, the Employee and Members Codes of Conduct.
 - vii. Promote Value for Money in both how Tendering is undertaken and resulting contracts are managed.
- 1.3. In addition to the Procedures there are supporting Procedural Notes which shall also be adhered to in relation to third party spend.

SECTION 2:

When do the Procedures apply?

Inclusions

- 2.1 The Procedures shall apply to both capital and revenue expenditure and cover contracts for Supplies, Works or Services.
- 2.2 Spending includes expenditure incurred by the Council where it is in receipt of and acting as lead organisation funded by external Grants (this includes funding requests or applications) and where expenditure is expected to be made to a third party. In the case of external Grants the Council shall ensure that in addition to the Procedures it complies with any specific Grant funding conditions as outlined by the funding partner, and / or UK Subsidy Control Bill (formerly State Aid / General Block Exemption Regulations).

Exclusions

- 2.3 The Procedures apply in respect of commercial dealings of the Council with third party organisations. However, there are certain situations where it would not be necessary to apply the requirements of the Procedures. For example, exclusions apply in the following situations:
- i. Appointments outside of the control of the Council, e.g. appointment of external auditors;
 - ii. Subscriptions to national organisations;
 - iii. Specific licensing requirements (e.g. TV / Public Entertainment);
 - iv. Planning and Highway Agreements (such as S.106, 278 and 38);
 - v. Grant payments from the Council to third parties;
 - vi. Loan payments or loans from the Council to third parties provided on market terms (otherwise State Aid considerations may apply);
 - vii. Disposal of surplus Goods / Supplies;
 - viii. Financial dealings by the Section 151 Officer;
 - ix. Employment contracts;
 - x. Acquisition, purchase, leases (and / or disposal) in relation to land matters, existing buildings or immovable property, provided on market terms.
 - xi. Acquisitions for museum collections; collections related material; the work of specific artist(s) or themed exhibitions, all having unique qualities or attributes.
- 2.4 In cases where these Procedures do not apply, other rules and legislation are likely to apply. The Responsible Officer shall ensure that they adhere to any relevant rules and legislation, and if in doubt seek advice on those other relevant rules and legislative regulations.

Exemptions

- 2.5 Wherever practically possible the Procedures should be followed and consistently applied. However, it is noted that there may be situations where it is necessary to seek Exemptions to the Procedures. In cases where Exemptions are sought then the Procedural Note: Exemptions to the Procedures shall apply, considering the following:

- i. Arrangements above £10k shall require formal authorisation as set out within the Exemption Procedure.
- ii. Exemptions shall be completed in advance of committing spend. If this is not undertaken, then a justification shall be made as to why this was not the case.
- iii. The Procurement Team shall be engaged prior to the decision to apply any Exemption to ensure that there is consideration given to the appropriateness of an Exemption and / or alternative courses of actions.
- iv. A formal Exemption does not forgo the other formal requirements or due diligence, for example, to ensure a formal contract is put in place / contract variation, proportionate contract management is undertaken or the obtaining of any formal decision to award the contract.
- v. Any Exemption granted over the Official Journal of the European Union (OJEU) Threshold approves only the anticipated non-compliance with the Council's Procedures and does not mitigate the risks associated with non-compliance with the Regulations or the European Union (EU) Procurement Directive as applicable.
- vi. Exemptions shall be in line with the supporting 'Procedural Note: Exemptions' and 'Delegation to Officers and Deputies' as detailed in the Councils Constitution.

Breaches and non-compliance

- 2.6 The Procedures are an essential part of the overall Constitution of the Council. Those with responsibility for fulfilling their duties in line with these Procedures are required to maintain ongoing knowledge and awareness to ensure compliance with the Procedures.
- 2.7 In addition, it will be the responsibility of Responsible Officers (including those with line management responsibilities) to address non-compliance swiftly and in the most appropriate way according to the circumstances. Any potential misuse or non-compliance of the Procedures will be reported to the Service Lead – Commercial and Procurement.
- 2.8 Non-compliance with the Procedures may result in the Council's Disciplinary and Capability Procedure being invoked. In respect of willful, negligent, repeated or other serious breaches this could result in significant sanctions and even dismissal.
- 2.9 Means of reporting concerns can also be raised anonymously in line with the Council's [Whistleblowing Policy](#).
- 2.10 The Procedures do not negate the requirement to follow the Council's formal decision making process, "Delegation to Officers and Deputies" as set out in the Constitution and specific processes enforced by an individual Department or Service.

SECTION 3:

Guiding Principles

- 3.1 This section sets out guiding principles on what is expected in incurring expenditure on behalf of the Council with third party suppliers is made, and should be applied wherever possible:
- i. To be accountable in how procurement and contract management is undertaken;
 - ii. Seek Value for Money through competition;
 - iii. Act in a joined-up manner consistent with considering category spend requirements across the whole Council and not in isolation,;
 - iv. Seek to obtaining Value for Money and benefit through collaborative arrangements;
 - v. Be fair, non-discriminatory and consistent with suppliers or others in the process and avoid unnecessary burdens or constraints;
 - vi. Be efficient in how processes are applied;
 - vii. Procurement processes should be carried out as cost effectively as possible;
 - viii. Maintain and protect commercial confidentiality where required;
 - ix. Act legally, conforming to the principles of public sector procurement (non-discrimination; equality of treatment; openness and transparency; mutual recognition; proportionality) and with integrity ensuring avoidance of fraud, corruption or collusion in dealings with suppliers or others and third parties;
 - x. Apply an appropriate balance and proportional levels of due diligence to safeguard risks;
 - xi. Ensure required levels of authorisation and governance are applied to enable informed decision making;
 - xii. Procurement decisions are duly planned, consider ongoing costs and contract management arrangements;
 - xiii. Comply with the expectations of procuring in the public sector;
 - xiv. Maintain the reputation and standards expected of the Council and Public Sector.
- 3.2 The expectation is that these principles are diligently and consistently applied and unless there are clear and evidenced reasons to the contrary. For those with responsibilities in applying the Procedures as intended, they should do so in an informed manner which supports and upholds the guiding principles as set out.

SECTION 4:

Roles and responsibilities

Specific responsibilities.

4.1 Specific responsibilities as follows:

Chief Finance Officer / Section 151	Ensuring overall probity in respect of related financial matters, through relevant controls and monitoring.
Monitoring Officer	Acting as the ultimate point of escalation in respect of breaches or non-compliance with the Procedures. Applying the requirements of the Monitoring Officer role diligently in consideration of matters concerning the Procedures.
Service Lead – Legal Services	Ultimate point of authorisation in respect of contract signatory and execution.
Corporate Manager/ Director	Authorisation in line with levels as set out in the Authorisation Process and Scheme of Delegation as set out in the Constitution. Ensuring awareness and compliance within their respective areas of responsibility. Escalation point to investigate and / or action breaches and non-compliance within the respective area of responsibility and, where necessary, onward escalation to Director / Monitoring Officer.
Service Lead – Commercial and Procurement	Overall ownership of the Procedures and ensuring that the overall framework for commercial considerations is complied with robustly and effectively. Ensuring compliance with the Council's overarching decision-making responsibilities and providing related guidance. On occasions will also have the same responsibilities as outlined in the Responsible Officer definition.
Elected Members	Ensuring compliance with the Members' Code of Conduct, including in relation to any interests they may have, and any specific responsibilities they have in relation to the Procedures themselves. Make such decisions as are referred to them for determination in relation to these Rules.
Legal Services	Advising on legal matters relating to Contract Terms and Conditions. Point of escalation in relation to formal challenges within procurement or contract matters.
Portfolio Holder	Maintaining an ongoing awareness of exempted spend. Ensuring accountability is maintained by those Officers with responsibilities for delivery of the Procedures.

Procurement Team	Acting as primary advisory service in relation to public sector procurement, commercial and contract management matters.
Responsible Officer	<p>This will include the relevant Service Lead and officers carrying out any of the following activities, including:</p> <p>Quoting, Tendering or contract renewals in line with the Procedures</p> <p>Seeking additional advice where these Procedures do not apply.</p> <p>Ensuring there is a genuine and legitimate business requirement for the spend and an approved budget and acting with the authority of the budget holder.</p> <p>Ensuring that the appropriate Authorisations have been received in respect of committing spend.</p> <p>Drafting fit for purpose specifications for each procurement which meet the requirements of the procurement.</p> <p>Providing justification for any deviation from the approved Sourcing Strategy.</p> <p>Accurately estimating the total contract value at the start of each procurement.</p> <p>Conducting sourcing / procurement in line with the Authorisation Process.</p> <p>Applying Exemptions where appropriate. Implementing contract management to ensure compliance with the terms and conditions of the contract. .</p> <p>Reporting matters of breach or non-compliance.</p> <p>Engaging the Corporate Procurement Team.</p>
Senior Management Board	<p>Maintaining a strategic overview of compliance with the Procedures and overall accountability for non-compliance with the Procedures in their respective areas of responsibility.</p> <p>Instructing relevant changes to ensure compliance and controls remain effective.</p> <p>Authorisation in line with levels as set out in the Authorisation Process.</p>

PART B

SECTION 5:

Sourcing Strategy

General

5.1 The following Sourcing Strategy is based on the assumption that there is a proven need and requirement for the Supplier, Works or Services. The Sourcing Strategy shall be applied when considering how to fulfil a proven need and requirement, and done in the following order of priority:

Step 1: Consideration for the Council to self-deliver the requirements direct by the Council or through a Council formed Company in accordance with Regulation 12 of the PCR 2015 ('Teckal Company');

Step 2: Purchasing via established compliant Value for Money Council contract, Council framework or alternative Council compliant arrangement (e.g. Dynamic Purchasing arrangement);

Step 3: Undertaking new procurement process – including Procurement via established alternative Public Sector compliant Value for Money contract, framework or alternative compliant arrangement (e.g. Dynamic Purchasing arrangement);

5.2 In considering the Sourcing Strategy and route to market, benefits of collaboration opportunities should be considered, along with overall Value for Money.

5.3 Formal option appraisal to be used on arrangements above £ £100k.

5.4 Consideration of these steps should be captured within the Commercial Endorsement Form.

Step 1: Self-delivery or Purchase

5.5 Where no current arrangements exist for the provision of the Supplies, Works or Services, a decision shall be taken as to whether the Council should look to self-deliver the requirements, ahead of looking to formally make any arrangements to purchase via a third party supplier(s).

5.6 To aid decision making as to whether a procurement process and ultimately a contract with a third party supplier is required, consideration shall in the first instance be given as to whether the Council has the skills, capacity, competency and experience to self-deliver the Supplies, Works or Services and if so, whether this can be done in a cost effective manner which ensures Value for Money.

5.7 The decision around self-delivery, for example delivery direct by the Council or Council's Teckal company or purchasing via a third-party supplier relationship, shall be taken prior to undertaking a formal procurement process.

5.8 The decision around self-delivery or not to shall be proportional to the nature of the anticipated spend and supported by consideration of Value for Money. Typical examples where consideration of direct award may be applied are:

- i. The Council has established a Teckal Company delivering in that similar space.
- ii. Consideration is taken to establish a new service provision.

iii. Provision of Services and Works, less likely the provision of Supplies.

5.9 Where a decision is taken to self-deliver the Supplier, Works or Services, through one of the Council's Companies (either established or new) then this should be supported by an appropriate and proportionate Service Level Agreement to ensure Value for Money is delivered in any arrangement. The reasons around any decisions should be captured for audit and accountability reasons.

Step 2: Purchasing via Council contract, framework or alternative compliant arrangement (e.g. Dynamic Purchasing arrangement or Neutral Vendor arrangement)

5.10 In the event where a decision is to purchase or call off from existing compliant Council arrangements, then due regard shall be taken to ensure the purchase / call off conditions under that arrangement are duly applied.

5.11 Authorisation levels for the spend are to be in line with the Assurance and Authorisation process as outlined in Procedural Note: Commercial Assurance and Authorisation.

5.12 Where it is known, or likely to be known that, the total level of spend is of a certain value, then the approvals should be for the upper estimate for the purchases. It will not be deemed appropriate to place smaller values of spend to circumvent the Authorisation Process, which would likely adversely impact value to be obtained from an aggregated spend approach and also be in breach of the wider procurement directives.

5.13 In consideration of use of existing Council contracts or framework agreement it will be important to understand the implications any additional requirements may have on the contract such as exclusivity clauses, locked in volume discounts, guaranteed minimum values, block payments or framework rebates and to consider the materiality of any additional spend placed through that contract.

Step 3: Undertaking new procurement process

5.14 Commencing a new formal procurement process shall be undertaken where the Council is not deemed to be able to deliver the requirement themselves by making the Supplies, Works or Services, and that the Council does not have any existing commercial arrangements which would otherwise fulfill the requirements.

5.15 Undertaking a new procurement will include either the Council conducting and running a new procurement process themselves (e.g. advertising the requirements, supplier engagement, evaluations, award, and contract), or procurement via established alternative Public Sector contract, Framework Agreement or alternative compliant arrangement (e.g. Dynamic Purchasing arrangement or neutral vendor arrangement).

Other considerations.

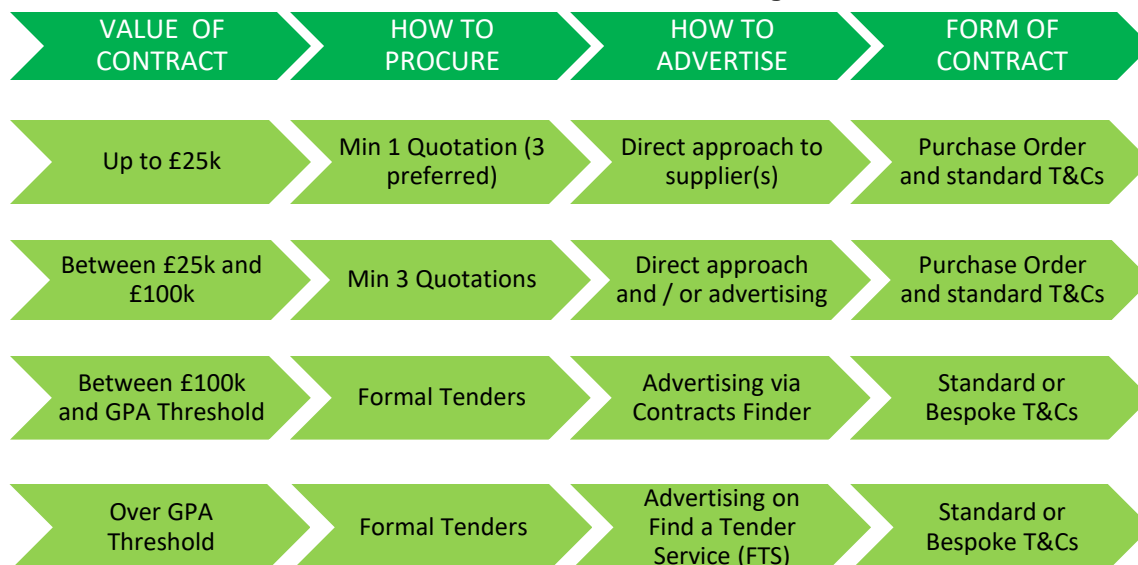
5.16 Where there is external funding (e.g. external Grant funding) care should be taken to ensure that funding conditions in how spend is made are followed to avoid risks around reclaiming of Grant monies from the funder.

SECTION 6:

Financial levels / thresholds

- 6.1 When estimating the total contract value the estimate shall be:
- i. For the whole life term of any anticipated contract, for example, if the value is £50,000 per annum for two years, then the total value of the contract is estimated at £100,000. If the length of a contract is uncertain and the value cannot be reasonably estimated, the total contract value will be its total value over 4 years;
 - ii. Net of Value Added Tax (VAT);
 - iii. The value of any non-monetary consideration or benefit the Council is giving e.g. Concession elements;
 - iv. The value of anything the Council is getting for free as part of the contract;
 - v. Any amount that could be paid by extending the contract (if it is possible to extend it);
 - vi. In the event of Works procurement, it shall be for the total estimated value of the Works themselves.
- 6.2 A single contract must not be undervalued or split into smaller contracts to circumvent these Authorisation levels as set out in the Procedures, undermine aggregated spend considerations or the Regulations.
- 6.3 Where the proposed procurement for Supplies, Works or Services may result in the requirement being split into Lots, the value shall be based upon the value of all Lots.
- 6.4 Where the initial estimate of the contract value is within 10% below the relevant GPA Threshold, consideration should then be taken as to apply the considerations as defined by the Public Contract Regulations 2015. Furthermore detailed calculation shall be conducted in accordance with Regulation 6 of the Regulations.

FIGURE 1 Value Thresholds for New Procurement Arrangements



NOTE: 1. Latest GPA Thresholds for Supplies, Services and Works can be accessed via the following link: [Thresholds \(wto.org\)](http://wto.org)
 2. For the purposes of Quotation it is deemed an estimate as opposed to Tender when it is deemed as a formal offer requiring acceptance.

- 6.5 For below GPA threshold contracts Officers may have regard to Procurement Policy Note (PPN) 11/20, for reserving below UK threshold procurements to suppliers: by location; and for SME /VCSE organisations, in consultation with the Procurement Team.
- 6.6 In the event where the Council’s preferred route to market is via an established public sector contract, Framework Agreement or alternative compliant arrangement (e.g. Dynamic Purchasing arrangement or Neutral Vendor agreement) there would not be the requirement to advertise the requirements. Any call offs and contracting via such routes to market shall be in accordance with the public sector contract or Framework Agreement’s terms and conditions.
- 6.7 Where permissible, this will include considerations of direct awards and further competition under the contract or Framework Agreement.
- 6.8 Prior to any direct award via a Framework agreement above £100,000 an Exemption Form must be completed by the Responsible Officer and authorised by the appropriate Council officers as set out within the ‘Procedural Note –Exemptions’.

TABLE 1 Authorisation Levels

Authorisation Levels - Supplies, Works and Services	Authorisation Points
<p>Total Contract Value Below £100,000</p>	<p>The Responsible Officer with budget responsibilities in the Service area with the requirement will be responsible for taking a proportional approach to justifying the spend and holding all supporting documentation for audit and reporting purposes.</p> <p>For contracts in excess of £5k the Responsible Officer must provide details of the contract as required in the Contracts Register Entry form to the Procurement Team so that these can be published in line with transparency legislation.</p>

£100,000 to GPA Threshold	Appropriate Corporate Manager / SMB Member in conjunction with Service Lead – Commercial and Procurement
Above GPA Threshold for Services up to £1 million	SMB Member and Portfolio holder authorisation
Over £1million (key decision)	Executive Committee and Full Council

6.9 The Authorisation Process shall be applied at the following stages:

- i. Confirmation of business case / Options Appraisal – Authorisation at this stage provides authority to commence with the purchase / procurement process in line with the agreed business case, options appraisal and route to market.
- ii. Confirmation of Award – Authorisation at this stage provides authority to enter into the contractual agreement with the preferred supplier as a result of the outcomes from the approved purchase / procurement approach.
- iii. Confirmation of Benefits Realisation (above OJEU Level for Services)

6.10 Records of authorisation approvals shall be captured on the Commercial Endorsement Form.

Contract Signature

6.11 Formalising contracts and execution (signing or sealing) shall be completed in line with Table 2 below.

TABLE 2 Contract signature and sealing summary

Total Value	Method of Completion	By Whom
Below £100,000	Purchase Order or standard terms	The Responsible Officer in line with the Scheme of Delegation .
Above £100,000 - below £1million	Signature*	
£1million and above or a Key Decision	Sealing	

*unless Seal required in line with 6.11 below

6.12 All Contracts must be signed by both parties prior to the commencement of the Supply, Work or provision of the Services and dated following sealing/signature by both parties.

6.13 Where a Contract is entered into under seal it shall be by way of deed which is effected by applying the Council's seal attested by the appropriate officer under the Scheme of Delegation and Standing Orders. The seal shall not be affixed without the authority of the appropriate decision-maker in accordance with the [Scheme of Delegation](#) and Standing Orders.

6.14 A contract shall be sealed where:

- i. the Council may wish to enforce the contract more than six years after its end; or
- ii. the price paid or received under the contract is a nominal price and does not reflect the value or significance of the Supplies, Services or Works; or
- iii. the total value exceeds £1,000,000; or
- iv. in any other circumstances where it is considered appropriate to do so in consultation with Service Lead - Legal Services.

6.15 Contracts must be signed by both parties prior to the commencement of the Supply, Work or provision of the Services.

SECTION 7:

Overall approach to be applied

- 7.1 Consideration must be given to the timescales required for any procurement exercise to take place. Where the procurement is to re-Tender this is essential to ensure continual service. Any re-Tendering exercise must comply with the Procedures and the Regulations.
- 7.2 The Councils Electronic Tendering System, shall be used for all Quotations and Tenders over £100k where actions can be tracked for accounting and audit purposes, and benefits from the relevant encryption and security that comes with the Electronic Tendering System. This shall include:
- i. Issuing Quotations / Tenders
 - ii. Receiving, and opening quotations / Tender submissions
 - iii. Confirming Quotation / Tender intention to award decisions
 - iv. Supplier clarifications and responses

Preliminary Market Engagement

- 7.3 Provided that it does not have the effect of distorting competition and does not result in a violation of the principles of non-discrimination and transparency, where necessary preliminary market engagement may be conducted to better understand the nature of the market and how the market place may respond, help shape the understanding on what shape the requirements may take, gather proportionate market intelligence with the aim to inform any resulting procurement process.
- 7.4 Care must be taken not to jeopardise any formal procurement that may follow. Where any preliminary market engagement / consultation has taken place details of this should be captured and findings made available as part of any formal procurement that may follow.
- 7.5 The principles of the Regulations shall apply, in particular see:
- [Regulation 18](#) - acting in line with the principles of public sector procurement)
 - [Regulation 40](#) - empowering Contracting Authorities in being able to undertake preliminary consultation
 - [Regulation 41](#) - requiring contracting authority take appropriate measures to ensure that competition is not distorted by the participation of that candidate or Tenderer.

Due Diligence

- 7.6 Relevant subject matter experts (e.g. service area teams, Legal Services, Finance, etc.) are to be consulted at appropriate times during the procurement process. (Reference should also be made in relation to the Procedural Note: Assurance and Authorisation and the Commercial Assurance Summary).

Advertising

- 7.7 The advertising stage is the formal notification of commencement of the procurement, to make potential suppliers and third parties aware of the procurement opportunity. In the event where the route to market is via a formal quotation / procurement then primary means of advertising shall be via:
- i. Contracts Finder (above £30k – inclusive of VAT) – More information can be accessed at [Regulation 106](#) which details the requirement to publish at a National level and the information to be provided.
 - ii. FTS (above relevant GPA Thresholds) - [Find a Tender \(find-tender.service.gov.uk\)](http://find-tender.service.gov.uk) which provides the link to the FTS Portal.
 - iii. Both of the above means of advertising will be delivered via the Councils E-Tendering portal which automatically punches out the adverts to the required external system as required for the threshold of that contract.
- 7.8 Consideration shall also be made to the use of the Council's website and social media, plus where relevant other outlets to ensure the opportunities are suitably publicised.
- 7.9 All documents related to the procurement shall be complete and ready as a formal Tender pack for suppliers at the time of advertising.
- 7.10 Where a decision is taken to purchase or formally procure via an established framework agreement, then there is no requirement to advertise.

Clarification during the process

- 7.11 Clarifications regarding procurement documentation which are received from a Tenderer are to be received and replied to via the Councils E-Tendering portal. Any response to clarification questions raised by Tenderers during the procurement process shall be shared with all Tenderers for the purposes of openness and transparency.
- 7.12 In the event where the clarification and / or the response is commercially confidential to the organisation raising the clarification then the clarification / response should not be shared. In such cases care shall be taken not to adversely advantage or disadvantage any parties.
- 7.13 It should be noted that discussions with Tenderers after submission of a Tender and before the award of a contract with a view to obtaining adjustments in price, delivery or content (i.e. post-Tender negotiations) shall not be undertaken. Advice should be sought from the Procurement Team in the event of single Quotation / Tender submissions.

Submissions and openings

- 7.14 As noted in 7.2 above all Quotations and Tenders for contracts above £100k shall be managed through the Councils Electronic Tendering system, and it is optional to use the Electronic Tendering System for contract below £100k.
- 7.15 All Quotations and Tenders shall be submitted in accordance with requirements set out within in the Invitation to Tender.

- 7.16 All Quotations / Tenders received must be opened together at one time in a suitable place in line with the Authorisation Levels.
- 7.17 Upon opening the Quotations / Tenders received they must be registered and recorded to confirm the following information:
- i. name and address of company submitting Tender;
 - ii. Tender value;
 - iii. date and time of opening;
 - iv. names of the officer present at the time of opening.
- 4.17.1 Within the Electronic Tendering System the opening of the tenders is known as verification. In all cases of Tenders in excess of £100k, a representative from Internal Audit will carry out the verification process within the Electronic Tendering System.

Missing, Omitted or late information

- 7.18 If there appears to be an error in the information submitted by the Tenderer, including missing or omitted material, then Procedural Note: Missing and Omitted Materials from a Quotation or Tender shall be followed, and / or Procedural Note: Late Submission as may apply.

Evaluations

- 7.19 All award criteria, including sub-criteria, shall be established at the outset of any process and made clear in the Tender documents and referenced within the advertisement.
- 7.20 Evaluations and any resulting award decisions shall be made against the award criteria published at the time of advertisement. In exceptional circumstances award criteria and sub-criteria may need to be varied during the procurement process and where this occurs all potential bidders will be notified of the variations prior to the deadline for the submission of Quotations / Tenders. Consideration shall be given to extending the submission deadline and / or whether it is appropriate to continue with the process or cancel and recommence as appropriate. Award criteria shall:
- i. Clearly disclose how scores are to be awarded to responses
 - ii. Clearly disclose whether and how sub-criteria are to be used
 - iii. Be relevant and proportionate to the subject matter of the contract
 - iv. Be non-discriminatory
- 7.21 The award criteria shall be based on the principles of the Most Economically Advantageous Tender (MEAT). Formal award decisions shall be in accordance with these Rules and the Council's decision-making requirements.
- 7.22 Any commercial information such as prices shall not be shared with the evaluation team until the final scores for all other elements have been collated.
- 7.23 The award process to be followed will depend on the total contract value.

Award (Above £100k to below GPA Threshold)

- 7.24 The principles of the Regulations shall be considered and applied as appropriate including:
- i. Informing unsuccessful applicant(s) and preferred applicant(s) of the outcomes of the evaluation.
 - ii. Informing the unsuccessful applicant(s) of the relative characteristics of the preferred applicant to their bid.
 - iii. Confirming what the Council will be doing to conclude contractual matters with the preferred Tenderer.
- 7.25 Details around the award of all contracts above £30k shall be provided via Contracts Finder in line with Public Contract Regulations 2015 – [Chapter 8](#)
- 7.26 Proportional consideration shall be applied in arrangement below £100k.

Award (OJEU Threshold and above)

- 7.27 Contract Award Notices shall be published in accordance with the requirements of the Public Contract Regulations and will be complied with, in particular application of [Chapter 7](#)
- 7.28 In the event of a contract award in excess of the GPA threshold, a Mandatory Standstill period shall apply prior to concluding any formal contract, in line with the Public Contract Regulations, [Regulation 87](#) (detailing the requirement to provide details of preferred supplier and debrief unsuccessful suppliers ahead of any formal contract).
- 7.29 Voluntary standstill may be applied to sub-GPA threshold procurements.
- 7.30 The Contract Award Notice shall be published:
- i. in FTS no later than 30 days after the date of award of the contract (if relevant);
 - ii. on the Council's contracts register;
 - iii. on Contracts Finder for contracts over £30,000

Contract matters

- 7.31 All Contracts will be in writing or other approved electronic format and will specify:
- i. the work, service, Supplies or materials to be supplied;
 - ii. the price, or the basis for determining the price to be paid;
 - iii. all discounts or other deductions;
 - iv. the time or times of performance.

- 7.32 No contract will provide for payment by the Council in advance of satisfactory performance or delivery unless with the express approval of the Responsible Officer in consultation with the Chief Finance Officer.
- 7.33 Contracts entered into must be on the Council's terms and conditions, or where procured under a Framework Agreement the Terms as set out under that agreed Framework Agreement, which must be included with each Invitation to Tender (ITT). Exceptions to this rule must be approved by the Service Lead – Legal Services via negotiation with the Supplier.
- 7.34 The Responsible Officer must ensure that a job title and suitable person is named as the Contract Manager for all new contracts. All contracts must have a named Contract Manager for the entirety of the contract and this person is responsible for ensuring that performance is monitored and the terms of the contract are delivered. The appointed Contract Manager should have the necessary skills and knowledge to manage the contract.
- 7.35 Any contract may be extended or varied if the terms of the contract allow, and the extension or variation is within the parameters of the terms of contract. Where a modification to the contract or framework is not expressly provided for in the initial procurement documents and the contract or framework agreement, the involvement of both Service Lead – Legal Services and the Procurement Team is required to assess the commercial and legal implications of any such modification. All modifications shall be in writing and in accordance with the terms of the relevant contract or framework agreement.
- 7.36 Contracts may only be terminated after seeking advice from the Procurement Team and the Service Lead – Legal Services.
- 7.37 Once the contractual formalities have been completed all original signed copies of contracts over £100k must be sent to the Council's Property Records for safekeeping with the second copy being sent to the supplier. This will be done by Legal Services where the contract has been sealed and by Procurement where the contract has been signed. A copy of the contract must be held by the named Contract Manager and a scanned copy must also be sent to the Procurement Team. This shall apply also for formal changes, variations and extensions as may apply to the Contract. All formal changes, variation and extensions must be signed off by Legal.
- 7.38 Contracts must be kept for at least six years from their end date if they were signed; and for at least 12 years from their end date if they were sealed.
- 7.39 The Procurement Team will maintain a central contracts register of all contracts over £5k awarded and these will be published in accordance with the requirements of the Local Government Transparency Code 2015.

SECTION 8:

Other Matters

- 8.1 The Procedures as set out are aimed to cover the majority of events and circumstances which may arise in the general dealings of the Council, principally procurement and contract matters below the European Thresholds and the more conventional procedures referenced in the Regulations.
- 8.2 In the event of the following specific matters, then further advice should be sought where these either apply or are being considered as suitable solutions:
- i. **Concessions Arrangements**, including reference to the Procedural Note: Concessions; <http://www.legislation.gov.uk/uksi/2016/273/contents/made>
 - ii. **Competitive Procedure with Negotiation** (formal process set out in the Regulations which enables multiple rounds of negotiation to be built into the process – see <http://www.legislation.gov.uk/uksi/2015/102/regulation/29>
 - iii. **Competitive Dialogue** (formal process set out in the Regulations which seeks to identify the right solution and preferred bidder in a structure competitive dialogue process – see <http://www.legislation.gov.uk/uksi/2015/102/regulation/30/made>);
 - iv. **Innovation Partnerships** (The aim of the innovation partnership being to develop 'an innovative product, service or works' and to subsequently purchase 'the resulting supplies, works or services – see <http://www.legislation.gov.uk/uksi/2015/102/regulation/30/made>);
 - v. **Subsidy Control** (Consideration of matters that may provide advantage granted by public authorities through state resources on a selective basis to any organisations that could potentially distort competition and trade in the UK; [Subsidy Control Bill - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
 - vi. **Reserved Contracts - Sheltered Workshops** (Cases where Contracting Authorities may reserve the right to participate in public procurement procedures to sheltered workshops and economic operators, e.g. whose main aims are social and professional integration of disabled or disadvantaged persons or may provide for such contracts to be performed in the context of sheltered employment programmes, provided that at least 30 % of the employees of those workshops, economic operators or programmes are disabled or disadvantaged workers <http://www.legislation.gov.uk/uksi/2015/102/regulation/20/made>);
 - vii. **Reserved Contracts** (VCSE – Light Touch)

SECTION 9:

Strategic

9.1 The following Procedural Notes are considered to be strategic and generally apply in application of the Procedures and therefore need to be considered in all situations:

Procedural Note	Commercial Assurance and Authorisation
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Operational

9.2 The following Procedural Notes apply in specific operational situations or circumstances and would need to be applied if / when such situations arise:

Procedural Note	Exemptions
Procedural Note	Late Submissions
Procedural Note	Missing and Omitted Materials
Procedural Note	Concessions

Key defined terms

Authorisation Process	<i>For the purpose of this document shall mean the formal process as set out in the Procedural Note: Commercial Assurance and Authorisation, and further referred to within these Procedures</i>
City Solicitor	<i>Shall mean the Council's postholder within the role as detailed</i>
Commercial Assurance Form	<i>Shall mean the form referenced within the actual Procedural Note: Commercial Assurance and Authorisation.</i>
Concession Arrangement	<i>Meaning where the provision and the management of services or the execution of works is entrusted to one or more economic operators, the consideration of which consists either solely in the right to exploit the services or works that are the subject of the contract or in that right together with payment. Note: In the event of applying a Concession the Council's Procedural Note: Concessions shall be applied.</i>
Constitution	<i>The Council's formal constituted governance arrangements which can be found here: Browse - Constitution - Exeter City Council</i>
Contract Award Notice	<i>means a contract award notice referred to the Regulation (50 or 75(3)) detailing information around outcomes of successful Tenderer and the specific details of the Tender itself.</i>
Contracts Finder	<i>means the web-based portal provided for the purposes of Part 4 of the Public Contracts Regulations 2015 by or on behalf of the Cabinet Office</i>
Council	<i>means Exeter City Council and any subsidiary parts</i>
Dynamic Purchasing System (DPS) / Agreement	<i>As defined under the Public Contract Regulations 2015 (Regulation 34), and shall mean a system shall be operated as a completely electronic process, which remains open to any economic operator throughout the period of validity of the purchasing system that satisfies the selection criteria.</i>
Electronic Tendering System	<i>Formal recognised dedicated electronic Tendering system for all communication and information exchanges in relation to public sector Tendering with third party suppliers and organisations, including electronic submission and means of communication in accordance with the requirements of the Regulations</i>
Framework Agreement	<i>As defined under the Public Contract Regulations 2015 (Regulation 33) and shall mean an agreement between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period.</i>
Grants	<i>For the purpose of this document external Grants shall mean a payment to help the recipient (e.g. charity). In return, the grant funder (e.g. the Council) gets no services delivered directly. A grant is usually provided subject to conditions that state how the grant shall be used (for example to support the wider objectives of the public body in promoting the social, economic or environmental well-being of their area). Grant funding is usually preceded by a call for proposals. The grant offer letter will normally set out general instructions as to how this is to be achieved, for example, that children need to be kept entertained by taking them on excursions and have sporting activities.</i>
GPA Threshold	<i>The public procurement thresholds which define certain requirements on public sector organisations in how public sector procurement is to be conducted. Details of the thresholds can be found via Thresholds (wto.org)</i>
Invitation to Tender (ITT)	<i>Means the documentation providing details about the Tender that is issued to organisations (contractors & Suppliers) invited to Tender for a contract, for the provision of goods, services or works</i>
Lots	<i>Term used to describe splitting of main contract into smaller defined elements, for example to enable smaller suppliers to bid for defined elements of the contract.</i>
Most Economically Advantageous Tender (MEAT)	<i>As defined under the Public Contract Regulations, contracts to be awarded on the basis of a revised definition of Most Economically Advantageous Tender (MEAT), considering price and quality but permits, amongst other things, the awarding of contracts on the basis of lowest price.</i>
Monitoring Officer	<i>Legally appointed officer (City Solicitor) in line with the Local Government Act 2000, as defined in the Council's constitution. The monitoring officer has the specific duty to ensure that the Council (Officers and its elected Members) maintain the highest</i>

	<i>standard of conduct, the main roles being: to report on matters believes are, or are likely to be, illegal or amount to maladministration; to be responsible for matters relating to the conduct of Officers and elected Members; and to be responsible for the operation of the council's constitution.</i>
Officers	<i>Those employed members of staff (permanent or interim) representing the Council in official capacity.</i>
Procedures	<i>Shall mean the Procurement and Contract Procedure themselves (encompassing the supporting Procedural Notes)</i>
Public Contract Regulations 2015 (The "Regulations")	<i>The UK Public Contracts Regulations 2015 as amended. Where this reference is made within these Procedures, then the Regulations need to be referred to and complied with.</i> http://www.legislation.gov.uk/ukxi/2015/102/contents/made
Quotation	<i>For the purposes of Quotation is deemed an estimate as opposed to Tender when it is deemed as a formal offer requiring acceptance.</i>
Responsible Officer:	<i>Means the Officer within the Council who is the budget holder and who has direct responsibilities from an operational / client perspective for the goods, works and services.</i>
Scheme of Delegation (Delegation to Officers & Deputies)	<i>Delegated authorities as defined under the Council's Constitution, and in particular part 3(d) the Delegation to Officers and Deputies; (No.3d)</i>
Senior Management Board (SMB)	<i>The overall Senior Management Team for the Council, including the Chief Executive and Directors.</i>
Services	<i>Contracts, or Tenders for contracts, which have as their object the provision of services.</i>
Service Level Agreement	<i>An agreement setting out expectations on service levels and responsibilities between the Council and one of it "own" stand alone service providers such as Teckal company</i>
Sourcing Strategy	<i>The Sourcing Strategy relates to the approach to be applied in relation to whether a procurement is to be carried out or not, as detailed in Section 5 of these Procedures.</i>
Standstill / Mandatory Standstill	<i>As defined under the Public Contract Regulations 2015 (Regulation 87) and shall mean the time period where for OJEU Threshold Tenders an intention to award notification has to be made outlining the preferred bidder, ahead of formally concluding a contract.</i>
Supplies	<i>Contracts, or Tenders for contracts, which have as their object the provision of supply of goods.</i>
Supplier	<i>Independent third party organisations to the Council who are either providing supplies, works or services to the Council via contracts, or who would have interest in doing so.</i>
Tender	<i>Formal process in which the Council seeks the supply of supplies, works or services from third party suppliers (inc. voluntary organisations)</i>
Teckal	<i>Teckal" being a company which within certain parameters benefits from contracts for works, services or supply from its controlling Contracting Authority, e.g. the Council, without having to go through a competitive Tender process).</i>
Tenderer	<i>A third party supplier who is engaged in providing a response to the Council's requirements via a Quotation / Tender process.</i>
Value for Money	<i>National Audit Office (NAO) uses three criteria to assess the value for money i.e. the optimal use of resources to achieve the intended outcomes:</i> <ul style="list-style-type: none"> • <i>Economy: minimising the cost of resources used or required (inputs) – spending less;</i> • <i>Efficiency: the relationship between the output from goods or services and the resources to produce them – spending well; and</i> • <i>Effectiveness: the relationship between the intended and actual results of public spending (outcomes) – spending wisely.</i>
Works	<i>Contracts, or Tenders for contracts, which have as their object the provision of Works (e.g. construction / demolition).</i>

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Equality Impact Assessment: Update to procurement and contract procedures and financial regulations

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 04/04/2023	Update to procurement and contract procedures and financial regulations	Approval of: (1) The revised Financial Regulations in Appendix A	N/A

Committee name and date:	Report Title	Decisions being recommended:	People with protected characteristics potentially impacted by the decisions to be made:
		(2) the revised Procurement and Contract Procedures in Appendix B;	

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).	N/A	N/A	N/A
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.	N/A	N/A	N/A
Sex/Gender	N/A	N/A	N/A

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
Gender reassignment	N/A	N/A	N/A
Religion and belief (includes no belief, some philosophical beliefs such as Buddhism and sects within religions).	N/A	N/A	N/A
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	N/A	N/A	N/A
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).	N/A	N/A	N/A
Pregnancy and maternity including new and breast feeding mothers	N/A	N/A	N/A
Marriage and civil partnership status	N/A	N/A	N/A

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

N/A

Officer: Chanelle Busby

Date: 06/03/2023

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REPORT TO EXECUTIVE

Date of Meeting: 4 April 2023

REPORT TO COUNCIL

Date of Meeting: 18 April 2023

Report of: Director Corporate Services

Title: Amendments to the Constitution

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

This reports sets out proposals to amend the Constitution to match operational arrangements.

2. Recommendations:

That the Council approve the changes to the Constitution, including the Scheme of Delegation to Officers, as set out in the Appendix to this report, with such changes affecting the post of Chief Executive and Growth Director being with immediate effect; and those affecting the post of Corporate Manager, Democratic & Civic Support being effective from 1 June 2023

3. Reasons for the recommendation:

3.1 To ensure that the constitution is up to date following the:-

- changing of the Chief Executive and Growth Director's post title to be Chief Executive; and
- deletion of the Corporate Manager, Democratic & Civic Support post

3.2 To ensure that that Scheme of Delegation to Officers is up to date and matches the operational arrangements of the Council, thereby ensuring that day to day operational decisions can be taken. Particular attention has also been taken to ensure that Deputies have been appointed in all cases where authority has been delegated to officers, thereby ensuring that matters can continue to be dealt with, even in the absence of the named officer(s).

4. What are the resource implications including non financial resources

None.

5. Section 151 Officer comments:

5.1 There are no financial implications for Council to consider.

6. What are the legal aspects?

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

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring Officer

8. Report details:

8.1 The Constitution is the working document which sets out the rules by which the Council operates, in many different ways. It therefore needs to be kept up to date to match operational requirements and arrangements.

8.2 The latest revision mainly concentrates on:-

- The amendment of the title of the post of Chief Executive and Growth Director to no longer include 'Growth Director'.
- The additional responsibility for the Chief Executive to act in the role of the Council's Shareholder Representative in respect of Exeter City Group Limited and its subsidiaries to undertake the activities and decisions, reserved and delegated to the Council/Shareholders Representative by the Exeter City Group Limited Management Agreement.
- The removal of the post of Corporate Manager, Democratic & Civic Support and the need therefore to remove reference to that post throughout the constitution, with the reallocation of all references to that post's responsibilities within the Constitution, to other officers.

8.3 It should be noted that no additional responsibilities or powers are being put forward as part of this review – it is merely the reallocation of existing powers and responsibilities.

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

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

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

There are no risks associated with the proposals.

11. Equality Act 2010 (The Act)

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

12. Carbon Footprint (Environmental) Implications:

No direct carbon/environmental impacts arising from the recommendations.

13. Are there any other options?

None

Director Corporate Services, Baan Al-Khafaji

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

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

Background papers used in compiling this report:-

None

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

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CHANGES TO THE CONSTITUTION – 4TH APRIL 2023

Reference	Current entry	Proposed amendment
Article 2 section 2.02 – Election & terms of councillors	Corporate Manager, Democratic & Civic Support	Director Corporate Services
Article 11 – Management structure (c)Statutory officers		New Entry - Add in Director, Corporate Services – Returning officer, Electoral Registration Officer
11.05 Duty to provide sufficient resources to the Monitoring Officer and Director Finance		ADD IN – and Electoral Registration Officer and New Entry - Add in (b) In accordance with Section 52 and 54 of the Representation of the Peoples’ Act 1983, the Council will provide the Electoral Registration Officer with such officers, accommodation and other resources as are in their opinion sufficient to discharge their statutory function
Article 12 – Decision making	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
Article 15 – Section 15.03 (a)	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
Article 15 –Section 15.03 (b)	Corporate Manager, Democratic & Civic Support	Director, Corporate Services
Delegation to officers and deputies Director, Corporate Services and Monitoring Officer		
Sections 1, 2, 3, Deputies	Corporate Manager, Democratic & Civic Support	Team Leader, ECL, Contracts, Procurement and Licensing
Section 10 – Deputies	Corporate Manager, Democratic & Civic Support	Democratic Services Manager, and Service Lead, Legal Services

All of the previous entries for the Corporate Manager, Democratic & Civic Support, be transferred to the Director, Corporate Services, with deputies identified as follows

1. (a) Designated as the “proper officer” for the purpose of the following sections of the Local Government Act 1972: - (Amended October 2022)
- (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

Deputy – Democratic Services Manager

- (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.

Deputies – Service Lead, Legal Services; Democratic Services Manager

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

Deputy – Democratic Services Manager

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 and PA Support Manager

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

Deputy – Lord Mayor and PA Support Manager

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

Council Standing Orders		
Reference	Current entry	Proposed amendment
1	Corporate Manager, Democratic & Civic Support	Director, Corporate Services
6(1)	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
6(2)	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
6(3)	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
8(3)(a)	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
10(7)	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
17(7)(a)	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
17(1)(b)	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
18	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
19(A)1(a)	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
32 (2) (a)	The Chief Executive & Growth Director	Director, Corporate Services
32(2)(c)	DELETE	DELETE
34 (1)	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
34 (2)	Corporate Manager, Democratic & Civic Support	Service Lead, Legal Services
40	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
44	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
50	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
55	Corporate Manager, Democratic & Civic Support	Team Leader, ECL, Contracts, Procurement and Licensing
NEW ENTRY as 55 (5)		New Entry The Director, Corporate Services, shall be the Electoral Registration Officer, and In accordance with Section 52 and 54 of the Representation of the Peoples' Act 1983, the Council will provide the Electoral Registration Officer with such officers, accommodation and other resources as are in their opinion sufficient to discharge their statutory function

NEW ENTRY as 55(6)		New Entry The Director, Corporate Services, to be designated as the Council's Returning Officer
Access to Information Rules		
Section 6 (c)	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
11	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
Executive Procedure Rules		
Section 5.3 (b)	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
Strata Procedure Rules		
1.2 Proper Officer	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
South East Devon Joint Habitat Regulations Joint Committee		
1.6 Proper Officer	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
Petitions scheme		
All references to	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
Members' Allowances Scheme		
Dependent Carer's Allowance	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
Protocol for Recording and use of Social Media at Council and Committee Meetings		
2.1 Before the Meeting	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
3.2 At the Meeting	Corporate Manager, Democratic & Civic Support	Democratic Services Manager
3.5 At the meeting	Corporate Manager, Democratic & Civic Support	Democratic Services Manager

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REPORT TO EXECUTIVE

Date of Meeting: 4 April 2023

Report of: Director of City Development

Title: Exeter Plan: Outline Draft consultation: Consultation report

Is this a Key Decision?

No

Is this an Executive or Council Function?

Executive

1. What is the report about?

1.1 Between September and December 2022 the Council consulted on an outline draft of the emerging Exeter Plan, the new Local Plan for the city. Since the consultation closed, the Local Plans Team has been undertaking evaluation of the consultation responses received. This is documented in a Consultation Report which is included at Appendix A. Summary elements of this reporting were considered by Strategic Scrutiny Committee on 16 March 2023.

2. Recommendation:

2.1 That the Executive notes the content of the 'Exeter Plan: Outline Draft Consultation Report' (Appendix A) as a document which will be used to inform the preparation of the emerging Exeter Plan in future.

3. Reasons for the recommendation:

3.1 As the Local Planning Authority for Exeter, the Council has a statutory duty to prepare planning policy for the city. On this basis work is progressing on the Exeter Plan, the new local plan for the city.

3.2 Following an initial 'issues consultation' in the autumn of 2021 a more detailed consultation on an 'outline draft' of the plan was held between September and December 2022. The report at Appendix A documents the engagement activities undertaken during the consultation and reviews the responses received.

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

4.1 The 'outline draft' consultation on the Exeter Plan is complete and the recommendation made in this report results in no direct additional resource implications.

5. Section 151 Officer comments:

5.1 There are no financial implications for Council to consider.

6. What are the legal aspects?

6.1 The preparation of planning policy is a legal requirement under Section 19 of the Planning and Compulsory Purchase Act 2004. The outline draft plan consultation was

held in the autumn of 2022 in accordance with the provisions of Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

7. Monitoring Officer's comments:

Planning affects all our lives - where we live, work and relax. The Exeter Plan will set out Exeter's planning policies and proposals for new development. The plan will be used to help decide planning applications and other related planning decisions. In short it will be a guide to what can be built and where, shaping infrastructure investment and determining the future of development in the Exeter. As such it is an extremely important document which will be of significant interest to our community

8. Report details:

Consultation activities

8.1. Appendix A provides the full reporting of the outline draft Exeter Plan. A summary is provided here. The outline draft Exeter Plan was available for public comment between 26 September and 19 December 2022. This twelve-week period was twice the statutory required minimum and the six weeks set out in the Council's Consultation Charter. The consultation material included an outline draft plan document and a significant evidence base.

8.2. Responses to the consultation material were invited online through the Commonplace engagement platform with alternative options available to email or post responses back to the Council. The consultation was also signposted directly from the Council's website.

8.3. In addition to the significant digital presence, 15 public exhibitions were held across the city in every Ward, running daytime into evening to promote access. Officers from the City Development team spoke to over 1,000 people at these events.

8.4. Great efforts were made to promote the consultation in a variety of ways including via:

- Providing copies of the outline draft consultation document in all of the city's libraries.
- Permanent displays at Exeter venues including St Sidwell's Point and Riverside Leisure Centres, RAMM, Exeter Tickets (Corn Exchange) and the Civic Centre.
- The Council's weekly e-newsletter (available through 'Stay Connected') which goes to over 4,000 people across the city.
- Email / post notification for all those included on the Council's planning policy database and any properties in the potential development sites.
- A series of press releases during the consultation.
- Extensive use of social media during the consultation.
- Digital advertising screens at ten locations throughout the city including prominent locations such as Central Station, the bus station and RAMM.
- A banner over Bridge Road.

- Advertises on the Council's fleet of bin lorries providing repeat coverage of all households in Exeter.
- Print posters: Approximately 200 across all Wards in the city including libraries, community centres, parks, car parks and shops.
- Articles included in the September 2022 and November 2022 editions of the Exeter Citizen which goes to each address in Exeter.
- An article in Iscatape – Exeter's talking newspaper for visually impaired people.
- Events and workshops for students at the University of Exeter and at Exeter College.
- Promotion through Exeter Connect and associated networks including workshops with community organisations, such as Inclusive Exeter and the YMCA.
- A community organisation workshop and promotion through the Community Builders.
- Prominence on the City Council's website homepage.

8.5. Significant efforts were also made to make the consultation material interesting and accessible in its presentation. The various features in the Commonplace engagement platform were used to present the content in more manageable sections, provide a quick survey, present an interactive map and show what development sites could look like in future. Paper copies of the plan were printed and a fully accessible digital version of the plan was made available. An audio version of the document was produced on CD whilst other alternative formats were available on request.

The consultation in numbers

8.7. A summary of the responses received and some of key patterns to these responses is provided in the next section of the report. Some key figures relating to the consultation are included below:

- Total number of people, organisations and companies responding: 1489
- Total number of responses: 3473
- Total number of responses to the 'quick survey': 773.
- Total number of people attending the exhibitions: 1053
- Total number of hits on the Commonplace consultation webpage: 15,781

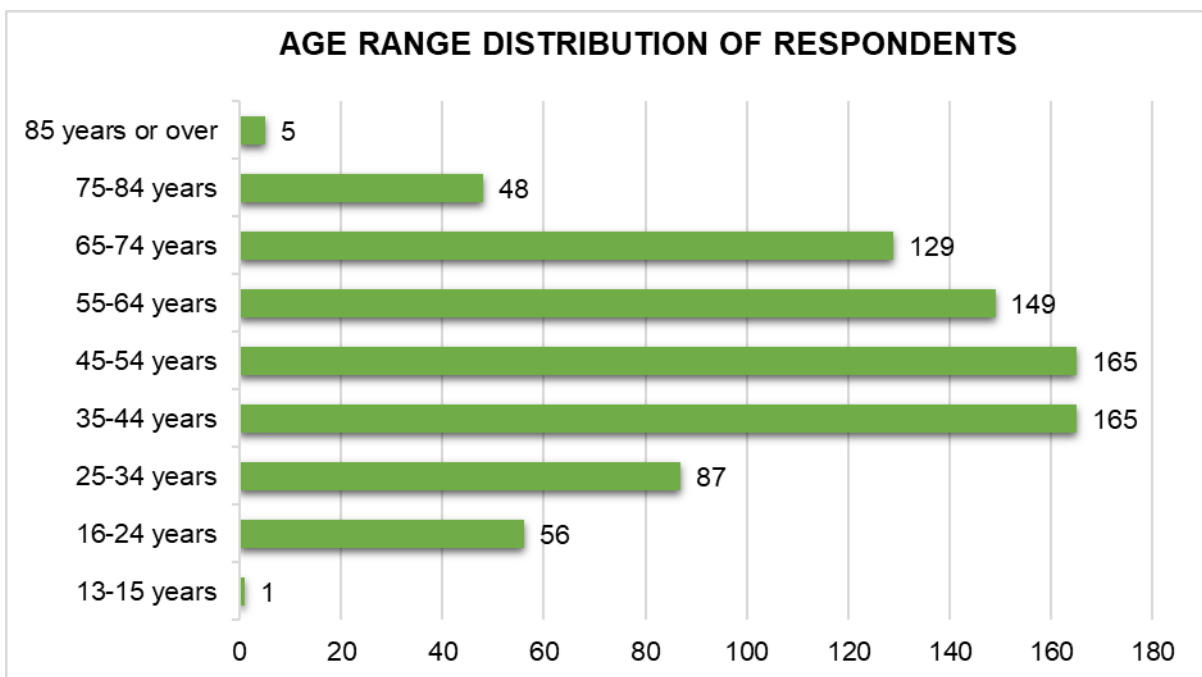
8.8. The consultation survey included an option to identify whether the response was on behalf of an individual or an organisation. The majority of the 1489 respondents were individuals (1138) with 84 stating they were responding on behalf of an organisation. Table 1 outlines a breakdown of the respondent type, including type of organisation. There were 267 people who left this question blank and did not identify whether they were an individual or organisation.

Respondent type	Number of respondents
Individuals	1138
Other organisations	40
Developers / agents / land promoters	25
Government agencies / public bodies	11
Councils	7
Parish Councils	1
Blank	267
TOTAL	1489

Table 1: Number of respondents by respondent type

8.9. The consultation survey included an option for the respondent to select their age range. 684 responses were either left blank or respondents selected 'prefer not to say' leaving 805 with the age range provided. The highest numbers of respondents fell between the four age brackets between 35-74 years, with 35-44 years and 45-54 years being equally top with 165 respondents in both of the age categories. The distribution of ages is presented in Graph 1.

8.10. The consultation's extensive online presence and its promotion intended to broaden outreach including engaging with younger age ranges. This data offers a benchmark for future consultations.



Graph 1: Age range of respondents

Summary of responses received: Quick survey

8.11. The online 'quick survey' was intended as an introduction to the Exeter Plan to help establish an idea of the kind of issues that people feel most strongly about. The quick survey listed eleven topics derived from the proposed spatial strategy and asked respondents to select a maximum of three that they considered the most important for the Exeter Plan.

8.12. The quick survey received 773 responses, more than any other individual question in the consultation. The survey placed ‘tackling climate change’ (321 selections), ‘supporting development which reduces the need for people to travel by car’ (320 selections), and ‘providing good quality, affordable homes’ (316 selections) as the three issues most frequently selected topics within people’s top three most important.

8.13. The three topics with the fewest selections in people’s top three most important issues were ‘supporting well paid jobs’ (121 selections), supporting culture and heritage (121 selections), and ‘minimising the risk of flooding’ (72 selections). More detail on the responses to the quick survey is included in Table 2.

Topic	Number of selections
Tackling climate change	321
Supporting development which reduces the need to travel by car	320
Providing good quality, affordable homes	316
Protecting and improving open spaces	265
Protecting and improving wildlife habitats	256
Improving infrastructure like schools and other community facilities	254
Focusing development on previously developed (brownfield) land	228
Improving health and wellbeing	205
Supporting well paid jobs	121
Supporting culture and heritage	121
Minimising the risk of flooding	72

Table 2: Numbers of responses to the consultation quick survey

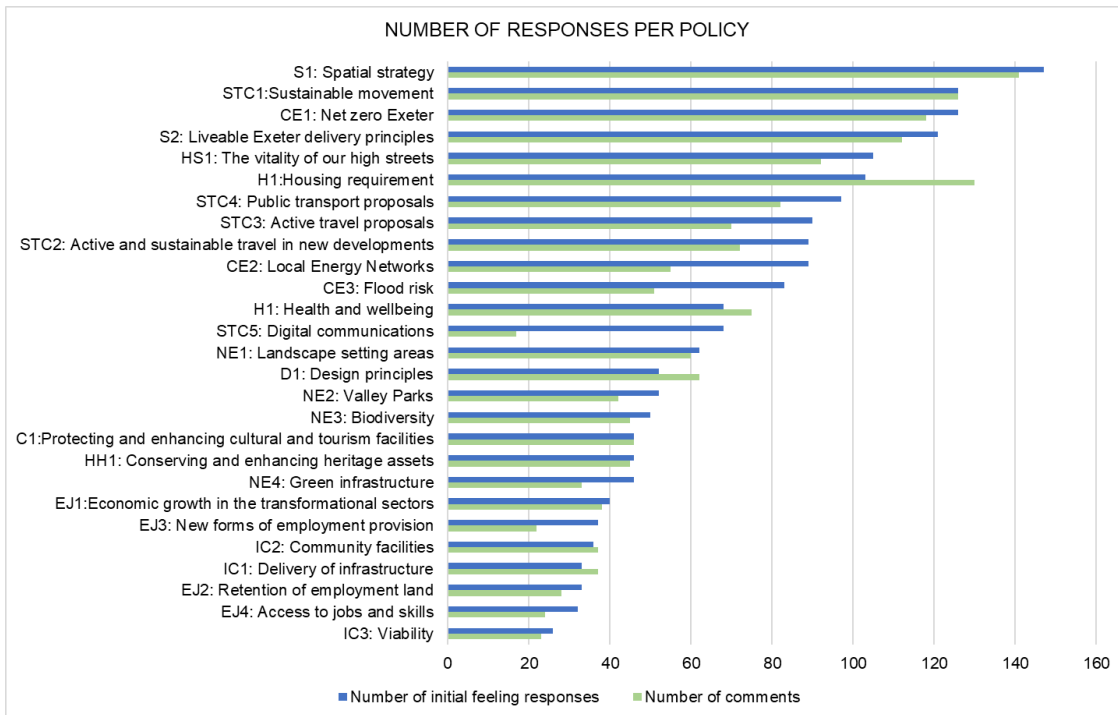
Summary of responses received: Policies

8.14. The outline draft Exeter Plan included 28 draft policies for comment covering a wide range of topics. Policy H2: Housing allocations listed all the potential development sites for the plan. This has not been analysed with the other policies because the consultation asked more specific questions on each of the sites separately. Summary analysis of the responses received relating to the draft policies is set out below.

8.15. The five policies which received the largest number of responses were.

- S1: Spatial strategy
- STC1: Sustainable movement
- CE1: Net zero Exeter
- S2: Liveable Exeter delivery principles
- HS1: The vitality of our high streets
- H1: Housing requirement

8.16. Graph 2 shows the comparative number of responses received for each policy. The responses were either an ‘initial feeling’ response through which respondents could choose one of a variety of ‘facial expression symbols’ (e.g. a smile or a frown) to quickly demonstrate how they felt about a policy, or a more detailed comment on the policy.



Graph 2: Number of responses to the draft policies

8.17. The responses to the question asking people about their initial feeling about each of the policies show that the majority of policies (20 of the 27 policies analysed here) were generally well received with 50% or more respondents selecting feeling ‘satisfied’ or ‘happy’ with the policy. The remaining 7 policies received less than 50% feeling ‘satisfied’ or ‘happy’. The policy responses are listed in Table 3.

50% or more feeling 'satisfied' or 'happy' with the policy	Less than 50% feeling 'satisfied' or 'happy' with the policy
S1: Spatial strategy	H1: Housing requirement
S2: Liveable Exeter delivery principles	STC1: Sustainable movement
CE1: Net zero Exeter	C1: Protecting and enhancing cultural and tourism facilities
CE2: Local Energy Networks	H1: Health and wellbeing
CE3: Flood risk	IC1: Delivery of infrastructure
EJ1: Economic growth in the transformational sectors	IC2: Community facilities
EJ2: Retention of employment land	IC3: Viability
EJ3: New forms of employment provision	
EJ4: Access to jobs and skills	
HS1: The vitality of our high streets	
STC2: Active and sustainable travel in new developments	
STC3: Active travel proposals	
STC4: Public transport proposals	
STC5: Digital communications	
NE1: Landscape setting areas	
NE2: Valley Parks	
NE3: Biodiversity	
NE4: Green infrastructure	
HH1: Conserving and enhancing heritage assets	
D1: Design principles	

Table 3: Responses to each policy: 'Initial feeling' responses

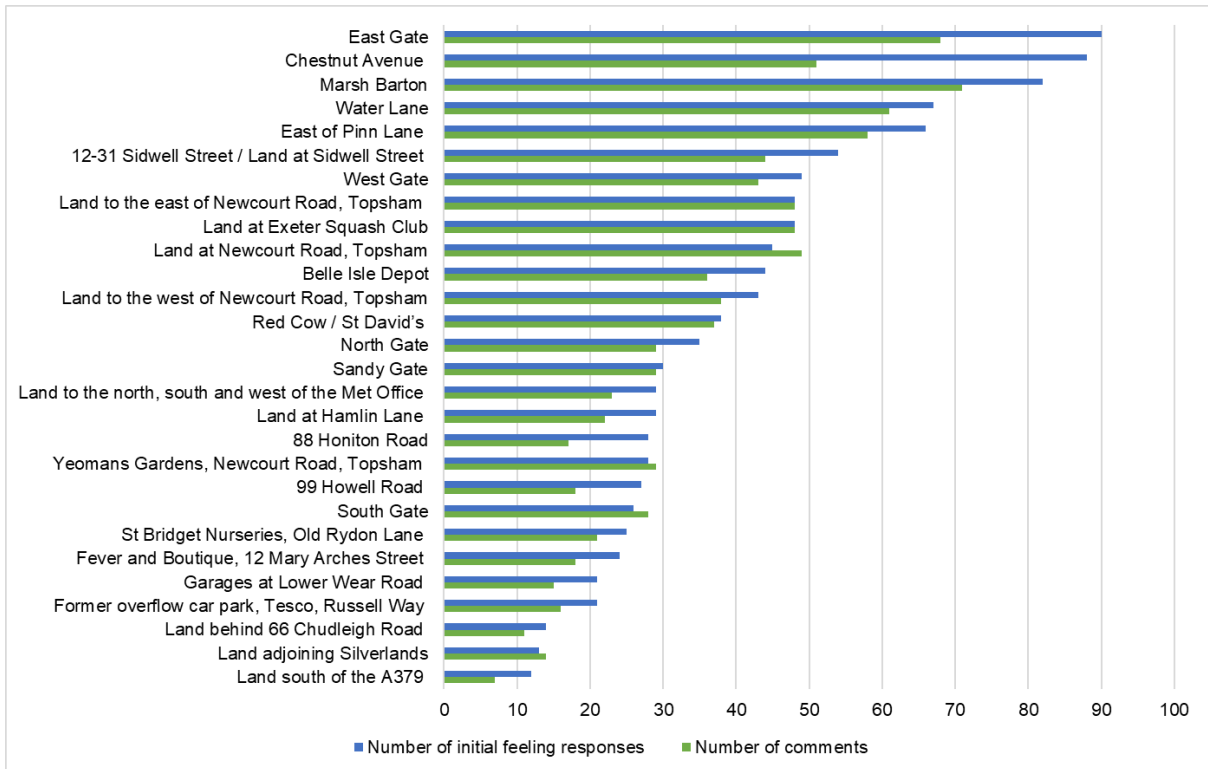
8.18. As can be seen from Table 3, more than 50% of the 'initial feeling responses' to policy S1 on the spatial strategy were positive. Around 28% of responses were neutral, while 21% were negative. This policy sets the tone for the whole plan, providing the key approaches to the main issues facing Exeter. The significantly greater proportion of positive responses suggests broad support for the central elements of the emerging plan.

Summary of responses received: Sites

8.19. The outline draft Exeter Plan proposed 28 sites for either mixed used or housing development. The sites varied significantly in scale, ranging from 6 to 1880 homes to be provide in the period up to 2040. The six sites which received the largest number of responses are listed below.

- East Gate
- Chestnut Avenue
- Marsh Barton
- Water Lane
- East of Pinn Lane
- 12-31 Sidwell Street/Land at Sidwell Street.

8.21. Graph 3 shows the comparative number of responses received for each site proposal.



Graph 3: Number of responses to the draft sites

8.22. The type and scale of the sites varies and there appears to be little immediate pattern between the type of site proposed and the number of responses.

8.23. A review has been undertaken on the sites proposed and the responses provided. The responses to the question asking people their 'initial feeling' about sites show that nine of the 28 sites consulted on were reasonably well received - with 50% or more respondents selecting feeling 'satisfied' or 'happy' with the site. The nine sites are below:

- Fever and Boutique, 12 Mary Arches Street
- 99 Howell Road
- 12-31 Sidwell Street / Land at Sidwell Street
- South Gate
- Garages at Lower Wear Road
- 88 Honiton Road
- North Gate
- East Gate
- Land south of the A379

8.24. The remaining 19 sites received less than 50% of responses as 'satisfied' or 'happy'. The full list of proposed sites and the respective % of respondents who felt 'satisfied' or 'happy' with each site is presented in Graph 4.



Graph 4: Sites in order of percentage of respondents who felt 'satisfied' or 'happy' with the site ('initial feeling' questions)

8.25. The six sites receiving most support are all brownfield, while the six sites receiving least support are all greenfield. Taking this high level assessment further, 11 of the 17 brownfield sites (65%) received more responses of being 'happy' or 'satisfied' than 'unhappy' or 'dissatisfied'. This compares favourably when considered in the context of the greenfield sites proposed; only 1 of 11 greenfield sites (9%) received more responses of being 'happy' or 'satisfied' than 'unhappy' or 'dissatisfied'. This shows demonstrably that the brownfield sites included in the plan enjoyed greater support than the greenfield sites.

8.26 This support is important in informing the preparation of the Exeter Plan going forward. This brownfield approach is vital to ensure we can accommodate our housing needs, achieve net zero, minimise the need to travel, support the city centre, create high quality places and protect our local environment. It should be noted however that pursuing a development strategy based on significant brownfield developments will be very challenging in viability and delivery terms. It will also mean an evolution of the types of development in Exeter which will have implications for the types of buildings we will see in some parts of the city, particularly on larger allocations and close to the city centre. Development quality will continue to be at the heart of this approach.

Next steps

8.26. The responses provided to the outline draft plan consultation will be used to inform the next stage of the plan-making process. A further consultation will be held in the autumn of 2023 on a further draft plan.

8.27 After this, the final 'proposed submission' version of the plan will be prepared and then published for consultation before it is submitted to the Planning Inspectorate for Examination. A Planning Inspector will examine the plan via a set of public hearing

sessions where people and organisations who have provided formal representations on the published plan can provide input. Inspectors usually recommend modifications which are consulted on before the final version of the plan is adopted.

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

9.1 The recommendation in the report is that the Executive notes the content of the 'Exeter Plan: Outline Draft Consultation Report' (Appendix A) as a document which will be used to inform the preparation of the emerging Exeter Plan in future.

No formal decision is sought. However, the content of the emerging Exeter Plan will support all five of the Council's strategic priorities through the Exeter Vision 2040, the overarching spatial strategy for the city and a series of specific thematic policies:

- Prosperous local economy
- Healthy and active city
- Housing & building great neighbourhoods & communities
- Net zero carbon city
- Thriving culture and heritage

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

10.1 The report and Appendix A summarises the Outline Draft Exeter Plan consultation. The recommendation is that Executive notes the consultation which has already taken place and the responses which have been reviewed were provided by third parties. On this basis, there are no risks associated with the recommendation.

11. Equality Act 2010 (The Act)

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

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

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

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

11.4 In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because: the report is for information only.

12. Carbon Footprint (Environmental) Implications:

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

13. Are there any other options?

13.1 It is appropriate to note and discuss the responses to the Outline Draft Exeter Plan consultation in order that they can be used to inform future stages of plan preparation. There are no other options.

Director of City Development, Ian Collinson

Report Author: George Marshall: Assistant Service Lead – Local Plans

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

Background papers used in compiling this report:-

Exeter Plan: Outline draft plan

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

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The Exeter Plan

This is our city • This is our future



Outline Draft
Consultation Report
March 2023

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1 Introduction

- 1.1 This report provides the review of the responses received to the Exeter Plan outline draft consultation. The outline draft met Regulation 18¹ of the plan making regulations.
- 1.2 The outline draft consultation was the second round of consultation undertaken in the plan making process for the Exeter Plan which will cover the city's development needs 2020-2040. The outline draft² included the vision for the city, potential development sites for a mixture of uses including housing and a set of draft policies. This version was not a full draft. Further policies will be written and other sites may be included in future rounds of consultation.
- 1.3 The Exeter Plan will detail key policies for development in the city. The content of the plan has to pass examination by the Planning Inspectorate and is statutory. This had implications for the way in which the consultation was undertaken but specific efforts were made to provide an interesting and accessible consultation using a variety of engagement activities.

¹ [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

² [Have Your Say Today - Exeter Plan - Commonplace](#)

2 The consultation

- 2.1 The outline draft Exeter Plan was available for public comment between 26 September and 19 December 2022. This twelve-week period was twice the statutory required minimum and the six weeks set out in the Council's Consultation Charter.
- 2.2 Responses to draft policies and sites were invited online through the Commonplace online engagement platform. The option to email or post responses was also available, along with the availability of paper copies of consultation questions on request, plus other means and support as required.
- 2.3 This report summarises responses to the consultation. Consultation questions were structured in order to enable respondents to provide detailed comments or to reply quickly and easily if they had less time. A five point scale of agreement and an open question asking respondents to explain why they felt that way was posed for every policy and potential site allocation contained within the outline draft. Detailed consideration of the responses received will take place throughout 2023 and will feed into the development of the next draft of the Exeter Plan.
- 2.4 The consultation was promoted through extensive means including:
- Regular inclusion in Exeter City Council's weekly e-newsletter (available through 'Stay Connected') which goes to over 4,000 people across the city.
 - 15 public exhibitions held across the city in every ward, running daytime into evening to promote access. Officers from the City Development team spoke to over 1,000 people at these events. Each exhibition included display boards, online access to Commonplace via an iPad, paper copies of the plan and evidence material and the opportunity for people to ask questions and discuss policies and potential sites.
 - Email / post notification for all those included on Exeter City Council's planning policy database.
 - A series of press releases.
 - Digital advertising screens at ten locations in the city including prominent locations such as Central Station, the bus station, St Sidwell's Point Leisure Centre and the RAMM (museum).
 - A bridge banner over Bridge Road, a key route into the city.
 - Adverts on Exeter City Council's fleet of bin lorries facilitating repeat coverage of all households in Exeter.
 - Article in Iscatape – Exeter's talking newspaper for visually impaired people.
 - Print posters: 200 across all wards in the city including libraries, community centres, parks, car parks and shops.
 - Articles included in the September 2022 and November 2022 editions of the Exeter Citizen which goes to each address in Exeter.
 - Events and workshops for students at the University of Exeter and at Exeter College.

- Promotion through Exeter Connect and associated networks including a workshop with community organisations, such as Inclusive Exeter, the YMCA and Exeter Connect.
- Promotion through Community Builders working at neighbourhood level in all Exeter wards
- Social media platforms: including Facebook, Instagram and Nextdoor via Exeter City Council, other Exeter organisations, many of the Exeter Plan exhibition venues social media pages and calendars.
- An online video outlining the Exeter Plan.
- Prominence on the City Council's webpage.
- Fully accessible online consultation documents, plus other formats available on request.
- Copies of the outline draft consultation document available in all of the city's libraries.
- Permanent displays at Exeter venues including St Sidwell's Point Leisure Centre, Riverside Leisure Centre, RAMM (museum), Exeter Tickets (Corn Exchange) and the Civic Centre.
- Promotion in advance of the outline draft consultation included Exeter City Council's work with a local artist on a 'the Future of the High Street project' which was held in a vacant High Street shop unit during May 2022. The Local Plans team also attended RAMM's Brick by Brick LEGO exhibition to speak to visitors about the future of the city during July and August 2022.

2.5 The Council held 15 exhibitions across the city, with one in each of the 13 wards plus a city centre exhibition and one at the University. The exhibitions attracted a total of 1053 attendees. The availability of venues during the consultation period was a key factor in determining when and where the exhibitions were held. The attendance figures will be considered when planning future consultations, with scope to target additional promotion or use an alternative venue within the wards where attendance was lower.

2.6 Table 1 outlines attendance by exhibition location. The exhibition at Matthews Hall in Topsham received the most attendees (198), followed by the exhibition in St David's ward at the Quayside (154), and the city centre exhibition at the Guildhall (97). The exhibitions in the wards of Exwick (39), St Loyes (34) and Mincinglake & Whipton (23) received the fewest attendees. The event at the University was held in an open forum with a high volume of passers-by and it was not possible to count the number of attendees at this event.

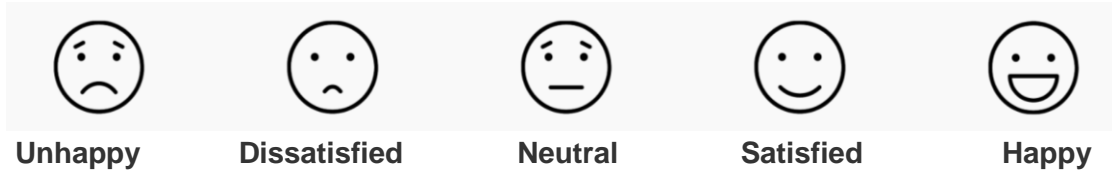
Ward	Venue	Number of attendees
Topsham	Matthews Hall	198
St David's	Custom House, Quayside	154
City Centre	The Guildhall	97
Pennsylvania	St James' Church Hall	83
Duryard & St James	St Sidwell's Community Centre	81
Alphington	Alphington Village Hall	76
St Thomas	St Thomas Parish Church Hall	64
Heavitree	Heavitree Park Community Hub	60
Newtown & St Leonard's	Newtown Community Centre	50
Pinhoe	America Hall	50
Priory	Wonford Methodist Church Hall	44
Exwick	The Thatched House	39
St Loyes	St Lawrence Church and Community Hall	34
Mincinglake & Whipton	The Beacon	23
University	The Forum	N/A
TOTAL		1053

Table 1: Number of exhibition attendees by exhibition

3 The survey

- 3.1 The general form of questions used throughout the consultation survey was to initially ask how the respondent felt about the policy or site, with a follow-up open question asking for more detail as to why they felt that way and to provide any other comments. The 'initial feeling' question was a Likert scale question running through five options from unhappy to happy. This was accompanied by corresponding 'facial expression symbols' (e.g. from a frown through to a smile) to quickly demonstrate how the respondent felt about a policy or site, as set out below:

Question: *"How do you feel about policy/site xxx"*



- 3.2 Respondents had flexibility in responding and were able to choose which sections of the consultation they completed. It was not a requirement to provide an answer to all sections or all questions. It was possible to answer the 'initial feeling' question without providing further comment or vice versa. Similarly, those who submitted email or handwritten responses may not have provided responses that followed the survey format, but Commonplace included an option for general comments which accounted for such responses.

4 Response overview

- 4.1 The Exeter Plan Commonplace website received 15,781 hits and 1489 people, organisations and companies responded to the survey. Table 2 outlines how respondents chose to submit their comments. Most (1382 responses) were submitted online through Commonplace, but a significant number were also received via email (90 responses). The 107 responses not submitted via Commonplace were manually added to Commonplace by the Local Plans Team to be counted in the results.

Method of submission	Number of respondents
Commonplace	1382
Email / PDF	90
Handwritten	17
TOTAL	1489

Table 2: Number of respondents by method of submission

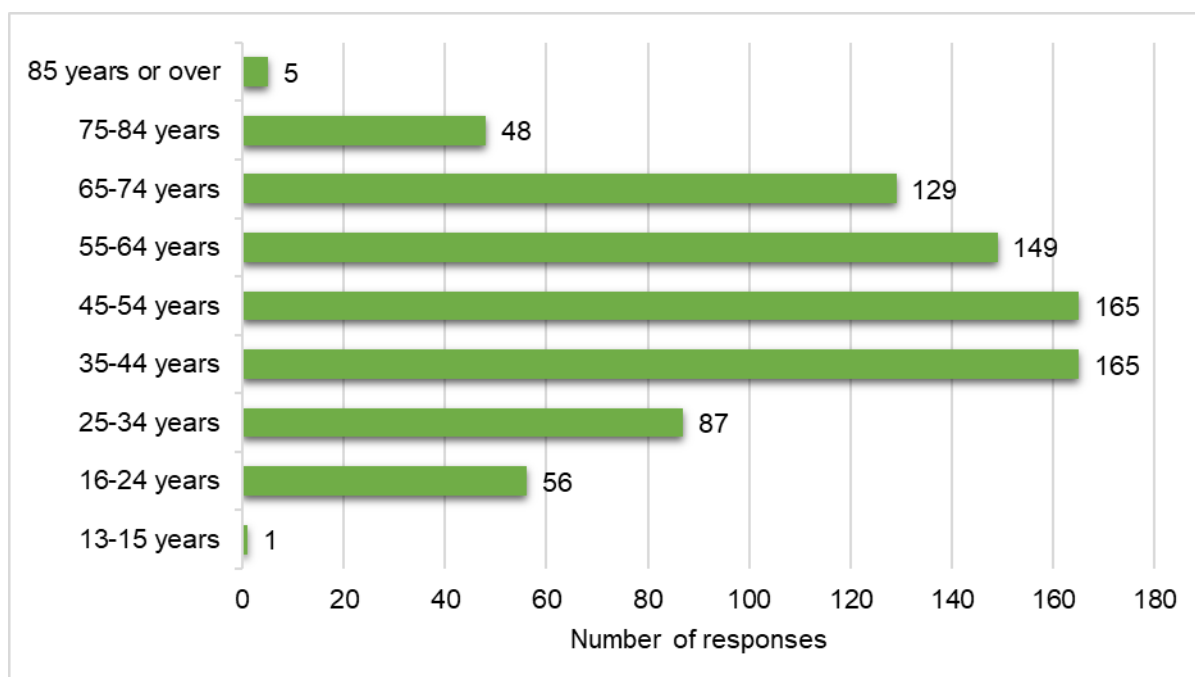
- 4.2 The consultation survey included the option to outline whether the response was on behalf of an individual or an organisation. The majority of the 1489 unique respondents were individuals (1138) with 84 stating they were responding on behalf of an organisation. A list of these organisations can be found in Appendix C. Table 3 below outlines a breakdown of the respondent type, including type of organisation. There were 267 respondents who left this question blank and did not identify whether they were an individual or organisation.

Respondent type	Number of respondents
Individuals	1138
Other Organisations	40
Developers / Agents / Land Promoters	25
Government Agencies / Public Bodies	11
Councils	7
Parish Councils	1
Blank	267
TOTAL	1489

Table 3: Number of respondents by respondent type

- 4.3 The consultation survey included an option for the respondent to select their age range. 684 responses were either left blank or respondents selected 'prefer not to say' leaving 805 with an age range provided. The highest numbers of respondents fell between the four age brackets between 35-74 years, with 35-44 years and 45-54 years being equally top with 165 respondents in both of the age categories. The distribution of ages is presented in Graph 1.
- 4.4 The consultation's extensive online presence and its promotion, particularly discussions with community groups, the University and Exeter College intended to broaden outreach including engaging with younger age ranges. The figures below

appear promising, and while there is no past data to compare these figures with, it offers a benchmark for future consultation data.



Graph 1: Age range distribution of respondents

*684 responses not included in graph 1 as option left blank or 'prefer not to say' selected.

- 4.5 The survey provided an option for respondents to identify their location (where they lived). Table 4 outlines where respondents were located geographically. Most respondents (957) were from Exeter, a breakdown of this by ward is provided in Graph 2. There were 123 respondents from the rest of Devon, with the majority of these from East Devon (44), Mid Devon (29) and Teignbridge (19). The 14 responses classed as 'other' included Bromsgrove, Cornwall, Taunton, and Windsor.

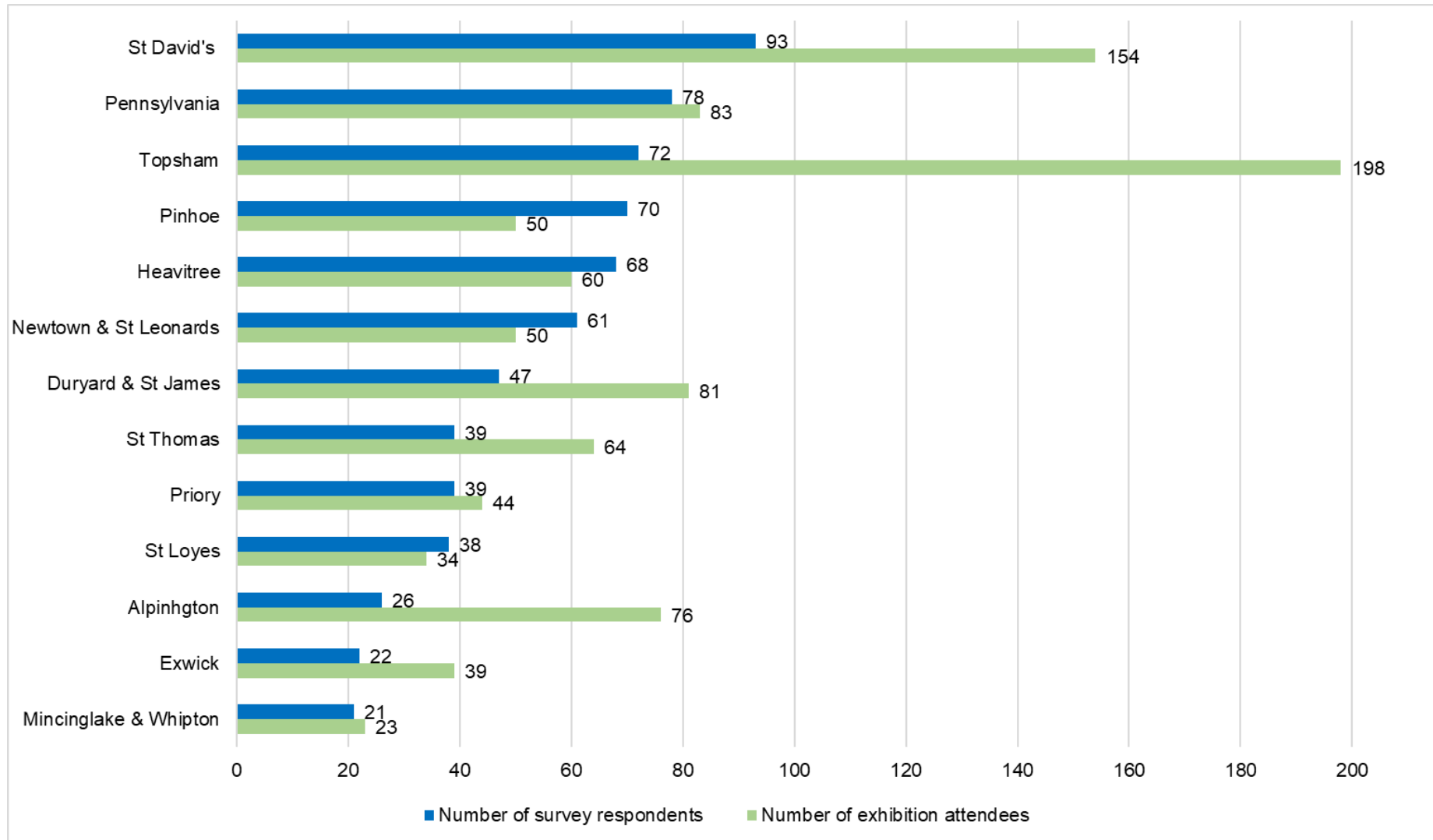
Location	Number of respondents
Exeter	957
East Devon	44
Mid Devon	29
Teignbridge	19
Dorset	5
North Devon	5
Torbay	3
West Devon	3
Torridge	1
Other	14
Blank	409
TOTAL	1489

Table 4: Number of respondents by location

- 4.6 There were 957 respondents reporting to be located in Exeter. Graph 2 outlines the respondents who identified which Exeter ward they were from and lists the wards in order of number of survey respondents from highest to lowest. Graph 2 also shows the number of exhibition attendees by ward. There were a further 283 respondents who left this option blank.
- 4.7 Graph 2 demonstrates that St David's ward received the highest number of survey responses (93 responses), and was also the second highest attended exhibition (154 attendees). The Topsham exhibition received the highest attendance figure (198) and ranked third in the number of responses received (72). Mincinglake and Whipton received the fewest survey responses (21), this was also the exhibition location with the fewest exhibition attendees (23).
- 4.8 Graph 2 also shows that in 9 wards there were a greater number of exhibition attendees than respondents. In the remaining 4 wards, there were more respondents than exhibition attendees (Heavitree, Newtown & St Leonards, Pinhoe, St Loyes).
- 4.9 The consultation survey asked respondents to identify their connection to Exeter. 651 left this option blank and of those who did provide a connection, the vast majority were Exeter residents (705 respondents). Table 5 outlines that 83 respondents work or own a business in Exeter, 27 study in Exeter, and 18 commute through. The 'other' category included those who visit Exeter to use facilities or services, a landowner, and someone who hopes to live in the city.

Connection to Exeter	Number of respondents
I live here	705
I work here	59
I study here	27
I own a business here	24
I commute through	18
Other	5
Blank	651
TOTAL	1489

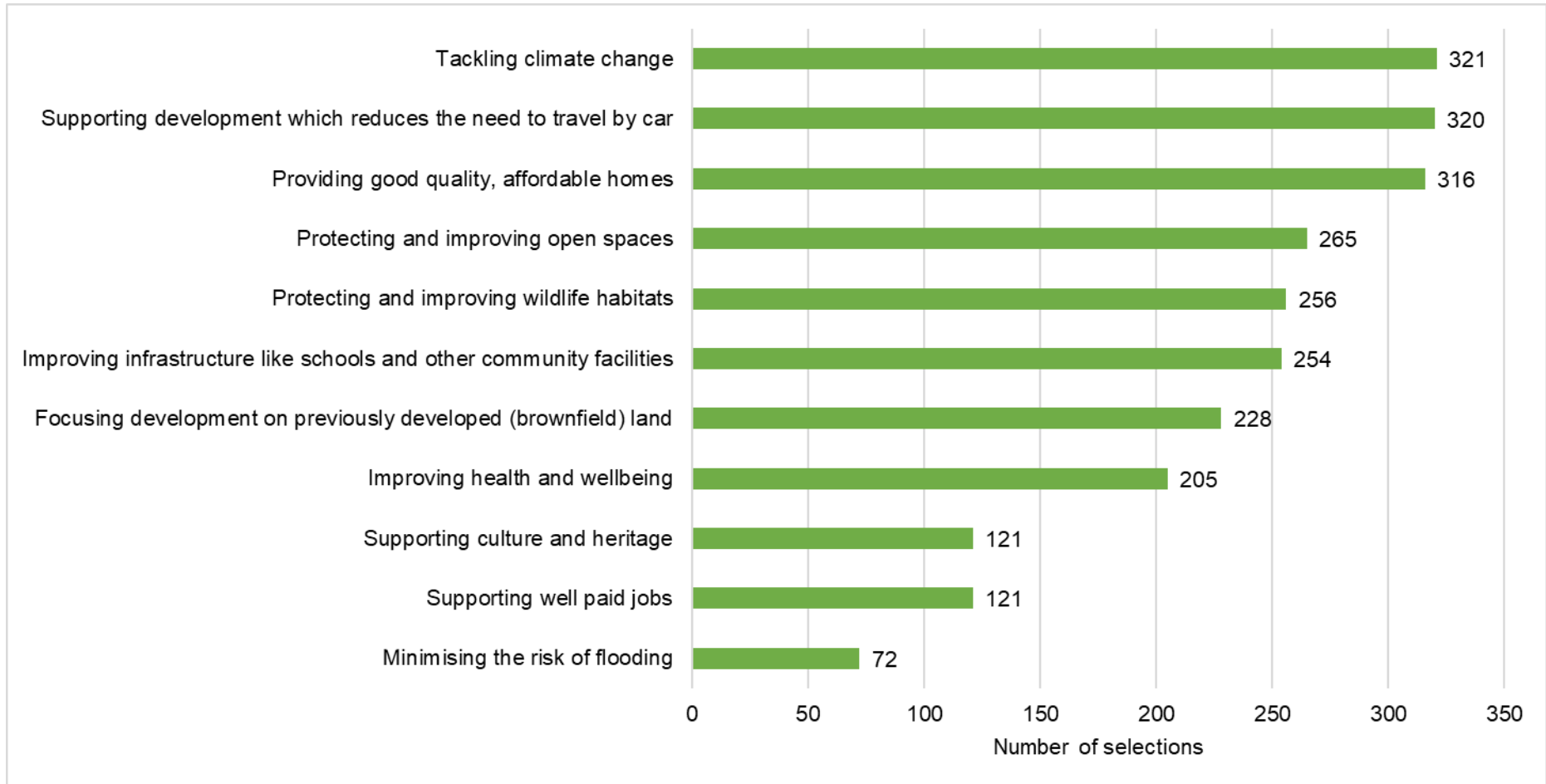
Table 5: Number of respondents by connection to Exeter



Graph 2: Exeter ward areas in order of number of survey respondents, second bar showing number of exhibition attendees
 Graph does not include 283 responses left blank.

5 Quick survey

- 5.1 The online 'quick survey' listed eleven topics and asked respondents to select a maximum of three that they considered the most important for the Exeter Plan. The eleven topics reflected the spatial strategy put forward in the Exeter Plan. The strategy steers the majority of development to brownfield sites in order to protect the city's landscape setting and retain Exeter's environmental quality, as well as helping to achieve the City Council's net zero 2030 target, enable nature recovery, continue Exeter's economic success and support a healthy and inclusive city. The 'quick survey' aimed to provide an indication of the issues that respondents feel most strongly about.
- 5.2 The 'quick survey' received 773 responses and was the most responded to question in the consultation. The survey placed 'tackling climate change' (321 selections), 'supporting development which reduces the need for people to travel by car' (320 selections), and 'providing good quality, affordable homes' (316 selections) as the three issues most frequently selected within people's top three most important.
- 5.3 The three topics with the fewest selections in people's top three most important issues were 'supporting well paid jobs' (121 selections), 'supporting culture and heritage' (121 selections) and 'minimising the risk of flooding' (72 selections). The full list of topics are presented in order of the number of selections each received in Graph 3.



Graph 3: Quick survey topics in order of number of selections

6 Draft policies

- 6.1 The outline draft Exeter Plan contained 28 draft policies for comment covering a range of topics. 27 of these were included in the policy section of the consultation survey. Policy H2: 'Housing allocations' listed all the potential development sites for allocation in the Exeter Plan and was not included in the consultation survey as a policy as these potential development sites contained were all consulted on as individual sites.
- 6.2 This section provides a general overview of the responses to the draft policies included within the outline draft. Summaries of the responses received on each policy can be found in Appendix A. All comments received will be considered in drafting the next version of the Exeter Plan.
- 6.3 The policies generally received a greater volume of responses than the potential sites. The average number of responses to the 'initial feeling' question for policies was 70, whereas sites received an average of 40 responses. Furthermore, the average number of full policy comments was 62, whereas sites received an average of 34 comments.
- 6.4 Graph 4 presents the policies in order of the number of 'initial feeling' responses received, running highest to lowest. Graph 4 also includes the number of comments received on each policy. Policy S1: Spatial Strategy received the most 'initial feeling' responses (147) and comments (141) when compared to all other policies, and policy IC3: Viability received the fewest responses (26 'initial feeling' and 23 comments).
- 6.5 Six of the 27 policies received 100 or more 'initial feeling' responses, and out of those six, all but policy HS1: The vitality of our high streets, also each received over 100 comments. Table 6 lists the six policies in order of number of responses, starting with the highest.

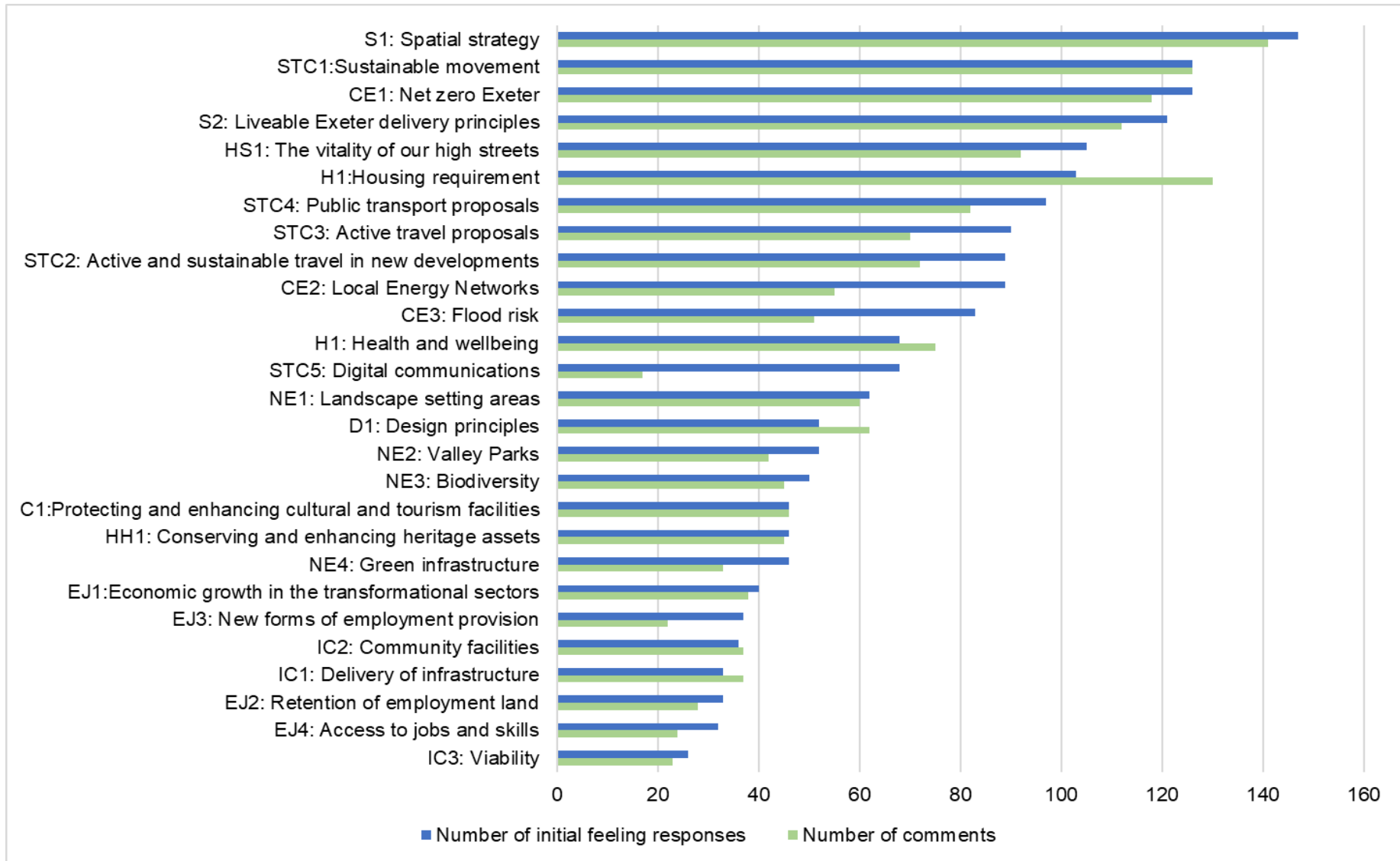
Policy	Number of 'initial feeling' responses	Number of comments
S1: Spatial strategy	147	141
STC1:Sustainable movement	126	126
CE1: Net zero Exeter	126	118
S2: Liveable Exeter delivery principles	121	112
HS1: The vitality of our high streets	105	92
H1:Housing requirement	103	130

Table 6: The six policies with the highest numbers of responses

- 6.6 Seven of the 27 policies consulted on received 40 or fewer 'initial feeling' responses, and fewer than 40 comments. Table 7 lists the seven policies in order.

Policy	Number of 'initial feeling' responses	Number of comments
EJ1: Economic growth in the transformational sectors	40	38
EJ3: New forms of employment provision	37	22
IC2: Community facilities	36	37
IC1: Delivery of infrastructure	33	37
EJ2: Retention of employment land	33	28
EJ4: Access to jobs and skills	32	24
IC3: Viability	26	23

Table 7: The seven policies with the lowest numbers of responses



Graph 4: Policies in order of number of 'initial feeling' responses per policy, second bar showing number of comments on each policy

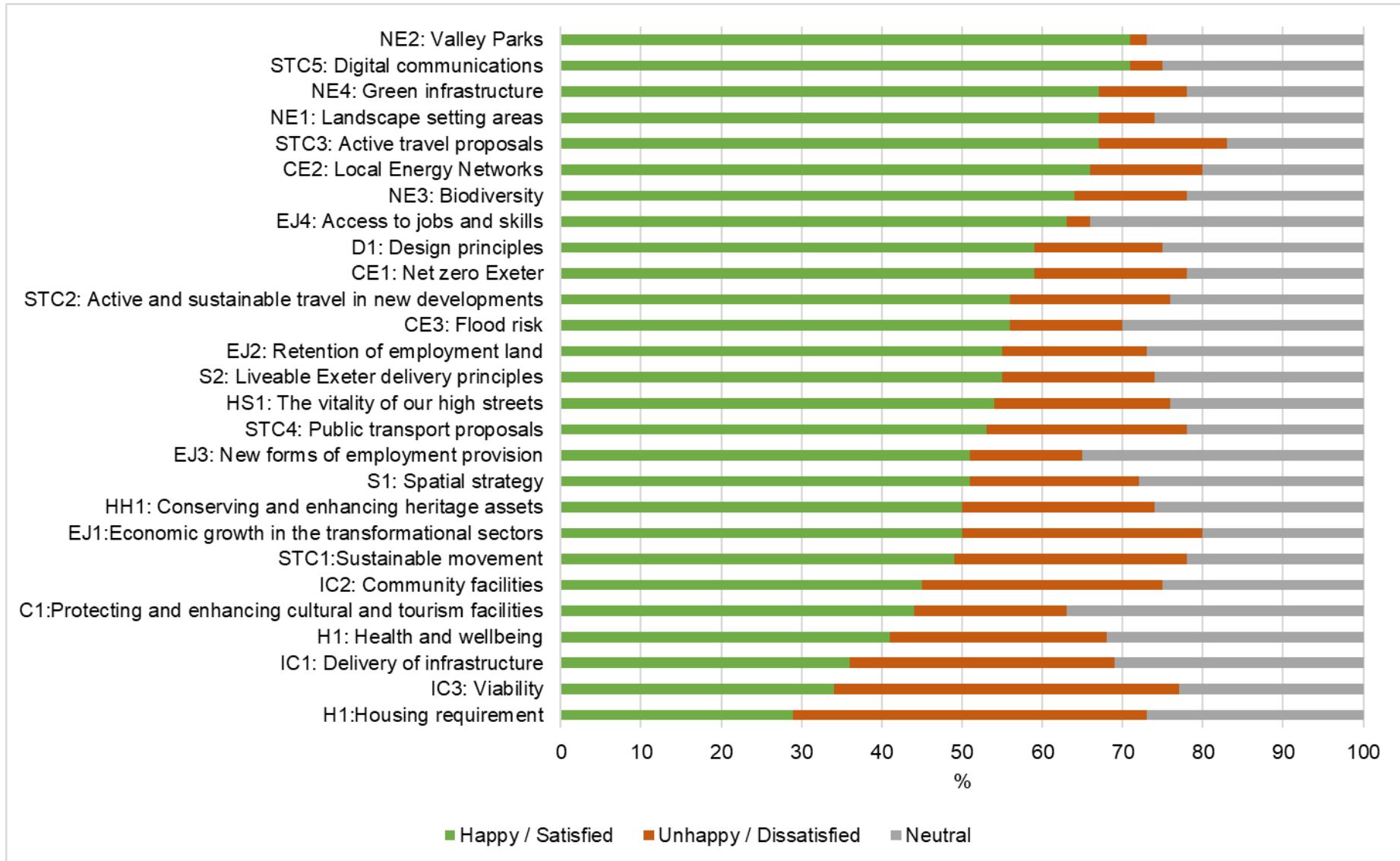
6.7 The responses to the question asking people about their 'initial feeling' about each of the policies show that the majority of policies (20 of the 27 policies) were generally well received with 50% or more respondents selecting feeling 'satisfied' or 'happy' with the policy. The remaining seven policies received less than 50% of people selecting feeling 'satisfied' or 'happy'. Table 8 lists the policies based on the percentage feeling 'satisfied' or 'happy'.

50% or more feeling 'satisfied' or 'happy' with policy	Less than 50% feeling 'satisfied' or 'happy' with policy
S1: Spatial strategy	H1: Housing requirement
S2: Liveable Exeter delivery principles	STC1: Sustainable movement
CE1: Net zero Exeter	C1: Protecting and enhancing cultural and tourism facilities
CE2: Local Energy Networks	H1: Health and wellbeing
CE3: Flood risk	IC1: Delivery of infrastructure
EJ1: Economic growth in the transformational sectors	IC2: Community facilities
EJ2: Retention of employment land	IC3: Viability
EJ3: New forms of employment provision	
EJ4: Access to jobs and skills	
HS1: The vitality of our high streets	
STC2: Active and sustainable travel in new developments	
STC3: Active travel proposals	
STC4: Public transport proposals	
STC5: Digital communications	
NE1: Landscape setting areas	
NE2: Valley Parks	
NE3: Biodiversity	
NE4: Green infrastructure	
HH1: Conserving and enhancing heritage assets	
D1: Design principles	

Table 8: Policies by initial feeling: 'satisfied' or 'happy' (50% and above, or under 50%)

6.8 As can be seen from Table 8, more than 50% of the 'initial feeling' responses to policy S1 on the spatial strategy were positive. Around 28% of responses were neutral, while 21% were negative. This policy sets the tone for the whole plan, providing the key approaches to the main issues facing Exeter. The significantly greater proportion of positive responses to negative suggests broad support for the central elements of the emerging plan.

- 6.9 Graph 5 presents the policies in order of the percentage of responses feeling positive i.e. those responding with 'satisfied' or 'happy'. These have been grouped together, as have 'dissatisfied' or 'unhappy' to represent negative responses. These are included in graph 4 along with 'neutral' responses. Policies on the natural environment, climate change, design, and active travel received the greatest percentages of positive responses.
- 6.10 Graph 5 shows that all but two of the policies received a greater proportion of positive 'initial feeling' responses than negative. The two policies that were more negatively received were H1: Housing requirement (44% negative responses compared to 29% positive), and IC3: Viability (43% negative responses compared to 34% positive). Policy IC1: Delivery of infrastructure also received only a slightly higher percentage of positive responses (36%) than negative (33%). With only 3% difference, this result was a lot closer than any other policy. Policy responses are presented in greater detail in Appendix A, but in summary, respondents were critical of policy H1 due to its focus on housing numbers with a lack of mention of housing types. The text associated with the policy stated that evidence on this is still being gathered and that further policies covering this content will be included in the next round of consultation.
- 6.11 Negative feeling towards policy IC1 was expressed in comments regarding a lack of detail on the infrastructure to be delivered, requests for further information on delivery and the need for infrastructure provision at an early stage of a development.
- 6.12 Two policies received over 70% positive 'initial feeling' responses as well as a low percentage of negative. These were policy NE2: Valley Parks (71% positive responses compared to 2% negative) and policy ST5: Digital communications (71% positive responses compared to 4% negative). While further detail is included in Appendix A, the comments received to these two policies expressed support for protecting and enhancing the Valley Parks and the importance of digital connectivity. The more critical responses referred to the extent Valley Park protections and concerns over potential development that could occur there.
- 6.13 Most policies received comments suggesting that a range of other topics should be included within the policy being commented upon. This is an important point as the issues and policies contained within the Exeter Plan are all interlinked. It is worth taking note that the Exeter Plan, including all its policies, are to be read and implemented as whole, together with other relevant policies and legislation.
- 6.14 The survey responses reflect the mixed reception and opinions on the policies. However, it is possible to conclude from the results of the survey that the majority of policies were generally positively received. Policies on the natural environment, climate change, design and active travel received the greatest percentages of positive responses. Importantly policy S1: Spatial strategy, which underpins the entire plan received broad support.
- 6.15 Nearly all of the policies received some critical comments due to a lack of policy detail, some of which will come forward in later drafts.



Graph 5: Policies in order of percentage of respondents who felt 'satisfied' or 'happy' with the policy

7 Potential sites

- 7.1 The outline draft Exeter Plan proposed 28 sites for either mixed used or housing development. The sites varied significantly in scale, ranging from 6 to 1880 homes up to 2040. Policy H2: 'Housing allocations' listed the 28 potential development sites for allocation in the Exeter Plan and these were consulted on as individual sites within the survey.
- 7.2 This section provides a general overview of public reaction to the potential sites included within the outline draft. Summaries of the responses received on each site can be found in Appendix B. Responses to comments received through the consultation are not provided in this report. All comments received will be considered in drafting the next version of the Exeter Plan.
- 7.3 23 sites were submitted through the consultation. This included 5 new sites in Exeter, 13 resubmissions in Exeter and 5 sites outside of Exeter. A list of the sites submitted during consultation is available in Appendix D
- 7.4 The potential sites generally received fewer responses, both 'initial feeling' and comments, than the policies. The average number of responses to the 'initial feeling' question for sites was 40, whereas policies received an average of 70 responses. Furthermore, the average number of comments on sites was 34, whereas policies received an average of 62 comments.
- 7.5 Graph 6 presents the sites in order of the number of 'initial feeling' responses received, running highest to lowest. Graph 5 also includes the number of comments received on each site. Out of all of the sites, East Gate received the highest number of 'initial feeling' responses (90), and Marsh Barton received the highest number of comments (71).
- 7.6 The sites are presented in order of the number of 'initial feeling' responses received, running highest to lowest, in graph 5. The graph also includes the number of comments received on each site. Three of the 28 sites consulted on received over 80 'initial feeling' responses.
- 7.7 Table 9 lists the five sites that received over 60 'initial feeling' responses in order of number of responses, starting with the highest. These five sites also received the highest number of comments out of all sites, all receiving more than 50 comments. The five include a range of sites with three large mixed use brownfield sites, one small brownfield site, and one small greenfield site. Chestnut Avenue received a high response rate due to widespread local concern regarding the potential loss of the playground, despite the site description outlining that the development could include enhancements to the existing play area and open space.

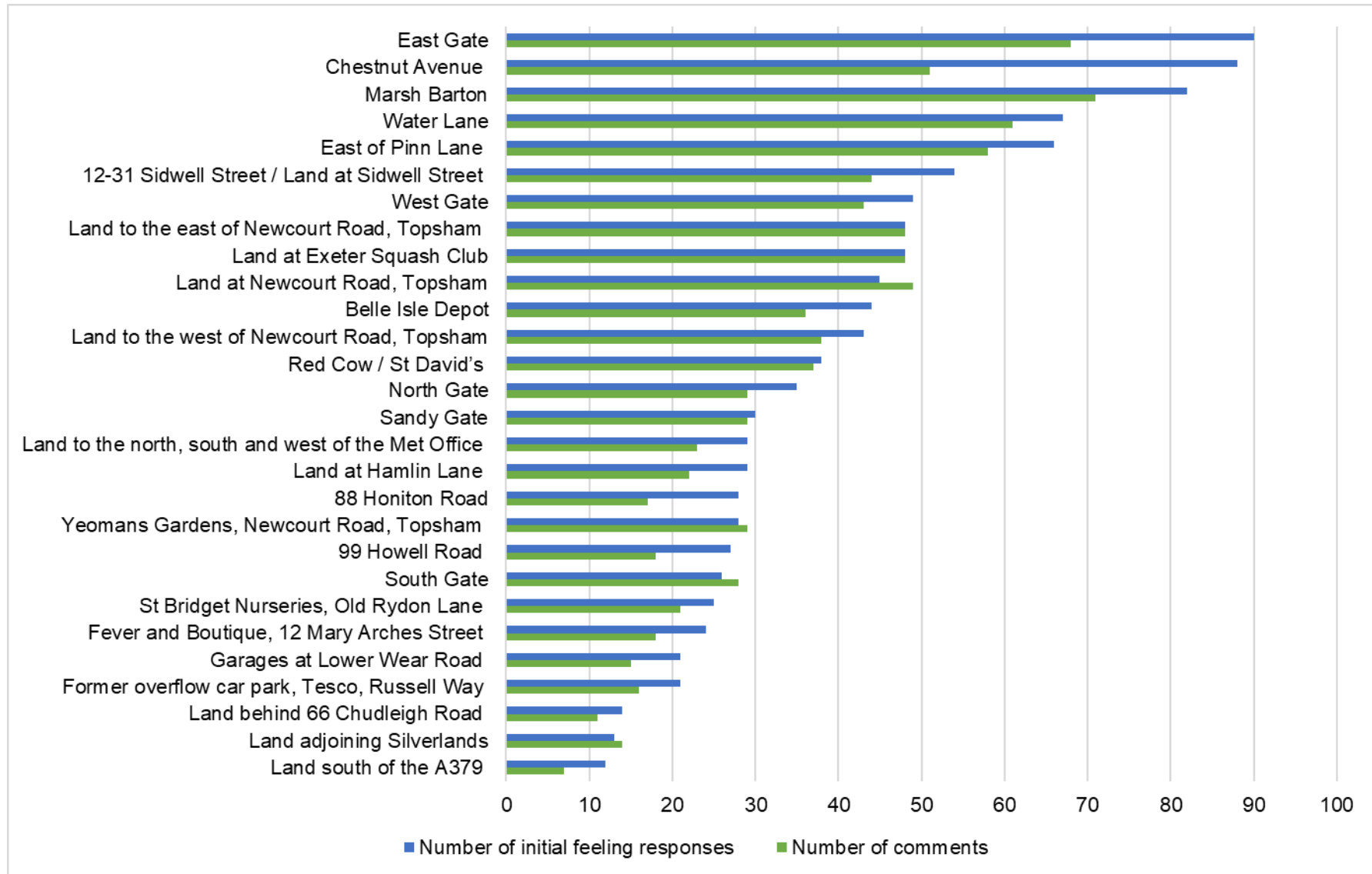
Site	Number of 'initial feeling' responses	Number of comments
East Gate	90	68
Chestnut Avenue	88	51
Marsh Barton	82	71
Water Lane	67	61
East of Pinn Lane	66	58

Table 9: The five sites with the highest numbers of responses

- 7.8 Three of the 28 sites consulted on received less than 20 'initial feeling' responses, and less than 20 comments on each. The three sites are all greenfield and of varying sizes. Two of the sites, wholly or in part, are already allocated in existing planning policy. Table 10 lists the three sites in order of number of 'initial feeling' responses.

Site	Number of 'initial feeling' responses	Number of comments
Land behind 66 Chudleigh Road	14	11
Land adjoining Silverlands	13	14
Land south of the A379	12	7

Table 10: The three sites with the lowest numbers of responses



Graph 6: Sites in order of number of 'initial feeling' responses per site, second bar showing number of comments on each site

7.9 The responses to the question asking people about their 'initial feeling' about each of the sites show that the sites had a varied reception. 50% or more respondents selected feeling 'satisfied' or 'happy' for nine of the 28 sites. Eight of the nine sites most positively received are brownfield sites and, subject to site specific concerns, respondents often commented that these sites were sensible sites for redevelopment. The one greenfield site in the list of nine, 'Land south of the A379', benefits from a resolution to approve consent for housing development, and is already allocated in the Core Strategy. Table 11 lists the nine sites in order, starting with the highest percentages of respondents selecting 'happy' or 'satisfied'. Most of these sites received under a quarter of respondents feeling negative about them, excluding South Gate which received 27% negative feeling, and East Gate 36%. 99 Howell Road received no negative responses.

Site	% 'happy' or 'satisfied'	% 'unhappy' or 'dissatisfied'	Number of respondents
Fever and Boutique, 12 Mary Arches Street	75	17	24
99 Howell Road	74	0	27
12-31 Sidwell Street / Land at Sidwell Street	63	15	54
North Gate	63	23	35
South Gate	58	27	26
Garages at Lower Wear Road	57	24	21
88 Honiton Road	54	28	28
East Gate	51	36	90
Land south of the A379	50	25	12

Table 11: The nine sites with 50% or more respondents selecting 'happy' or 'satisfied'

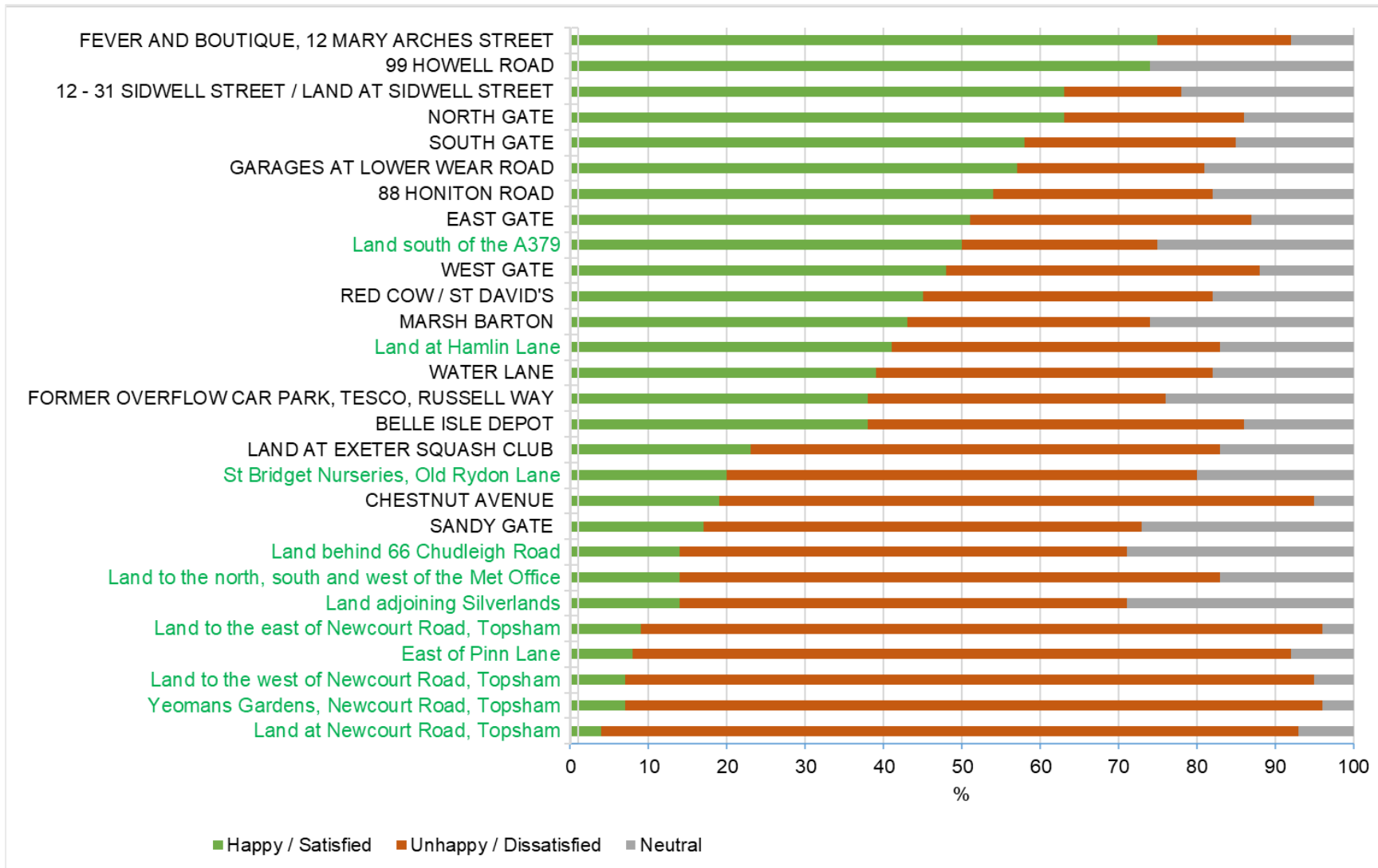
7.10 Overall, the potential sites received fewer positive responses than the policies. 19 of the 28 sites received less than 50% feeling 'satisfied' or 'happy' initial feelings towards the sites, and five sites received over 80% of respondents selecting 'unhappy' or 'dissatisfied'. The eight most negatively received sites are all greenfield sites.

7.11 Table 12 lists the five sites with over 80% of respondents selecting negative feelings about the potential site. The sites are listed in order starting with the highest percentage of negative responses. The table also includes corresponding low percentages of positive responses. The five sites are all greenfield and are close or adjacent to areas where recent development has taken place. Four of the five sites are in Topsham. The site 'East of Pinn Lane' is already allocated for development in the Core Strategy. Recent development was often raised in respondents' comments for these sites, particularly with reference to the existing and potential impacts of development on traffic, infrastructure and disturbance during construction.

Site	% 'happy' or 'satisfied'	% 'unhappy' or 'dissatisfied'	Number of respondents
Land at Newcourt Road, Topsham	4	89	45
Yeomans Gardens, Newcourt Road, Topsham	7	89	28
Land to the west of Newcourt Road, Topsham	7	88	43
East of Pinn Lane	8	84	66
Land to the east of Newcourt Road, Topsham	9	87	48

Table 12: The five sites with over 80% or more respondents selecting 'unhappy' or 'dissatisfied'

- 7.12 Graph 7 presents all potential sites in order of percentage of respondents providing a positive 'initial feeling' to the site. The graph also shows the percentage of respondents offering negative or neutral responses. The site names on the left axis of the graph differentiate brownfield and greenfield sites, with the brownfield site names written in capital letters, and the greenfield sites written in green.
- 7.13 The six potential sites receiving most support are all brownfield, while the six sites receiving least support are all greenfield. Taking this high level assessment further, 11 of the 17 brownfield sites (65%) received more responses of being 'happy' or 'satisfied' than 'unhappy' or 'dissatisfied'. This compares favourably when considered in the context of the greenfield sites proposed; only 1 of 11 greenfield sites (9%) received more responses of being 'happy' or 'satisfied' than 'unhappy' or 'dissatisfied'. This shows demonstrably that the brownfield sites included in the plan enjoyed greater support than the greenfield sites.
- 7.14 The survey responses reflect the mixed reception and opinions on the sites. However, it is possible to conclude from the results of the survey that the potential brownfield sites were generally more positively received than the greenfield sites. This suggests broad support for the brownfield first strategy which underpins the entire plan. Comments on sites were wide reaching and summaries of each site can be found in Appendix B. The breadth of comment included acknowledgement of the need for further housing and therefore development sites, and also concern about the scale and extent of the proposed sites, impacts of development and the capacity to provide for and/or mitigate these. Some critical comments also arose due to a lack of masterplan or detail of proposed site developments. All comments and reflections are to be considered and reviewed as policy drafting continues and the Exeter Plan develops.



Graph 7: Sites in order of percentage of respondents who felt 'satisfied' or 'happy' with the site

KEY: Green text: Greenfield site. CAPITALS: Brownfield site

8 Conclusion

- 8.1 The Exeter Plan outline draft consultation was extensively publicised through a wide range of methods, and was available for comment for 12 weeks, twice the required minimum statutory consultation period. As a result, there was significant engagement from a range of individuals and organisations, within Exeter and beyond. The total number of respondents was 1489.
- 8.2 The consultation survey generated a significant volume of opinions and comments to review and consider in continuing to draft the Exeter Plan. It also provides important baseline data on response rate, type of respondent and broad data such as age range and connection to Exeter. This can be used to inform future consultations.
- 8.3 The consultation responses demonstrate the broad reaction and opinion felt towards all draft policies and potential sites. Policies received a greater volume of responses than sites. In terms of the policy responses, it is possible to conclude that the majority were generally positively received. Importantly, policy S1: Spatial strategy, which underpins the entire plan, received broad support, collecting 51% positive responses compared to 21% negative. All but two of the policies received a greater proportion of positive 'initial feeling' responses than negative. Policies on the natural environment, climate change, design, and active travel received the greatest percentages of positive responses. Some critical comments on the more negatively received policies arose due to a lack of policy detail, some of which will come forward in later drafts as supporting evidence is progressed.
- 8.4 While the potential sites did not receive as many overall responses or positive reactions when compared with the policies, the six potential sites receiving most support are all brownfield, while the six sites receiving least support are all greenfield. Taking this high level assessment further, 11 of the 17 brownfield sites (65%) received more positive responses than negative whereas only 1 of 11 greenfield sites (9%) received more positive responses than negative. This shows that the brownfield sites included in the plan enjoyed greater support than the greenfield sites and again suggests broad support for the spatial strategy.
- 8.5 The responses received in the outline consultation will continue to be reviewed and used to inform the next stage of the plan-making process. A further Exeter Plan consultation will be held later in 2023.

APPENDIX A: Policy comments

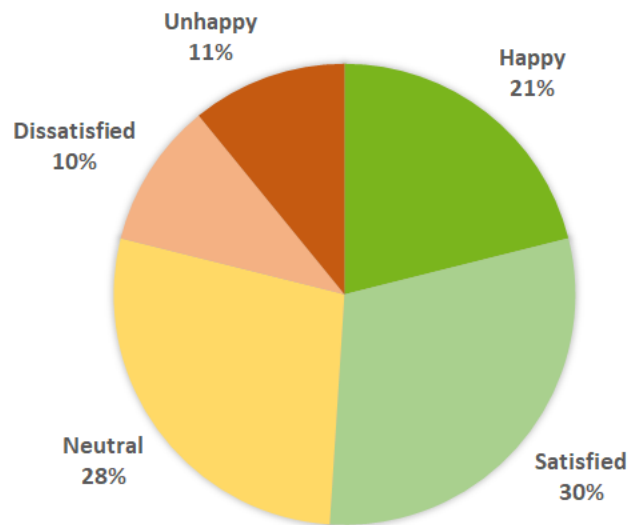
A.1 Overview

- A.1.1 This section outlines respondents' 'initial feeling' about each of the policies included in the Exeter Plan outline draft, and provides summaries of comments received regarding each policy. The outline draft contains 28 policies, and 27 were included in this part of the survey. Policy H2: Housing allocations contains potential site allocations and these were all consulted on as individual sites rather than as policy H2 as a whole.
- A.1.2 The summaries included in this section provide a general overview of the reaction to the draft policies. Responses to comments are not provided in this report. All comments received during the consultation will be considered in drafting the next version of the Exeter Plan.
- A.1.3 Most policies received comments raising issues that are covered in other parts of the Exeter Plan showing that the issues and policies contained within the Exeter Plan are all interlinked. It is worth taking note that the Exeter Plan is to be read and implemented as whole, together with other relevant policies and legislation, rather than a policy existing in isolation.

A.2 Spatial strategy and Liveable Exeter principles

- A.2.1 The spatial strategy sets out the main principles for guiding the pattern and characteristics of development in the city and underpins the whole plan. The new spatial strategy is included in Policy S1. The proposed development sites included in the Exeter Plan have been guided by the spatial strategy.
- A.2.2 The spatial strategy requires significant brownfield development on large development sites. These larger sites offer the potential for new, exciting forms of sustainable, high quality mixed use development. The Liveable Exeter principles included in Policy S2 set out the requirements for the standard of development that Exeter City Council will expect for all large-scale brownfield developments in the city.
- A.2.3 **S1: Spatial strategy**
Of the 147 responses received regarding 'initial feeling' about policy S1: Spatial Strategy, over half (51%) suggest support for the policy having selected feeling 'satisfied' or 'happy' with the policy. 21% selected feeling 'unhappy' or 'dissatisfied'. Full results are presented in graph A1.
- A.2.4 This policy sets the tone for the whole plan, providing the key approaches to the main issues facing Exeter. More than 50% of the 'initial feeling' responses to policy S1 were positive compared to 28% neutral, and 21% negative responses. The significantly greater proportion of positive responses suggests broad support for the central elements of the emerging plan.

HOW DO YOU FEEL ABOUT POLICY S1: SPATIAL STRATEGY?



Graph A1: 'initial feelings' to policy S1: Spatial Strategy

A.2.5 141 detailed comments were provided on policy S1. The responses expressed support for the brownfield first approach and a need to protect the remaining undeveloped land around Exeter. Some provided support for an element of greenfield development due to concerns regarding the deliverability of brownfield sites.

A.2.6 Further clarity was requested for certain terms used in the policy such as, 'high quality', 'optimal densities' and 'modest greenfield development'. Concerns raised included:

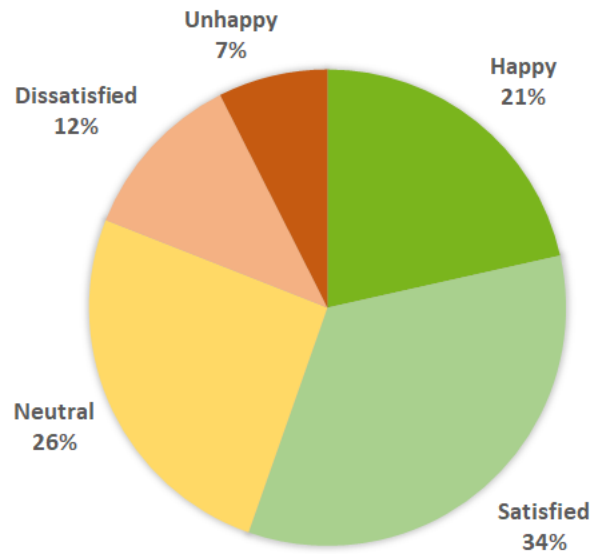
- Capacity of existing infrastructure to handle new development.
- Flood risk on some of the proposed sites.
- A need for greater focus on climate change within the policy.

A.2.7 Other comments highlighted the importance of improving public transport and providing alternative to car travel as essential, alongside the need to think about the community in new development and existing areas. Many comments raised specific issues to be addressed that while important, go beyond the scope of the policy.

A.2.8 **S2: Liveable Exeter delivery principles**

Of the 121 responses received regarding 'initial feelings' about policy S2: Liveable Exeter delivery principles, over half (55%) suggest support for the policy having selected feeling 'satisfied' or 'happy' with the policy. 19% selected feeling 'unhappy' or 'dissatisfied'. Full results are presented in graph A2.

HOW DO YOU FEEL ABOUT POLICY S2: LIVEABLE EXETER DELIVERY PRINCIPLES?



Graph A2: 'initial feelings' to policy S2: Liveable Exeter delivery principles

A.2.9 112 detailed comments were provided on policy S2. In addition to expressing support for the principles, comments also asked for clarity on the term 'optimal densities', as well as the need to ensure adequate green space provision on brownfield sites to avoid increased pressure on existing green space and the need for active travel infrastructure to ensure the success of these sites. Some concern over the impact of high density development was also expressed. Many comments raised specific issues to be addressed that while important, go beyond the scope of the policy.

A.3 Climate change

A.3.1 The Exeter Plan will include policies and proposals that contribute to meeting the challenging ambition of becoming net zero and to make the most of the opportunities of a net zero carbon city. Three policies were consulted on in this section of the outline draft consultation:

- Policy CE1 brings together many considerations for development to contribute to achieving net zero over its whole lifetime.
- Policy CE2 identifies the areas where evidence suggests local energy networks are feasible and viable, and areas where connection to a network could be achieved.
- Policy CE3 sets out how the City Council will consider flood risk.

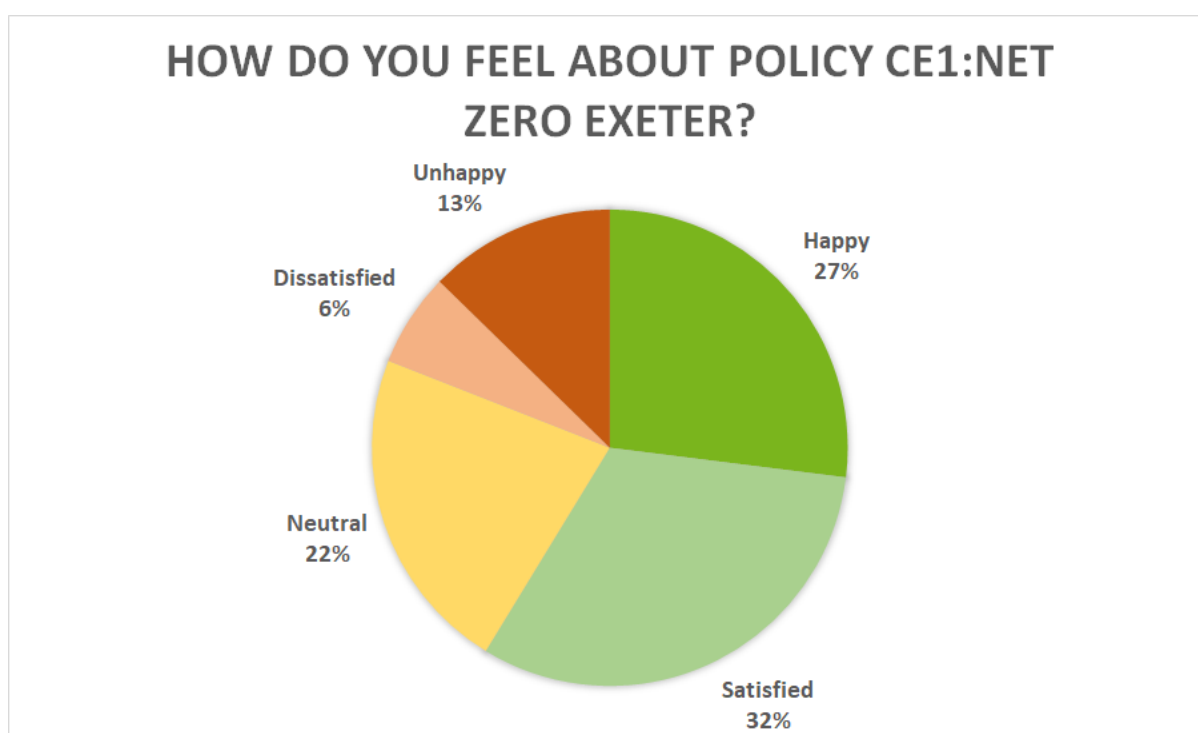
A.3.2 A summary of the responses to these three policies is included below. Responses also included numerous more general comments about climate change including that the Exeter Plan and policies should go further and act faster than is outlined. Debate was posed as to whether some of the renewable energy technologies mentioned are

the best options and there was a request for further consideration and inclusion of technologies not mentioned. Further general comments included:

- The suggestion that Exeter City Council should set its own energy efficiency and carbon requirements for all buildings.
- The need for further detail on embodied energy / materials.
- The potential for glossary of terms to explain technical detail.

A.3.3 CE1: Net zero Exeter

Of the 126 responses received regarding 'initial feelings' about policy CE1: Net zero Exeter, over half suggest support for the policy – 59% of the responses identified feeling 'satisfied' or 'happy' with the policy. 19% were 'unhappy' or 'dissatisfied'. Full results are presented in graph A3.



Graph A3: 'initial feelings' to policy CE1: Net zero Exeter

A.3.4 118 detailed comments were provided on policy CE1. There were many comments of support and expressions of relief that climate change is being taken seriously, alongside raising that the policy needs translating into action and requires supportive national government policies. There were requests for more detail on how exactly development will support net zero, for more ambition and for quantifiable standards and targets to be imposed.

A.3.5 There were also a small number of responses claiming there is no climate crisis, that we are making misdirected efforts when other countries are not committing and that there should be a focus on energy security or fixing other problems the country is facing ahead of investing in becoming net zero.

A.3.6 Respondents requested further details regarding how developments will achieve net zero, including through energy efficiency, renewable energy integration, low carbon

energy storage, and community groups energy schemes. Other similar comments include suggestions that the Exeter Plan should provide:

- Greater consideration of climate change adaptation
- Greater consideration of benefits of reuse / upgrade of existing buildings
- Support for existing housing to achieve net zero, not only new developments.

A.3.7 Transport featured heavily in responses to policy CE1 including the need to:

- Prioritise development in sustainable locations to minimise need for car travel.
- Reduce parking provision to reduce car use.
- Improve public transport (electric buses, trains; use of canal for transport).
- Improve routes, safety and facilities for active travel.
- Acknowledge that it is unrealistic to expect people never to drive and inappropriate to penalise disabled people and those reliant on personal transport.

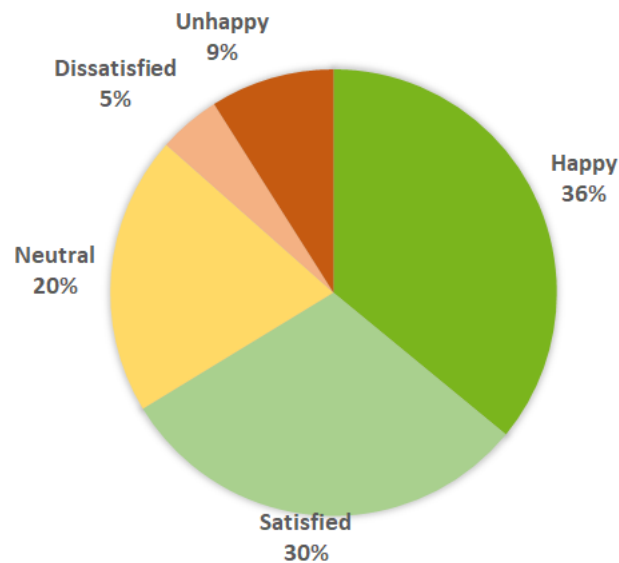
A.3.8 The wide range of other responses on this policy included the following comments and suggestions:

- Include waste prevention/management.
- Be wary of the ways in which such policies could impact development viability which may restrict the provision of affordable housing in Exeter.
- Promote vertical expansion of properties to incorporate multi-generational living and offset retrofit costs.
- Include agriculture, food, and diet in considering net zero.
- Include greater reference to nature and connection to green spaces in the policy.
- Include education as a significant and essential part of a net zero plan.

A.3.9 **CE2: Local Energy Networks**

Of the 89 responses received regarding 'initial feelings' about policy CE2: Local Energy Networks, around two thirds suggest support for the policy - 66% of the responses identified feeling 'satisfied' or 'happy' with the policy. 14% were 'unhappy' or 'dissatisfied'. Full results are presented in graph A4.

HOW DO YOU FEEL ABOUT POLICY CE2: LOCAL ENERGY NETWORKS?



Graph A4: 'initial feelings' to policy CE2: Local Energy Networks

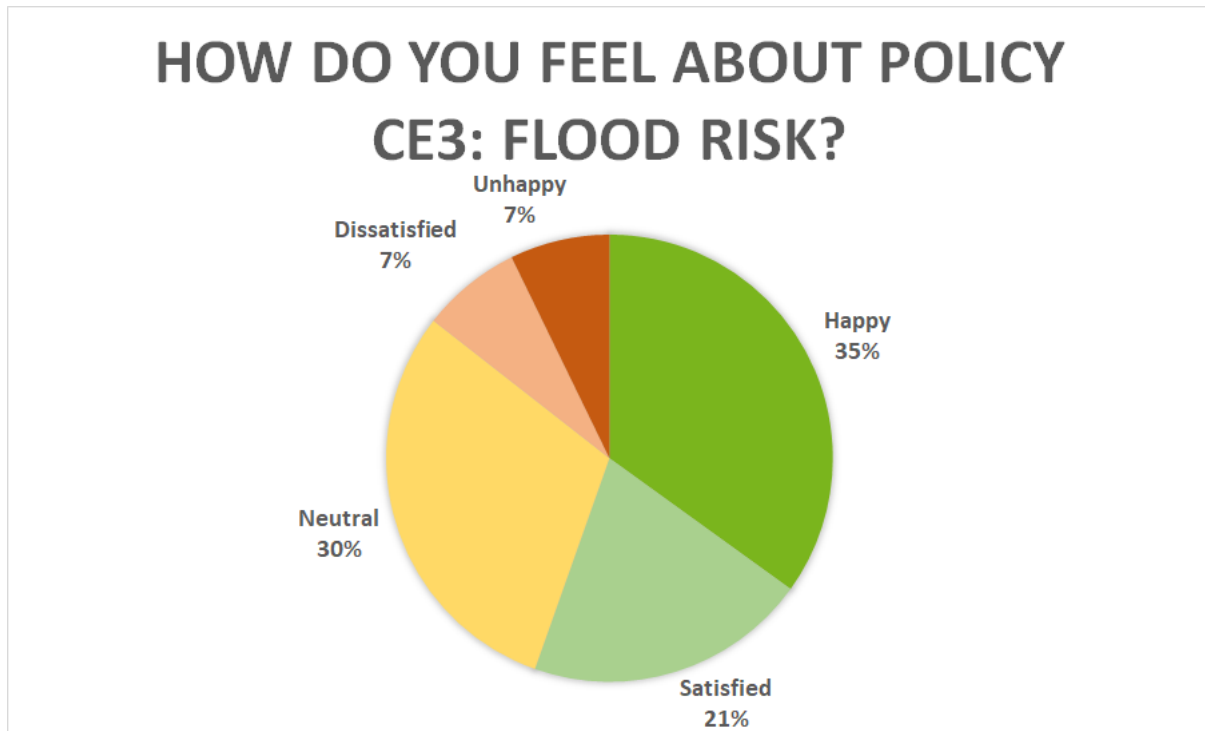
A.3.10 55 more detailed responses to policy CE2 included comments of support for its inclusion in the Exeter Plan as a way to reduce dependence on centralised use of fossil fuels. A number of people explained that they did not understand this policy. Others made comments and raised concerns regarding local energy networks based on their understanding of purported problems and issues arising from existing local energy networks.

A.3.11 Other points covered:

- Concerns over land, design, safety, finance, future networking and maintenance of local energy network buildings and infrastructure.
- The need for district heating to be powered by renewable energy sources only.
- Concerns over combined heat and power and energy from waste being framed as "low carbon"
- Whether decentralised energy provision is best.
- Why there is focus on local energy networks rather than other renewable energy options and strategies.

A.3.12 CE3: Flood risk

Of the 83 responses received regarding 'initial feelings' about policy CE3: Flood risk, over half suggest support for the policy – 56% of the responses identified feeling 'satisfied' or 'happy' with the policy. 14% were 'unhappy' or 'dissatisfied'. Full results are presented in graph A5.



Graph A5: 'initial feelings' to policy CE3: Flood risk

3.3.13 51 detailed comments were made on policy CE3 including those in support of taking flood risk into account and mitigating flood risk, support for new development to reduce and slow run off, and to consider pressure on sewerage systems. It was also suggested existing housing should be required to reduce run off as a part of the flood risk policy.

3.3.14 Concern regarding sites proposed within flood zone 3 was raised and that these sites appear to be in contradiction with this policy. A small number commented that flood plains should be free of any form of development. There was mention of providing access to flooding models and information about current and future flood risk and for the policy to go further and to detail increased risks as a result of climate change.

3.3.15 A number of comments related specifically to sustainable drainage systems (SuDs) including:

- Support for their use
- The need for more detail on standards and design for SuDS.

A.4 Homes

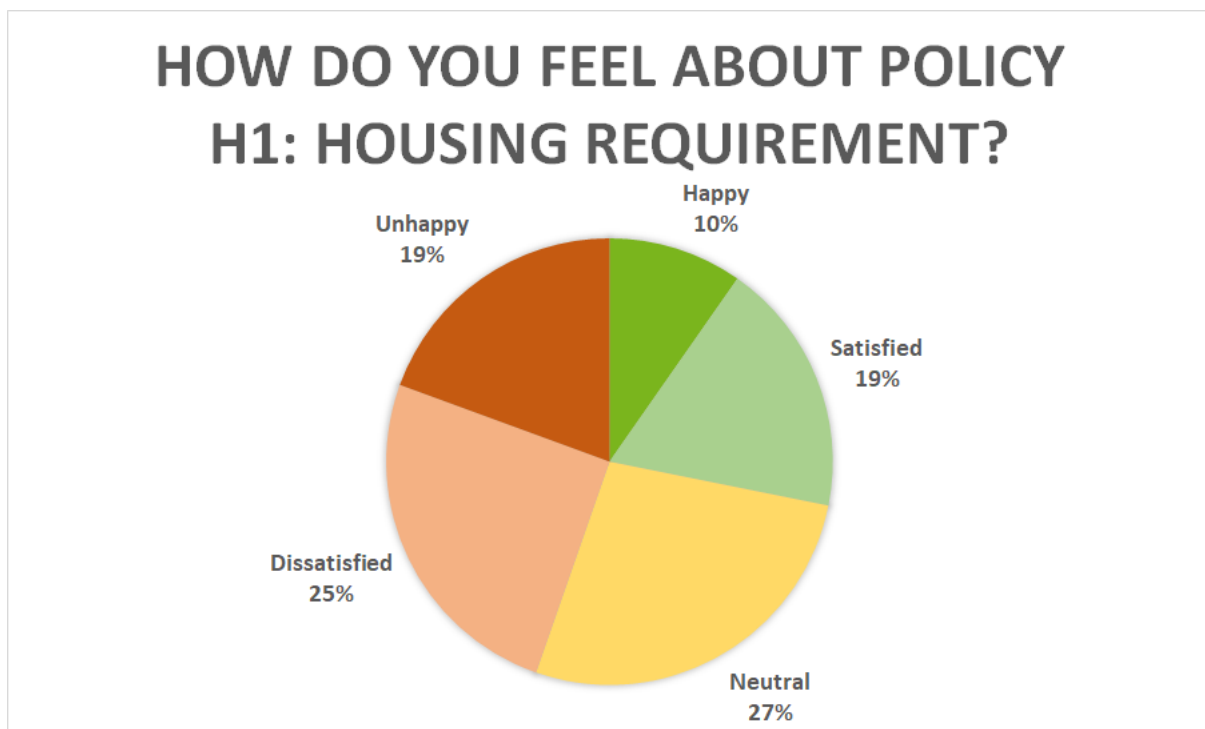
A.4.1 The Exeter Plan will help to address housing requirements, the shortage of affordable homes in the city and consider how best to provide the good quality accommodation we all need. The Government requires the City Council to plan for 650 new homes to be built in Exeter each year. Two housing policies were included in the outline draft Exeter Plan:

- Policy H1 sets out our proposed approach to meeting the Government’s housing requirement for Exeter.
- Policy H2 lists the development sites that we suggest should be allocated to help meet the housing requirement. In line with the spatial strategy set out in policy S1, there is a focus on large, brownfield sites located close to the city centre and key transport hubs, with good access to green infrastructure including our Valley Parks.

A.4.2 Specific questions were only asked covering H1 as each proposed site within policy H2 was considered individually. A summary of the consultation responses received for each site are included in the sites section of this document.

A.4.3 H1: Housing requirement

Of the 103 responses received regarding ‘initial feelings’ about policy H1: Housing requirement, just less than a third suggested support for the policy – 29% of the responses identified feeling ‘satisfied’ or ‘happy’ with the policy. 44% of the responses were either ‘unhappy’ or ‘dissatisfied’. Full results are presented in graph A6.



Graph A6: ‘Initial feelings’ to policy H1: Housing requirement

A.4.4 130 detailed comments were made on policy H1. While the positive responses were of a lower proportion than the more negative responses, comments in general support of the policy included the view that it is important that Exeter has sufficient, affordable homes in Exeter and if there are more homes near to jobs it should reduce commuting and emissions. Others responses said that more housing is required within Exeter but emphasised that it is more than just homes that are required. Numerous comments were critical of the policy due to its focus on housing numbers and a lack of a mention of issues such as infrastructure, biodiversity, design, energy efficiency, zero carbon, and heritage. It is worth reiterating that policy H1 is only one policy within the Exeter Plan – the plan should be read as a whole. The wider integral issues raised above are addressed throughout the Exeter Plan rather than in policy H1 which focuses on housing requirements.

A.4.5 Other comments raised the lack of detail available at this stage regarding housing types and a lack of information on student housing within the policy. It was also felt that 'quality' and 'great neighbourhoods' should be further defined.

A.4.6 Comments regarding policy H1 covered the following:

- That the policy does not mention homelessness.
- That housing requirements are being driven by central government and a feeling that it is resulting in overdevelopment that is negatively affecting the quality of Exeter.
- That Exeter City Council should challenge the housing target, especially as national changes to housing requirements have been suggested by Government.
- The density of development required to fulfil the housing requirement.
- The design of new homes being fit for purpose and overall design of housing developments.
- The need for the timely delivery of supporting infrastructure.
- Whether the negative impacts of this volume of development can be offset.
- Traffic and a suggestion that this will worsen.

A.4.7 **H2: Housing allocations**

Specific questions were not asked on policy H2 but comments were made with direct reference to policy H2 within responses to policy H1. These covered:

- The use of brownfield sites is appropriate but there also appears to be a significant proportion of greenfield areas included within proposed sites.
- The loss / lack of parking provision in new development and an associated requirement for significant public transport improvements.
- The need for greater detail on site delivery.
- The complexity of sites and their many constraints
- The importance of design and the Liveable Exeter principles to ensure sites come forward as intended.

A.4.8 A summary of each of the proposed sites put forward policy H2 is included in a later section of this document.

A.5 Economy and jobs

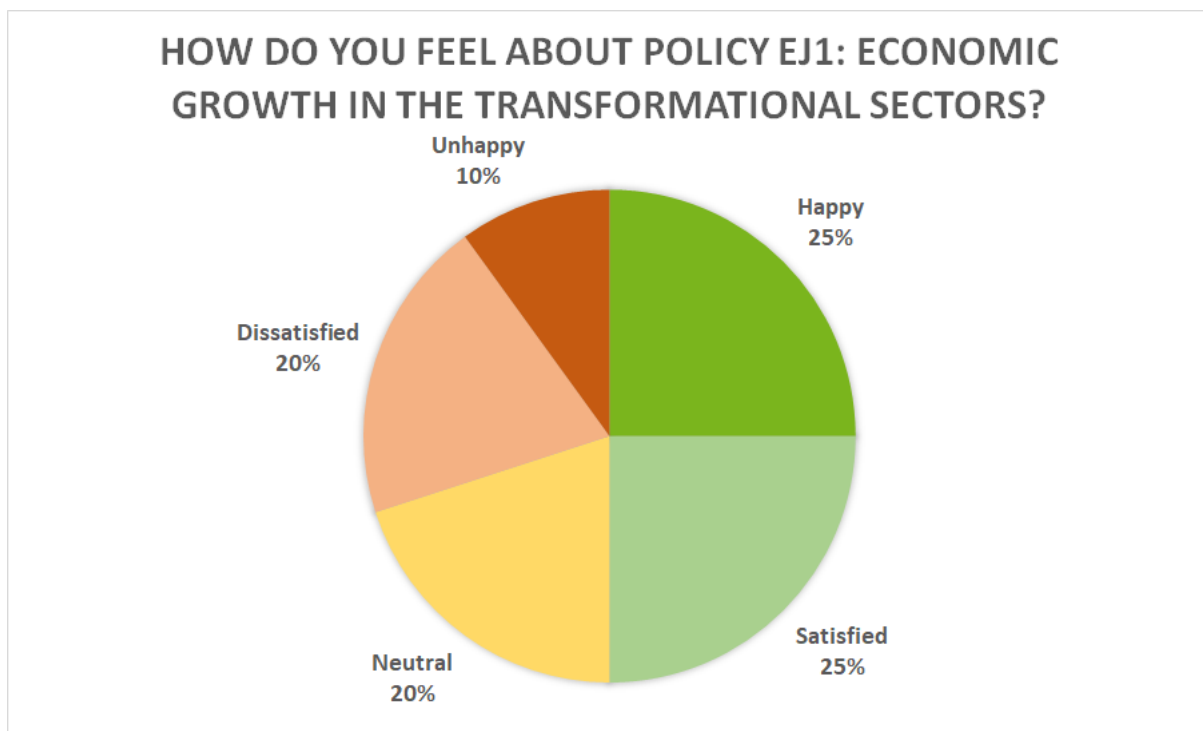
A.5.1 Exeter is at the heart of the Greater Exeter area and has the second largest travel to work area in England. Four policies relating to the economy and employment were included in the outline draft Exeter Plan:

- Policy EJ1 takes a flexible and supportive approach by encouraging appropriate development within transformational sectors and highlighting the importance of working with partners to encourage growth and investment.
- Policy EJ2 seeks to protect those established employment areas that are key to meeting our future employment needs, whilst also allowing change of use where it could be acceptable and justified.
- Policy EJ3 supports new forms of employment provision and ensures delivery at large scale developments.
- Policy EJ4 requiring the development, submission and delivery of an employment and skills plan for 'major' developments.

A.5.2 A summary of the responses to these four policies is included below. More general comments received included the feeling that parking is needed to encourage employees into the city and that the Exeter Plan appears to be silent about job creation.

A.5.3 EJ1: Economic growth in the transformational sectors

Of the 40 responses received regarding 'initial feeling' about policy EJ1: Economic growth in the transformational sectors, exactly half suggest support for the policy – 50% of the responses identified feeling 'satisfied' or 'happy' with the policy and 30% were 'unhappy' or 'dissatisfied'. Full results are presented in graph A7.



Graph A7: 'initial feelings' to policy EJ1: Economic growth in the transformational sectors

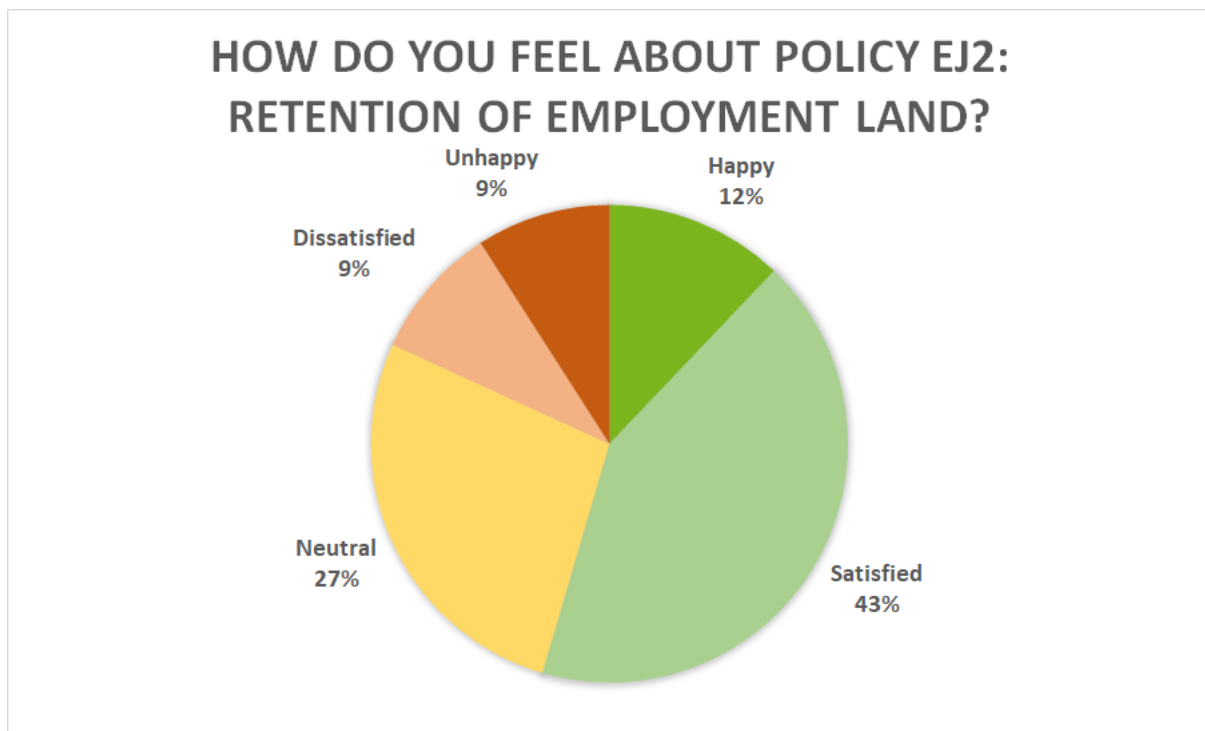
A.5.4 38 detailed comments were received in relation to policy EJ1 including some positivity about the future and potential opportunities this policy aims to provide. Some commented that they felt the policy was too technical and therefore difficult to understand.

A.5.5 Comments provided by respondents to this policy set out that:

- The focus of mentioned sectors could result in businesses and enterprise outside of these sectors not feeling acknowledged or supported in the this vision of Exeter’s future economy
- The policy should include other industries including manufacturing, creative industries, the green economy and renewable energy
- The policy should be supported by, and include mention of, digital connectivity.

A.5.6 EJ2: Retention of employment land

Of the 33 responses received regarding ‘initial feelings’ about policy EJ2: Retention of employment land, over half suggest support for the policy – 55% of the responses identified feeling ‘satisfied’ or ‘happy’ with the policy. 18% were ‘unhappy’ or ‘dissatisfied’. Full results presented in graph A8.



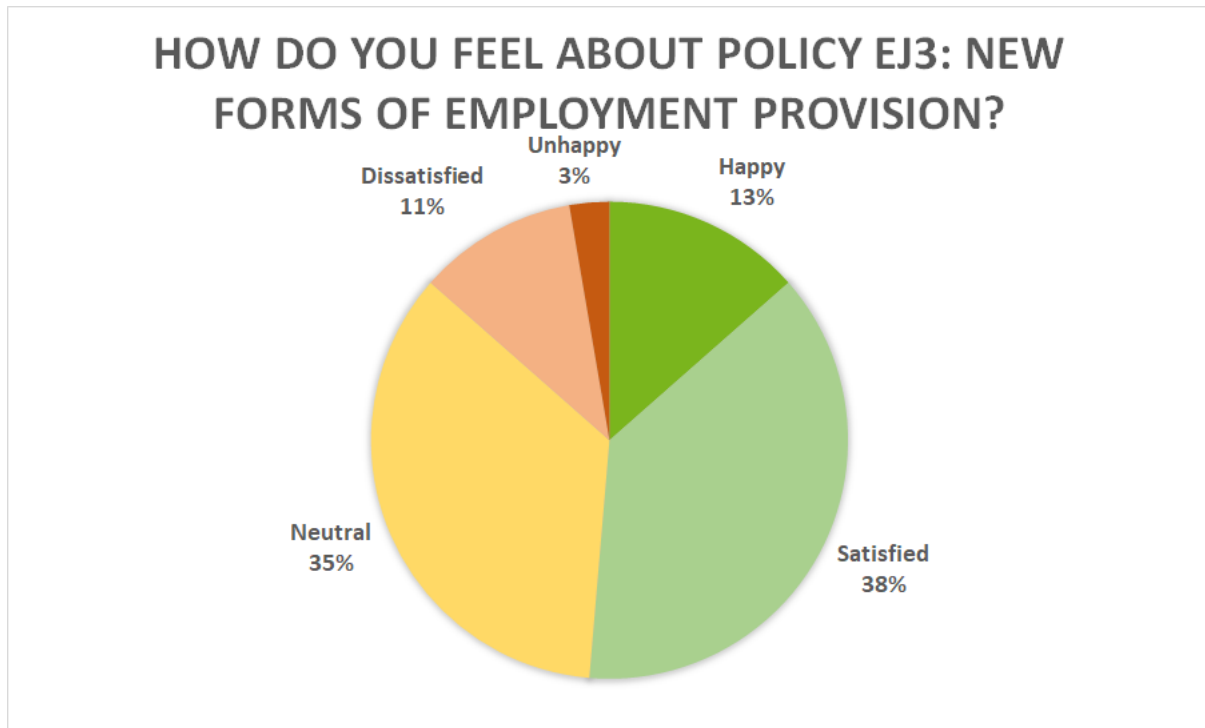
Graph A8: ‘initial feelings’ to policy EJ2: Retention of employment land

A.5.7 26 detailed comments were provided on policy EJ2. These included comments debating where employment would be best located and included numerous mentions of support for city centre employment land. This was accompanied by respondents querying whether the designation of Southernhay as employment land precludes the use of upper floors being used as residential. On a similar line, it was expressed that policy H2, and some of the proposed site allocations such as Marsh Barton, appear to be in contradiction with policy EJ2.

A.5.8 The importance of active and sustainable travel links to support employment land was another key point raised in relation to this policy.

A.5.9 EJ3: New forms of employment provision

Of the 37 responses received regarding 'initial feeling' about policy EJ3: New forms of employment provision, around half suggest support for the policy – 51% of the responses identified feeling 'satisfied' or 'happy' with the policy, whereas 14% were 'unhappy' or 'dissatisfied'. Full results are presented in graph A9.

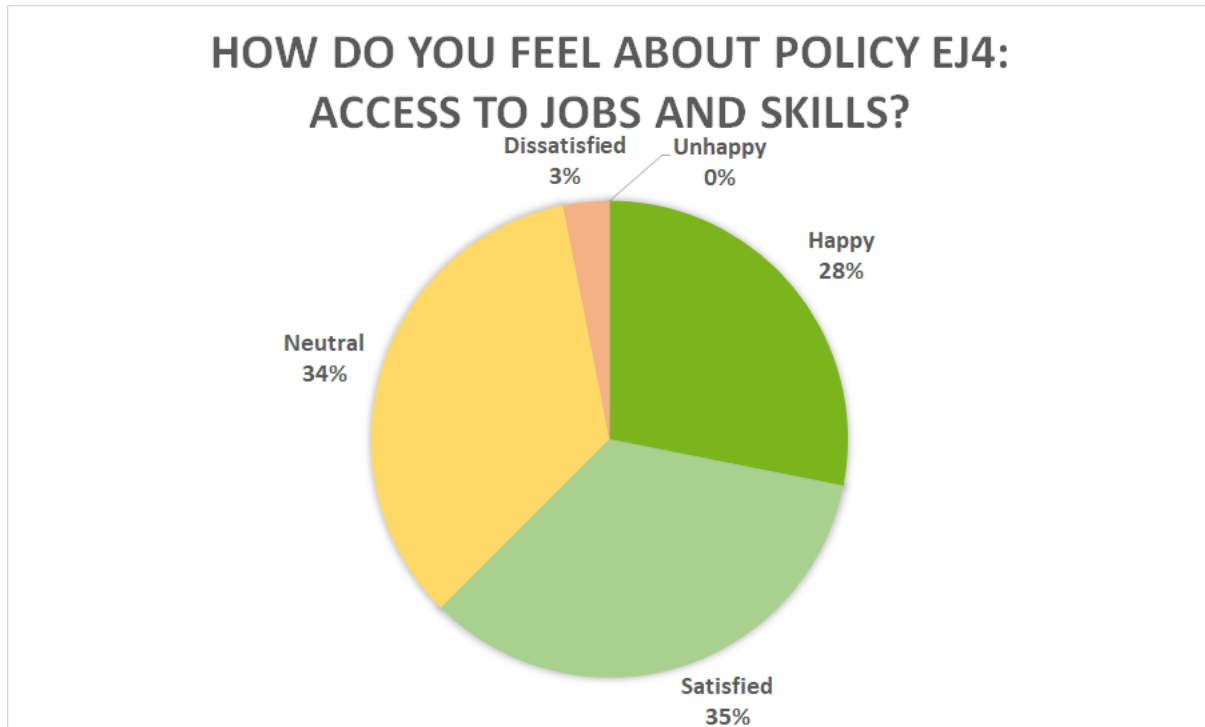


Graph A9: 'initial feelings' to policy EJ3: New forms of employment provision

A.5.10 22 detailed comments were provided on policy EJ3 with some people unsure what is meant by 'live-work units'. Other comments included suggestions to prioritise active and public transport and the need for digital infrastructure to support different forms of working. Further comments raised specific issues regarding barriers to employment barriers some of which go beyond the scope of the policy.

A.5.11 EJ4: Access to jobs and skills

Of the 32 responses received regarding 'initial feelings' about policy EJ3: New forms of employment provision, nearly two thirds suggest support for the policy – 63% of the responses identified feeling 'satisfied' or 'happy' with the policy. Only 3% of responses were 'dissatisfied' and none were 'unhappy'. Full results are presented in graph A10.



Graph A10: 'initial feelings' to policy EJ4: Access to jobs and skills

A.5.12 24 detailed comments on policy EJ4 were provided. These included expressions of support with the proviso that it needs to be successfully implemented and enforced. Suggestions were made to provide linkages with education providers and improve skills.

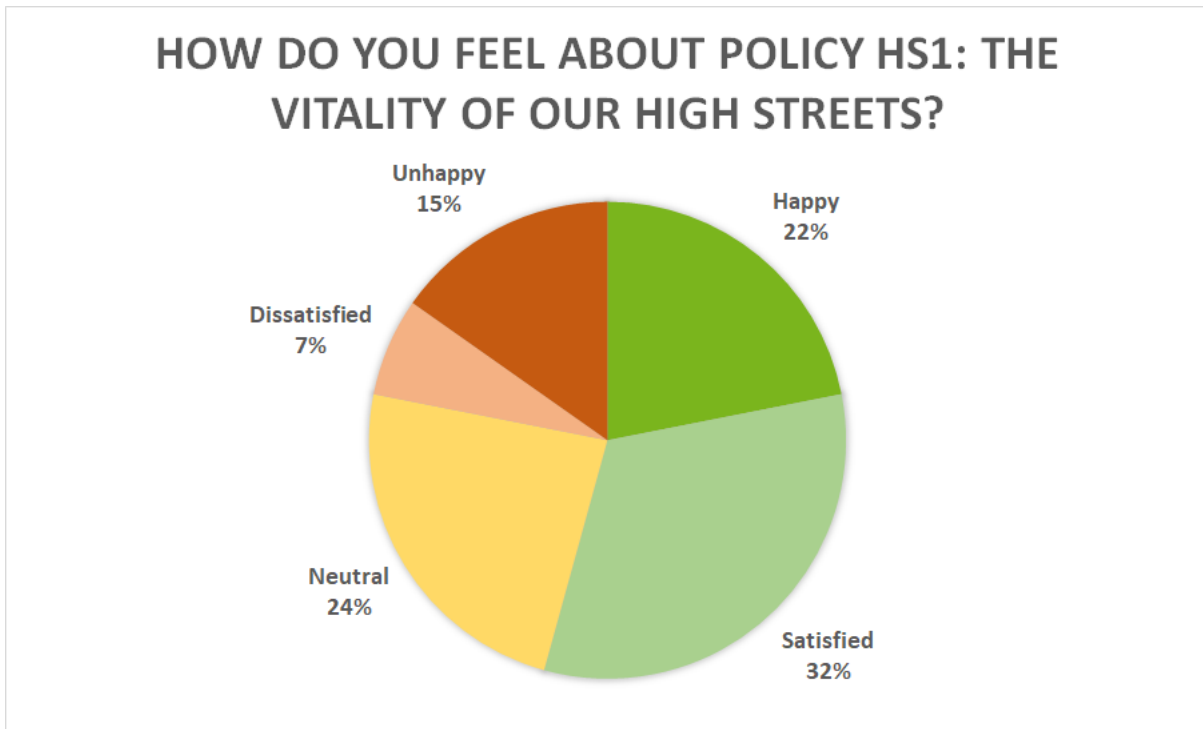
A.6 The future of our high streets

A.6.1 The changing way people live their lives and use high streets and local facilities will have an impact on how the city centre, and district and local centres need to evolve over time. They will need to provide for a greater variety of uses so they are resilient and can respond to change, and continue to play an important role during the day and into the evening. Policy HS1 will enable this greater flexibility over time, and place strict control on the development of retail outside of the city, district and local centres.

A.6.2 HS1: The vitality of our high streets

Of the 105 responses received regarding 'initial feelings' about policy HS1: The vitality of our high streets, more than half (55%) suggest support for the policy having

selected feeling 'satisfied' or 'happy' with the policy. 22% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph A11.



Graph A11: 'initial feelings' to policy HS1: The vitality of our high streets

A.6.3 92 detailed comments were provided on HS1: The vitality of our high streets. These included comments of support towards maintaining and enhancing the vitality of the High Street, district and local centres. Respondents raised the importance of the Safer Streets Charter and making streets accessible for all. Numerous comments were made suggesting certain areas undergo regeneration, and for homelessness and antisocial behaviour to be tackled in order to increase safety in the city, linking to the need for housing and equality considerations Responses also suggested the policy should be informed retail trends and employment space demand to ensure appropriateness.

A.6.4 There was mixed opinion regarding the appropriateness of residential development in the High Street. Respondents were also divided on their views on out of town retail and on parking and travel into the city centre. Some endorsed the pedestrianisation of the High Street and other centres and the limiting of city centre vehicle access and parking, subject to necessary enhancements to active and sustainable travel options. Others commented that parking and car access should not be restricted in order to appropriately provide for those unable to use alternative travel options. Others suggested that reducing the cost of parking and ensuring parking provision are key to encouraging people into the city.

A.6.5 Numerous specific suggestions about how to meet the intentions of the policy were made. These fall within the following broad topics:

- Enhancing the city's cultural offering through cultural uses and spaces.

- Providing multi size and multi-use spaces and shops, for a range of businesses and uses that can easily be converted.
- Providing shops for sustainable uses and consumption such as ethical, independent or repair shops.
- Providing social spaces and not only think of high streets as places of consumption and spending money.
- Referencing and comparing to other UK and European cities with pedestrianised high streets and greater delivery of 'café culture'.
- Improving access to better connect the quay and city centre.
- Delivering of 20 minute neighbourhoods.
- Expanding the list of local and district centres.
- Enhancing accessibility, active and sustainable travel options to the city, and linkages to other local and district centres.

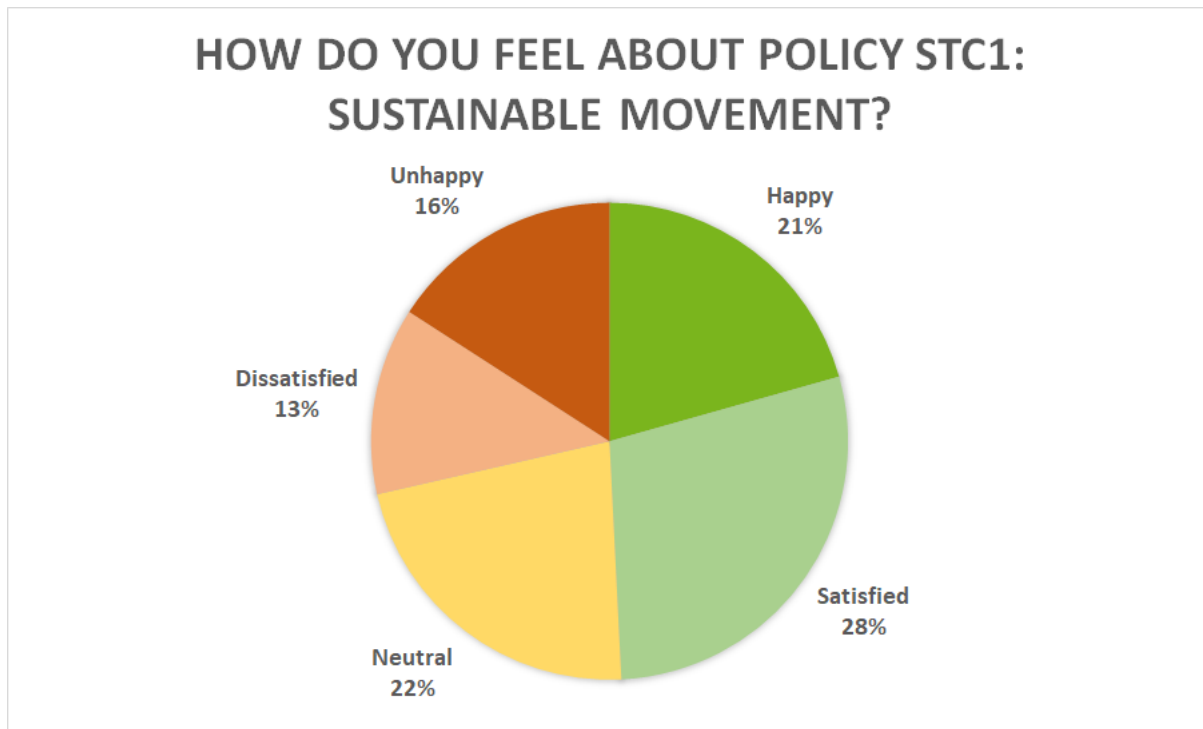
A.7 Sustainable transport and communications

A.7.1 The way we travel and digital communications will be central to achieving net zero carbon, growing prosperity, healthy lifestyles and improvements to our environment. Five policies were consulted on in this section of the Exeter Plan:

- Policy STC1 sets out an overarching approach to sustainable movement and ensuring development and transport work together.
- Policy STC2 explains what new development will need to look like and provide to make it easier for people to use active and sustainable travel options.
- Policy STC3 identifies ways in which development will be required to support and provide for walking and cycling.
- Working with Devon County Council, Policy STC4 promotes a number of public transport proposals.
- Policy STC5 sets out a number of requirements for new development in order to drive better digital communications.

A.7.2 STC1: Sustainable movement

Of the 126 responses received regarding 'initial feelings' about policy STC1: Sustainable movement, just under half suggest support for the policy – 49% of the responses identified feeling 'satisfied' or 'happy' with the policy. 29% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A12.



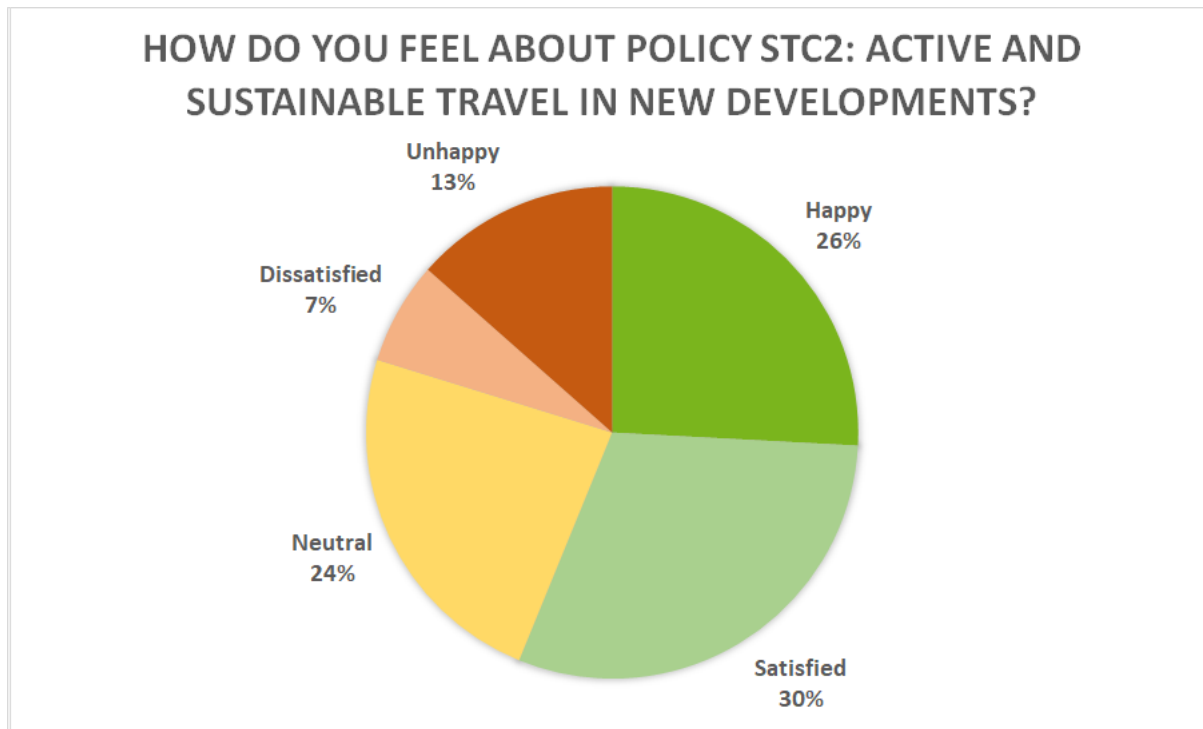
Graph A12: 'initial feelings' to policy STC1: Sustainable movement

A.7.3 126 detailed comments were provided on policy STC1 including positive feedback and support for prioritising active travel modes and 20 minute neighbourhoods. Some comments expressed scepticism as to whether the policy can be successful, or whether there is the will to deliver, due to the dominance of the car and recent road schemes that continue to prioritise car travel. The need for consideration of, and provision for, the following were also raised in the responses to this policy:

- Those with poor mobility.
- The safety of pedestrians and cyclists.
- A need to address the cost and reliability of bus services.
- The need for more park and ride facilities.

A.7.4 **STC2: Active and sustainable travel in new developments**

Of the 89 responses received regarding 'initial feeling' about policy STC2: Active and sustainable travel in new developments, over half suggest support for the policy – 56% of the responses identified feeling 'satisfied' or 'happy' with the policy. 20% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A13.



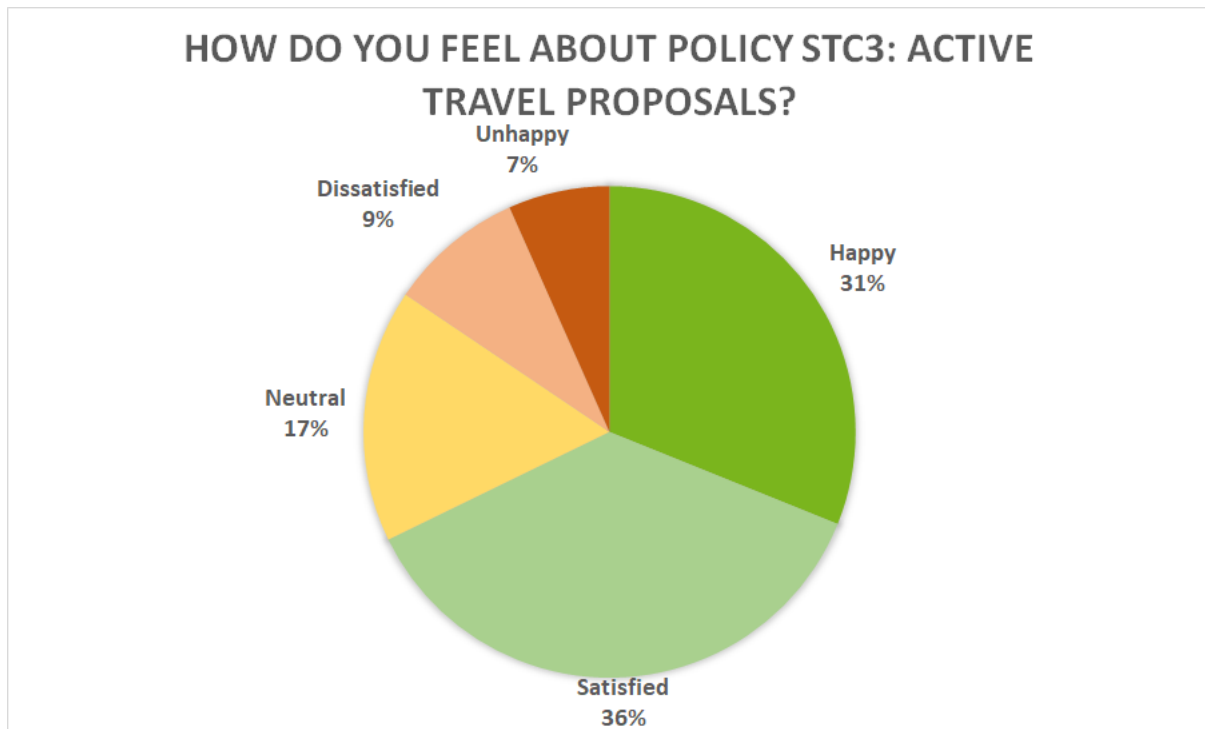
Graph A13: 'initial feelings' to policy STC2: Active and sustainable travel in new developments

A.7.5 72 detailed comments were provided on policy STC2 including positive feedback and support for prioritising active and sustainable modes. There were some comments expressing scepticism as to how realistic the policy is given the dominance of cars, and a need for bus services to significantly improve to persuade people to drive less. Further comments included:

- Various suggestions for specific route improvements in the city
- Provision and consideration of needs to be given to people with poor mobility
- The need to strengthen the requirement for access to electric vehicle charging points
- The need for a greater emphasis on ensuring sufficient, covered cycle parking.

A.7.6 STC3: Active travel proposals

Of the 90 responses received regarding 'initial feelings' about policy STC3: Active travel proposals, over two thirds suggest support for the policy – 67% of the responses identified feeling 'satisfied' or 'happy' with the policy. 16% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A14.

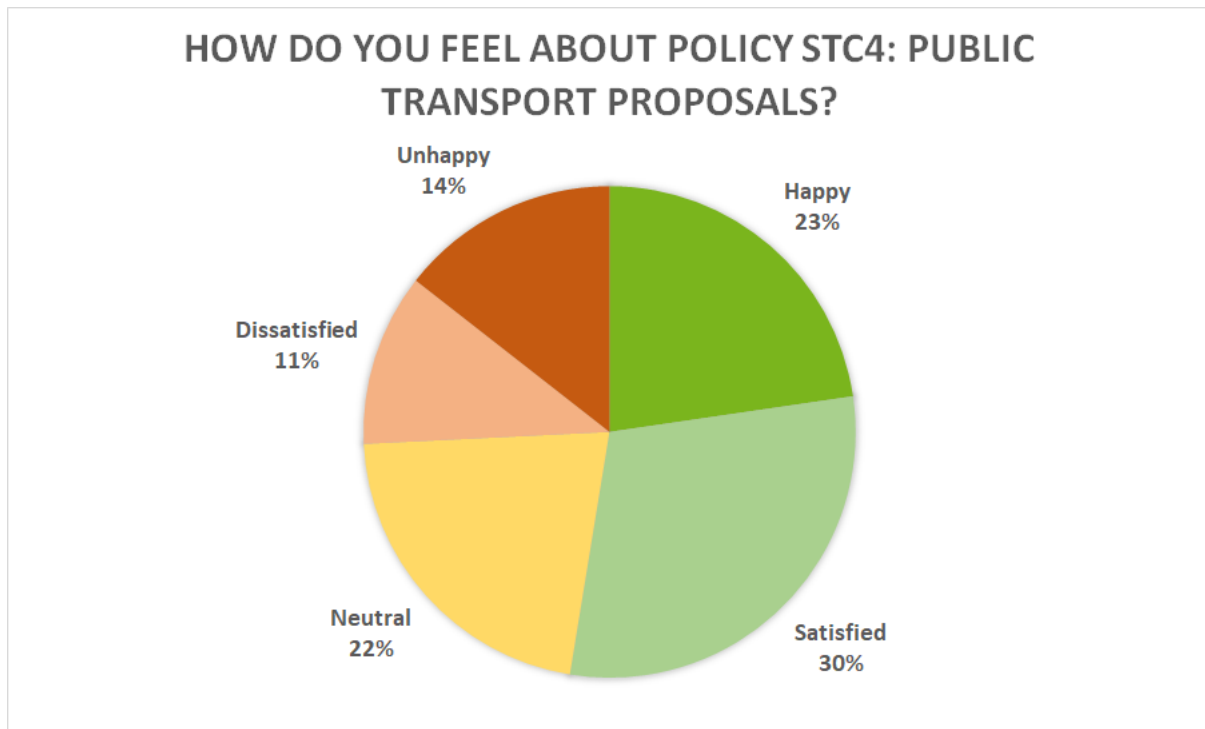


Graph A14: 'initial feelings' to policy STC3: Active travel proposals

A.7.7 70 detailed comments on policy STC3 were received. These included positive responses and a variety of comments supporting specific routes and those requiring improvement. Responses that were more critical included comment on the need for more investment, radical changes to create a safe and dense cycling and walking network and mention of reallocating road space to reduce car dominance.

A.7.8 **STC4: Public transport proposals**

Of the 97 responses received regarding 'initial feelings' about policy STC4: Public transport proposals, over half suggest support for the policy – 53% of the responses identified feeling 'satisfied' or 'happy' with the policy. 25% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A15.



Graph A15: 'initial feelings' to policy STC4: Public transport proposals

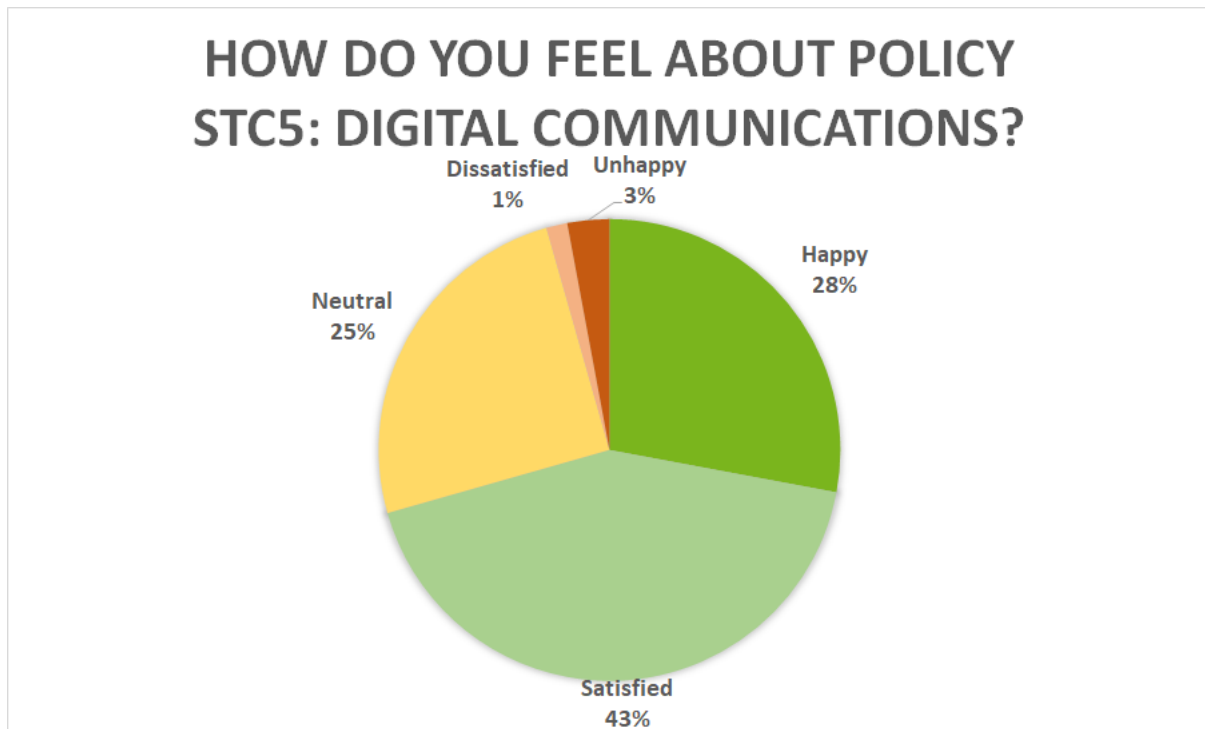
A.7.9 82 detailed comments on policy STC4 included positive responses as well as various suggestions for specific improvements and a need to reference coach travel.

A.7.10 The rail network was generally not criticised but there were various suggestions for specific enhancements. Bus travel featured heavily and often negatively in comments. Responses included:

- Criticism of the statement that Exeter has an efficient and attractive bus network
- Concern that the bus services in Exeter are expensive and have declined in efficiency and frequency and that significant improvements are required.
- References to the need for the bus network to undergo radical improvements including more bus lanes to effectively compete with the car
- Some disappointment over the new bus station
- Scepticism over whether any of the stated improvements can be realised due to the bus network being privatised.

A.7.11 STC5: Digital communications

Of the 68 responses received regarding 'initial feelings' about policy STC5: Digital communications, nearly three quarters suggest support for the policy – 71% of the responses identified feeling 'satisfied' or 'happy' with the policy. Only 4% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A16.



Graph A16: 'initial feelings' to policy STC5: Digital communications

A.7.12 17 detailed comments were received on policy STC5, the majority reflecting positively on the content. A number of comments stated how important connectivity is and that improvements need to be made quickly.

A.8 Natural environment

A.8.1 The Exeter Plan will need to manage development pressures on our local environment to provide benefits for landscape and wildlife whilst helping us to combat climate change and provide a high quality environment for people to enjoy. The outline draft includes four policies to support this aim:

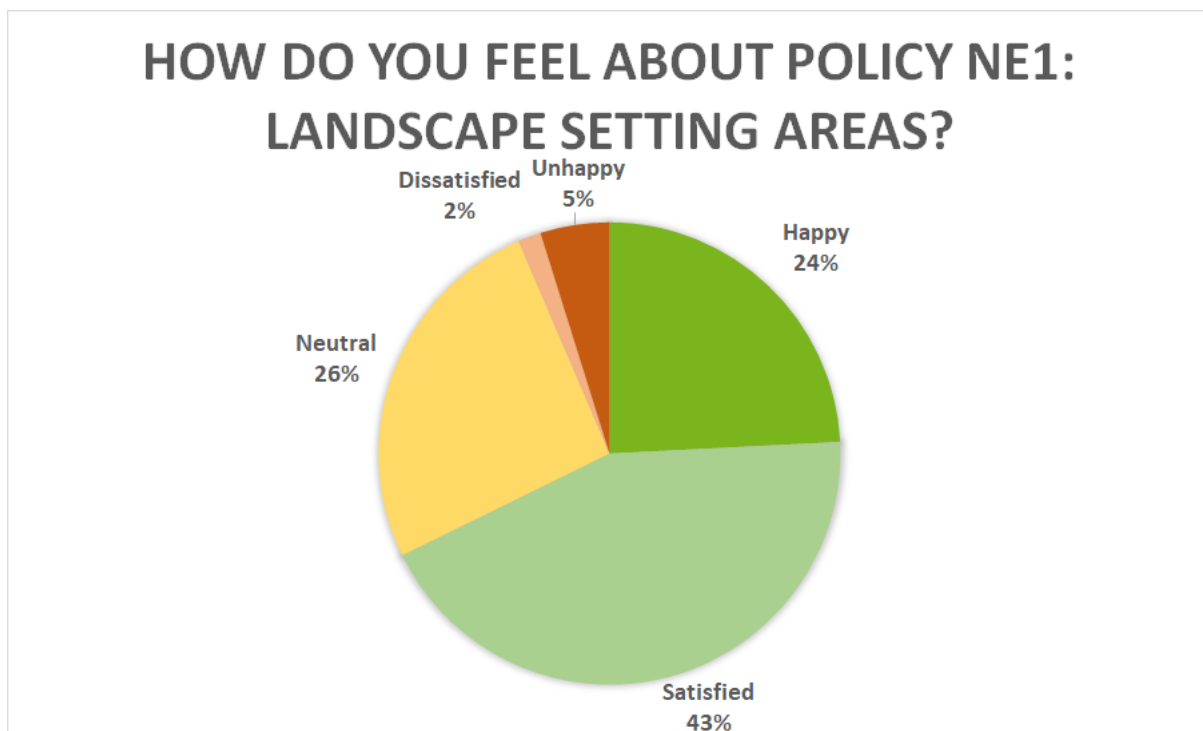
- Policy NE1 provides protection to the landscape setting areas in the city.
- Policy NE2 seeks to protect the functions of the Valley Parks and ensure that the residents of all new large scale developments have easy and sustainable access to the Valley Parks.
- Policy NE3 provides criteria to ensure all proposals follow the 'mitigation hierarchy' and provide a net gain in biodiversity.
- Policy NE4 seeks to ensure that development takes a positive approach to protection, enhancement and delivery of green infrastructure.

A.8.2 A number of similar comments were raised in response to the four natural environment policies. These included suggestions for policies to include:

- A better balance of people and wildlife.
- Rich biodiversity.
- The historic environment as part of landscape setting.
- Greater reference to climate change adaptation.
- Reference to carbon sequestration / capture.
- Provision for growing land.
- Ambitions to be pesticide-free
- Ambitions to increase tree cover.
- Rewilding.

A.8.3 NE1: Landscape setting areas

Of the 62 responses received regarding 'initial feelings' about policy NE1: Landscape setting areas, around two thirds suggest support for the policy – 67% of the responses identified feeling 'satisfied' or 'happy' with the policy. Only 7% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A17.



Graph A17: 'initial feelings' to policy NE1: Landscape setting areas

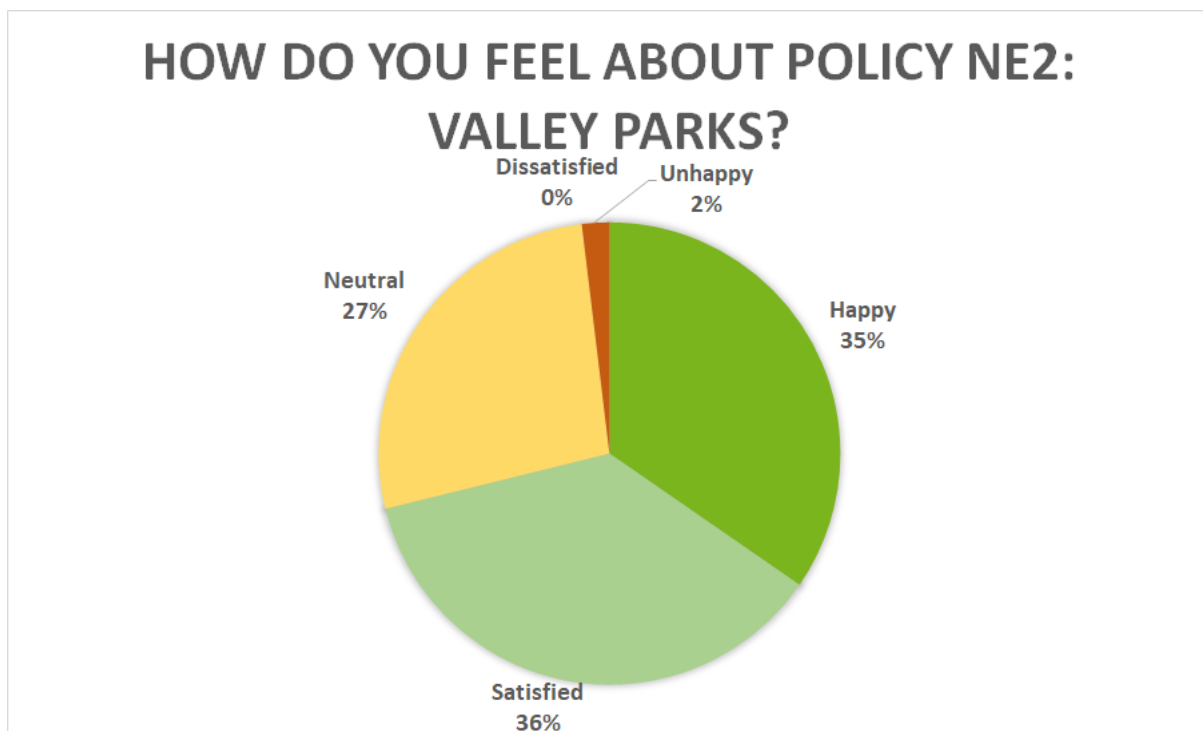
A.8.4 60 detailed comments reflect the general support for this policy with people widely recognising and mentioning the importance of protecting the landscape setting areas. However there were also various suggestions that the policy could go further by completely restricting development in these areas and giving broader consideration to green and open space. Concern was raised regarding policy wording seeming to allow development, including golf, sport pitches or University development, in landscape setting areas. Disappointment about the loss of the Topsham Gap was

raised as was the lack of a mention of protecting landscape to the east of the city. Other suggestions included:

- Mandating the amount of greenspace available in close proximity to all residents.
- The need for a greater emphasis on tree retention and tree planting.

A.8.5 NE2 Valley Parks

Of the 52 responses received regarding 'initial feelings' about policy NE2: Valley Parks, nearly three quarters suggested support for the policy - 71% of the responses identified feeling 'satisfied' or 'happy' with the policy. Only 2% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A18.



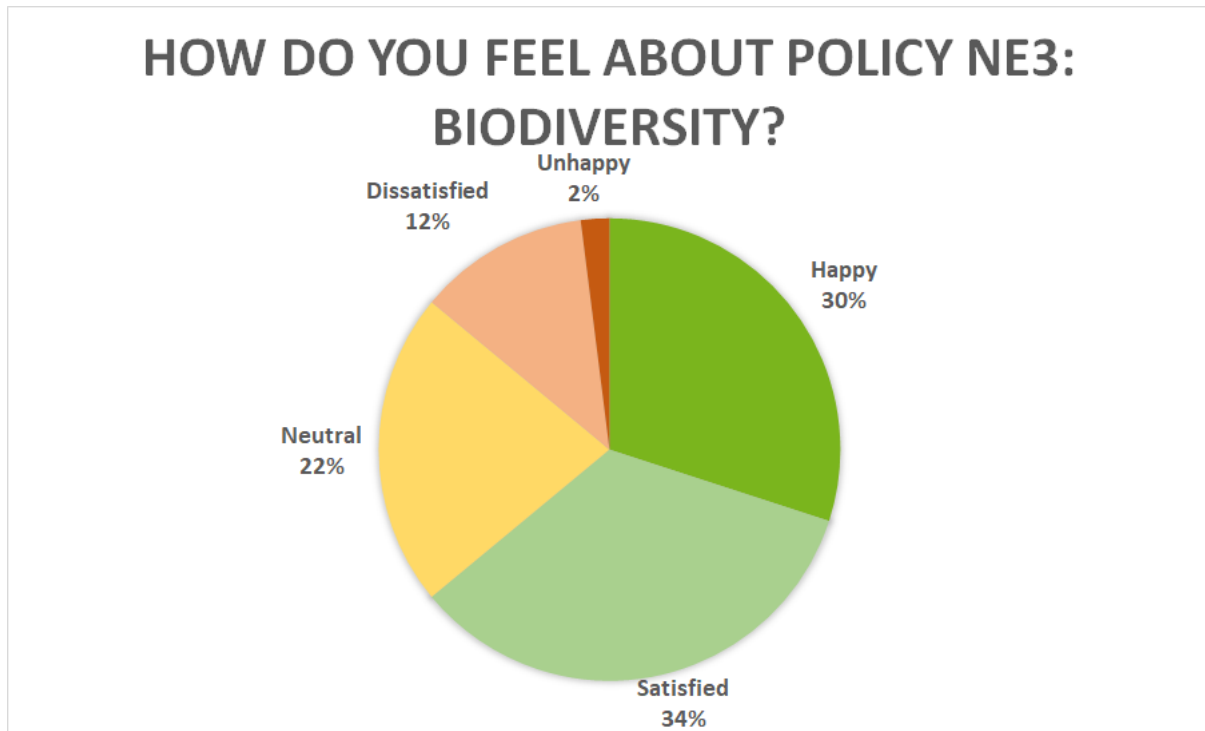
Graph A18: 'initial feelings' to policy NE2: Valley Parks

A.8.6 42 detailed comments included a general positive response to the policy with people expressing a feeling that it is important to protect and enhance Valley Parks for people and wildlife, and welcoming support for Valley Park protection. Greater accessibility to Valley Parks was also welcomed. Concern was expressed about what could be deemed 'appropriate development' within the policy wording with particular mention of solar farms, golf courses or sports pitches, and a request for further definition regarding this. Other suggestions included:

- The need to extend the protection offered by the policy to beyond Valley Parks and include other greenspace and wildlife corridors.
- The need for a masterplan for the Nature Recovery Network, to connect Valley Parks and provide nature corridors.
- The importance of ensuring that appropriate funding is provided to the Devon Wildlife Trust and securing funding from development to provide SANG (Suitable Alternative Natural Green Space) - including in the Valley Parks.

A.8.7 NE3: Biodiversity

Of the 50 responses received regarding 'initial feelings' about policy NE3: Biodiversity, nearly two thirds suggest support for the policy – 64% having selected feeling 'satisfied' or 'happy' with the policy. 14% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A19.



Graph A19: 'initial feelings' to policy NE3: Biodiversity

A.8.8 45 detailed comments reflected general widespread support for the policy subject to its delivery and enforcement. Concern about the policy wording being too open was expressed, along with suggestions for the policy to exceed national legislation and require 20% biodiversity net gain rather than 10%. Some also felt that development that has any detrimental impact on biodiversity should be robustly challenged.

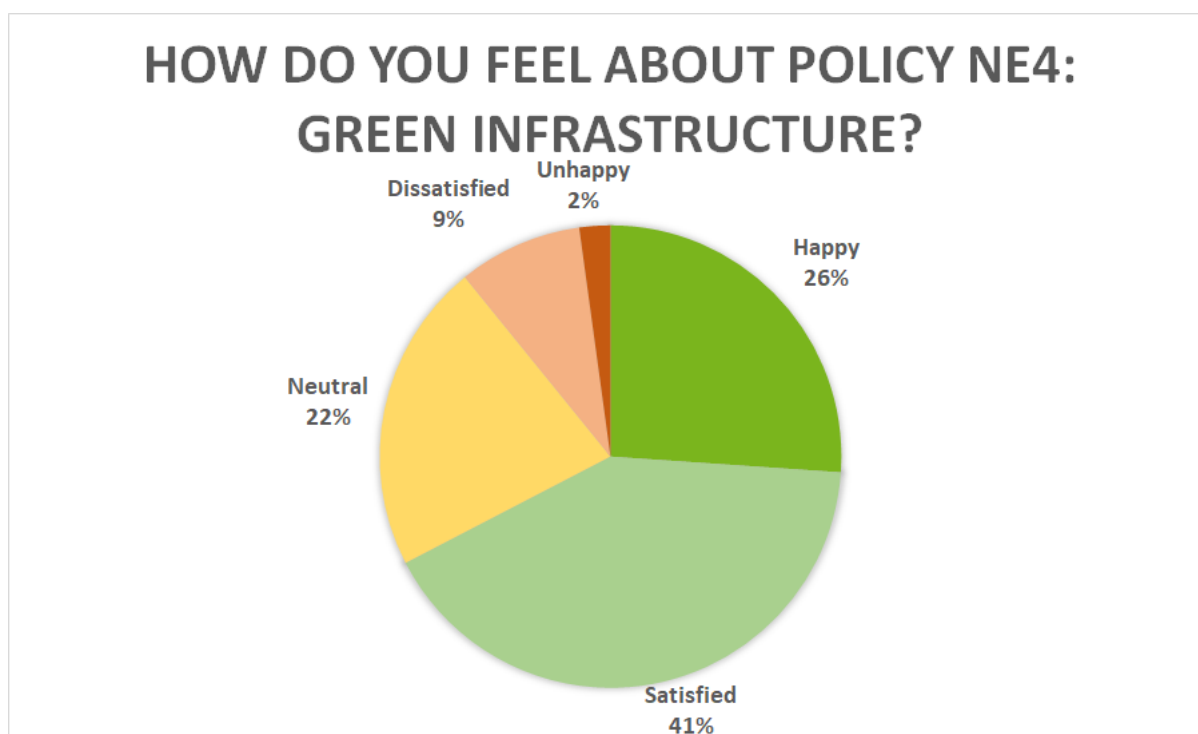
A.8.9 Suggestions for policy additions were made, including:

- That developers should leave areas of good quality habitat / corridors free from development.
- That trees should be retained, especially when healthy.
- The need to provide nesting boxes and wildlife features on roofs / walls.
- The importance of fully considering the loss of mature, established habitats (trees; hedgerows) as replacement with new actually results in net loss.
- The potential to increase biodiversity and provide reserves across the city.
- The need to consider the impact of light pollution from developments.

A.8.10 NE4: Green infrastructure

Of the 46 responses received regarding 'initial feelings' about policy NE4: Green Infrastructure, two thirds suggest support for the policy – 67% of the responses

identified feeling 'satisfied' or 'happy' with the policy. 11% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A20.



Graph A20: 'initial feelings' to policy NE4: Green infrastructure

A.8.11 33 detailed comments were made. These included reference to policy NE4 being a good approach but one that should apply to all development, not only large scale. Comments were also made that the policy should extend to include blue infrastructure (waterways), provide areas of calm and quiet, provide green corridors linking all green spaces including those beyond Exeter's administrative boundary and provide better management and enhancement of all areas of open space.

A.8.12 Comments expressed feelings that green infrastructure has already been diminished by previous development and that as a result, green infrastructure should be invested in further.

A.8.13 Improved accessibility to green infrastructure was lauded with suggestions that more public rights of way should be provided to improve access and linkages. Some people remarked that improved transport links to green infrastructure is not needed.

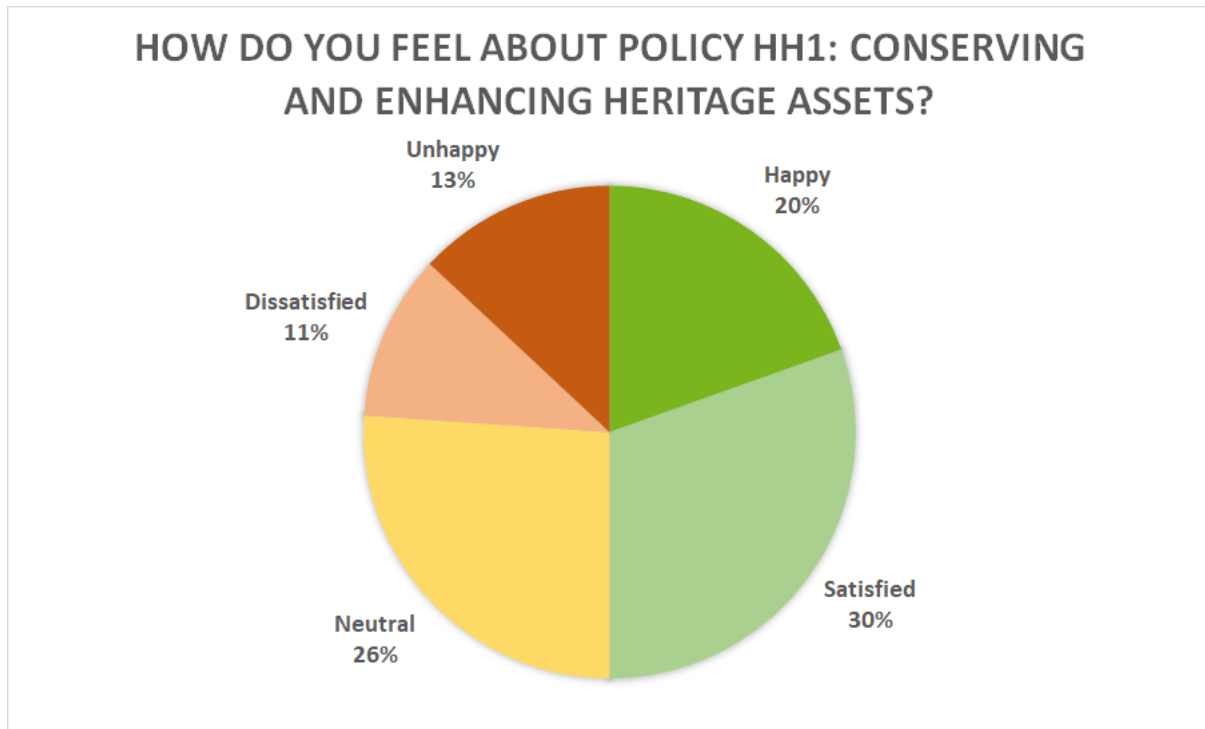
A.9 History and heritage

A.9.1 New development can raise challenges for Exeter's rich historic environment but the Exeter Plan provides an opportunity to protect and enhance Exeter's historic assets whilst exploring the cultural links and celebrating the contribution of heritage to the character of the city. Policy HH1: Conserving and enhancing heritage assets, seeks to conserve and enhance Exeter's historic environment, and where relevant, to balance this with sympathetic, justified alterations that ensure longevity of heritage assets, particularly in considering climate change adaptation and the net

zero agenda. The Outline Draft Plan included a single policy on history and heritage, with more to come in future versions of the plan.

A.9.2 **HH1: Conserving and enhancing heritage assets**

Of the 46 responses received regarding 'initial feelings' about policy HH1: Conserving and enhancing heritage assets, half suggested support for the policy – 50% identified feeling 'satisfied' or 'happy' with the policy. 24% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A21.



Graph A21: 'initial feelings' to policy HH1: Conserving and enhancing heritage assets

A.9.3 45 detailed comments were provided. Comments welcomed the protection of Exeter's historic assets and heritage as well as the intention of the policy to include allowing historic assets to evolve. Suggested amendments included further clarification of what is meant by allowing heritage to adapt to climate change and clarification of further specific requirements of other heritage legislation such as listed building consent. It was also suggested that the importance of retaining public access to heritage and linking heritage assets to public open space should be included.

A.9.4 More critical comments suggested that the policy should seek to restore heritage and use heritage as a development driver and that the policy should be more proactive and offer greater protection - including singling out assets which should be considered sacrosanct.

A.9.5 Concern regarding the potential for new developments, particularly the height of new developments, to detract from the wealth of historic architecture and features of the city was expressed. Similarly, the suggestion of detailed design codes and design

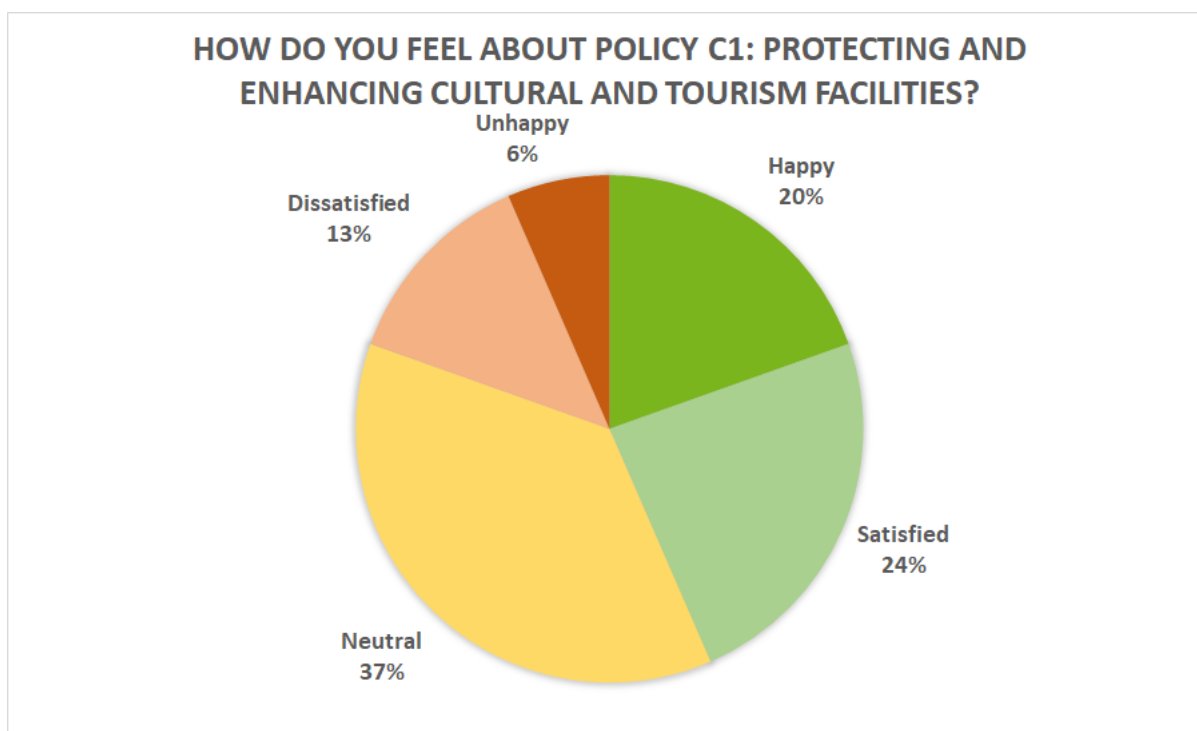
guidance to be provided for all highly sensitive areas and conservation areas was raised.

A.10 Culture and tourism

A.10.1 Enhancing Exeter's cultural offering will be key to future success, building the sense of place and belonging in the city. The Exeter Plan provides for the exploration and celebration of the cultures of the city and our communities as they evolve. Policy C1: Protecting and enhancing cultural and tourism facilities, seeks to protect the many cultural and tourist facilities and institutions that provide interest, enjoyment and opportunities for enrichment to Exeter's communities. Large scale developments will be expected to reflect local culture and provide high quality public space and public art. The Outline Draft Plan included a single policy on culture and tourism, with more to come in future versions of the plan.

A.10.2 C1: Protecting and enhancing cultural and tourism facilities

Of the 46 responses received regarding 'initial feelings' about policy C1: Protecting and enhancing cultural and tourism facilities, less than half suggest support for the policy – 44% of the responses identified feeling 'satisfied' or 'happy' with the policy. 19% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A22.



Graph A22: 'initial feelings' to policy C1: Protecting and enhancing cultural and tourism facilities

A.10.3 46 detailed comments were made to this policy. These included requests for a clear cultural identity to be established to attract tourists as well as serve communities, and for a deeper and more extensive cultural offering including a full assessment of

cultural and community value and viability. It was thought that the policy should deliver a new theatre and a Tourist Information Centre, and provide a broader focus on events and wider understanding of public art that extends beyond venue and place. However, it was also expressed that there is a lack of desire for tourism development and communities should be prioritised over tourists.

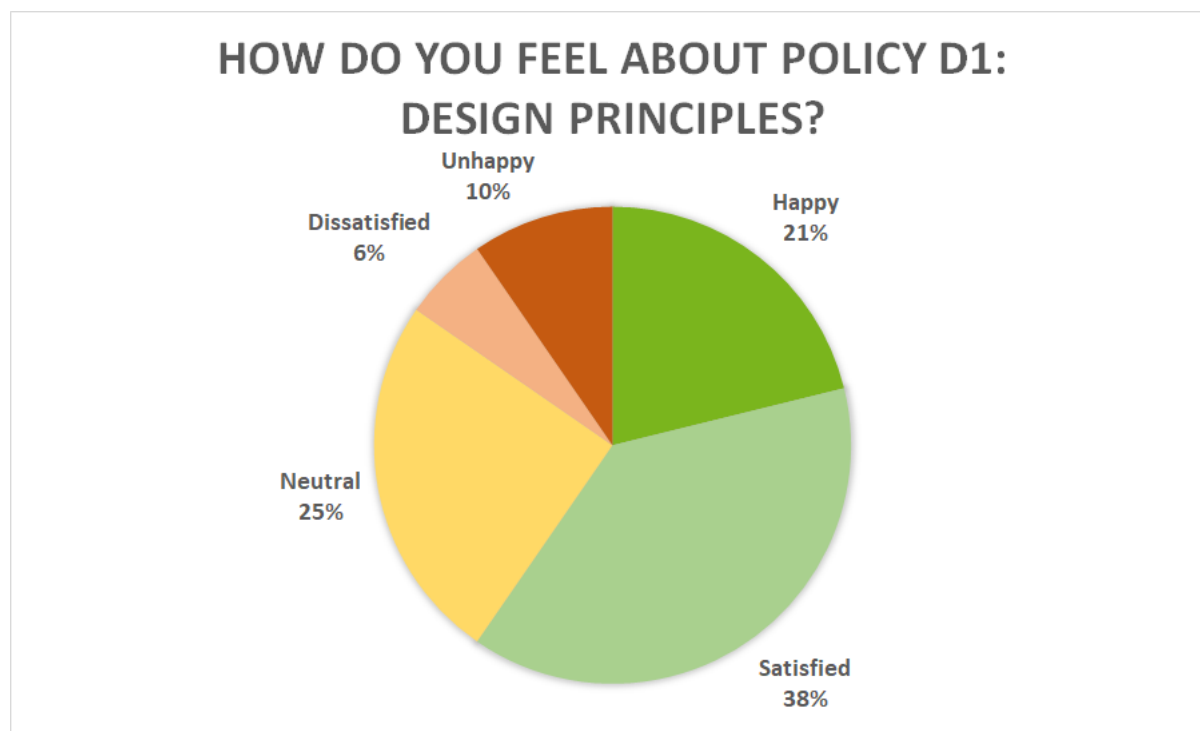
A.10.4 Comments also suggested that new development should aim to retain and enhance existing cultural facilities and that accessibility of cultural venues should include the availability of parking.

A.11 High quality places and design

A.11.1 The quality of the places in which we live and work is fundamental for so many reasons. The Exeter Plan must ensure that development is located in the right place and provides well-designed buildings and spaces. Policy D1: Design principles sets clear requirements for development. It will ensure that planning permission will not be granted for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions. In addition to the Liveable Exeter principles, the Outline Draft Plan included a single policy on design, with more to come in future versions of the plan.

A.11.2 D1: Design principles

Of the 52 responses received regarding 'initial feelings' about policy D1: Design principles, over half suggest support for the policy – 59% identified 'satisfied' or 'happy' with the policy. 16% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A23.



Graph A23: 'initial feelings' to policy D1: Design principles

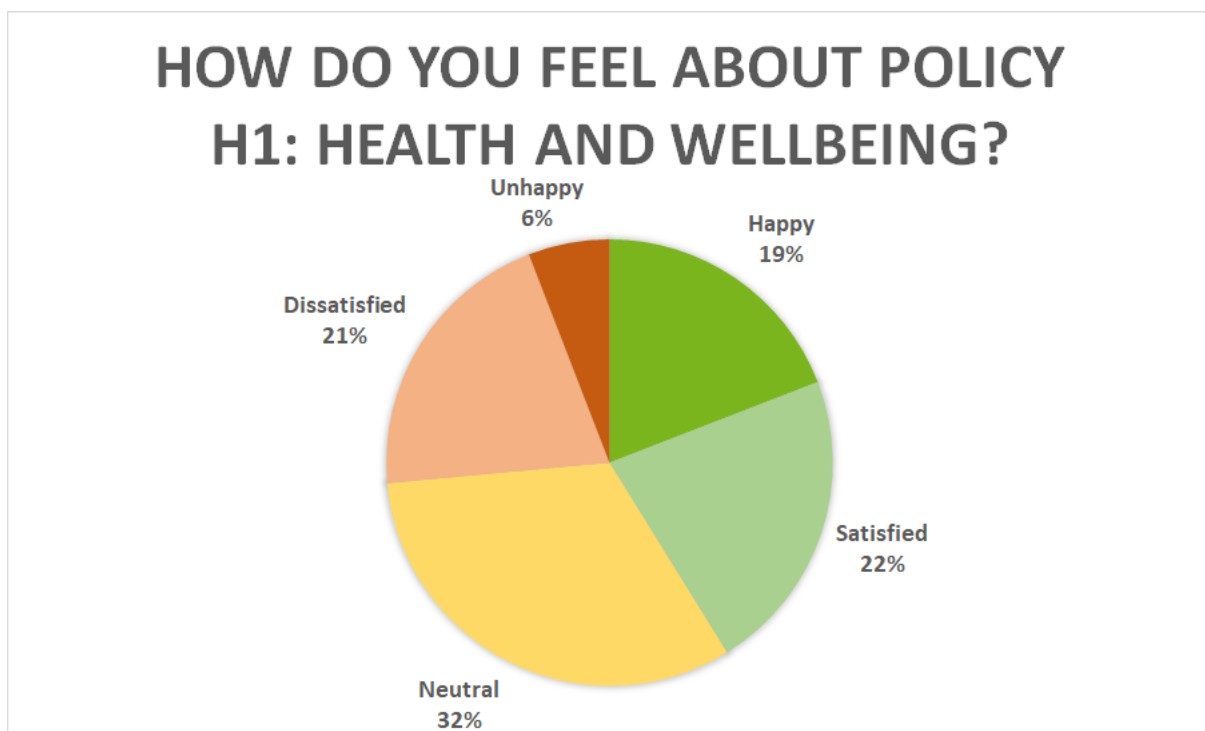
A.11.3 62 detailed comments reflected general support for the policy. It was felt that there is a potential conflict between this policy and the Liveable Exeter principles policy in relation to optimal density versus relating well to surroundings. Suggested amendments included reference to design codes, and that the policy should cover active travel, heritage, climate change and designing out crime. A number of comments expressed concern over the quality of some developments coming forward in the city.

A.12 Health and wellbeing

A.12.1 The Exeter Plan will play a part in improving health and wellbeing by providing quality housing, supporting job creation, enabling increases in physical activity, enhancing nature, supporting improvements in air quality and supporting the delivery of the health infrastructure we need. Policy H1: Health and wellbeing requires development proposals to consider a number of key health and wellbeing priorities at an early stage in the design of larger developments, and to demonstrate how this will be achieved through a health impact assessment. The Outline Draft Plan included a single policy on health.

A.12.2 H1: Health and wellbeing

Of the 68 responses received regarding 'initial feelings' about policy H1: Health and wellbeing, less than half suggested support for the policy - 41% of the responses identified feeling 'satisfied' or 'happy' with the policy. 27% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A24.



Graph A24: 'initial feelings' to policy H1: Health and wellbeing

A.12.3 75 detailed comments were provided to this policy. A key expressions of support for

the policy including the intention to improve active travel. Responses raised the need to protect the quality of existing open and green spaces as well as seek to provide more such spaces and increase allotment provision. Responses expressed concern about hospital and GP provision and the impact further development will have. Suggested policy amendments included greater weight given to air quality and the inclusion of restrictions on fast food takeaways.

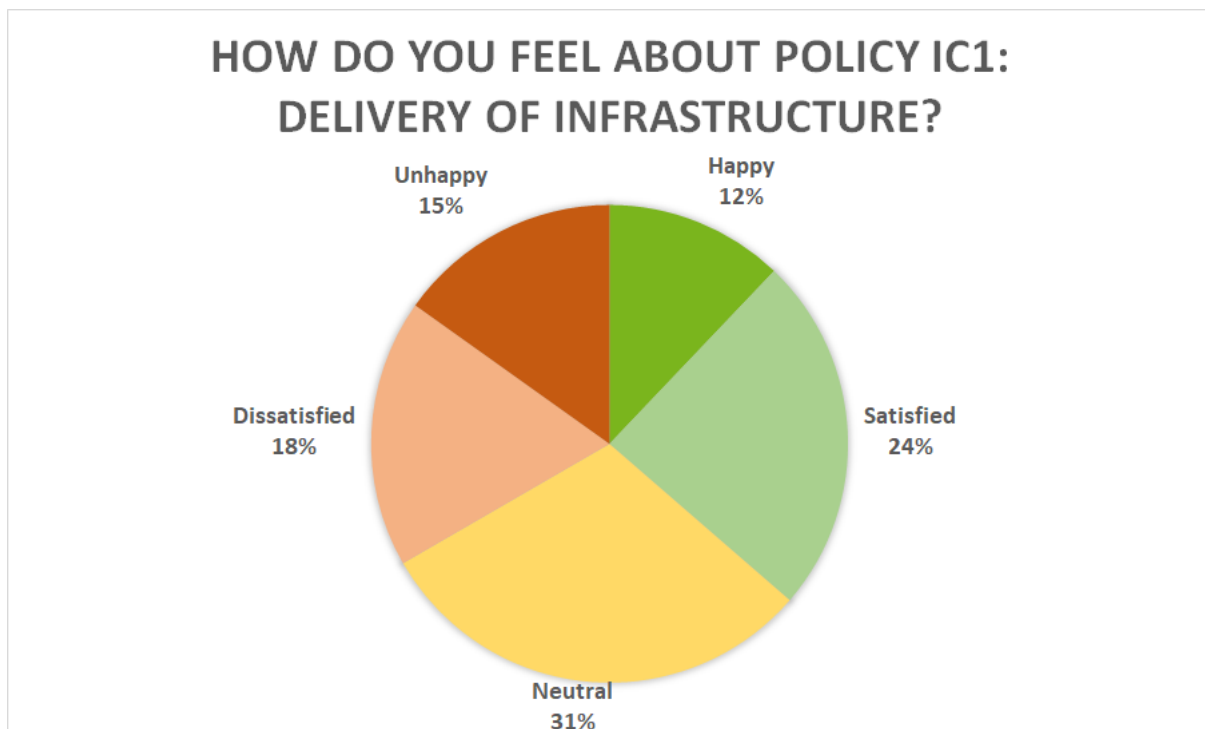
A.13 Infrastructure and community facilities

A.13.1 The Exeter Plan will be vital to identify the infrastructure that we need, ensuring it is provided in the right way, at the right time and in the right place. Three policies were included in the outline draft Exeter Plan:

- Policy IC1 sets out the approach to delivering new infrastructure in the city. An infrastructure delivery plan will be prepared to go alongside the next version of the Exeter Plan.
- Policy IC2 sets out the approach for the protection of existing, and delivery of new, community facilities in the city.
- Policy IC3 explains the approach that will be taken to considering the viability of development.

3.13.2 IC1: Delivery of infrastructure

Of the 33 responses received regarding 'initial feelings' about policy IC1: Delivery of infrastructure, just over one third suggest support for the policy - 36% of responses identified feeling 'satisfied' or 'happy' with the policy. 23% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A25.



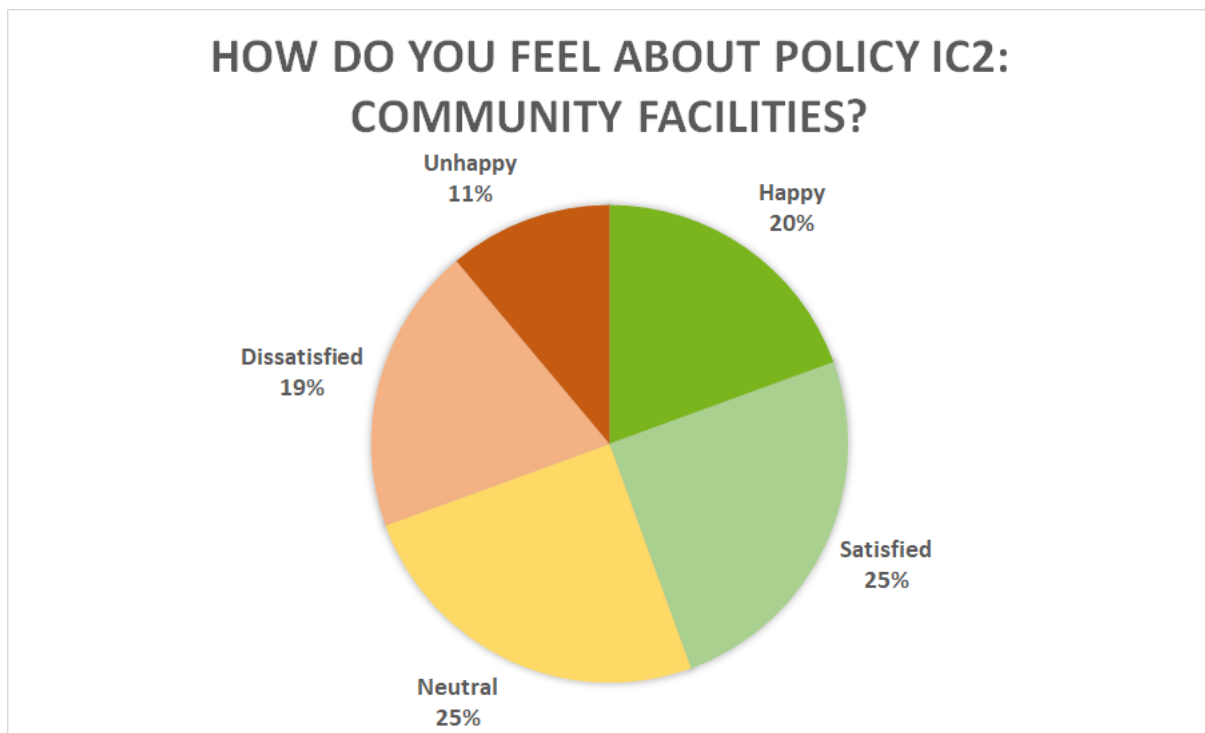
Graph A25: 'initial feelings' to policy IC1: Delivery of infrastructure

A.13.3 37 detailed comments reflected the mixed response to the policy. Responses said that further policy detail is needed to provide a fuller response and also suggested a range of specific infrastructure improvements that were felt should be considered in the infrastructure delivery plan.

A.13.4 The importance of providing infrastructure before housing was raised in comments. Concern was expressed regarding the capacity of existing infrastructure to handle new development, alongside disappointment in the lack of new infrastructure provided in some recent developments across the city. Some felt there is too much reliance on developer goodwill to deliver infrastructure and there should be stronger delivery mechanisms in place.

A.13.5 IC2: Community facilities

Of the 36 responses received regarding 'initial feelings' about policy IC2: Community facilities, less than half suggested support for the policy – 45% of the responses identified feeling 'satisfied' or 'happy' with the policy. 30% were 'dissatisfied' or 'unhappy'. Full results are presented in graph A26.

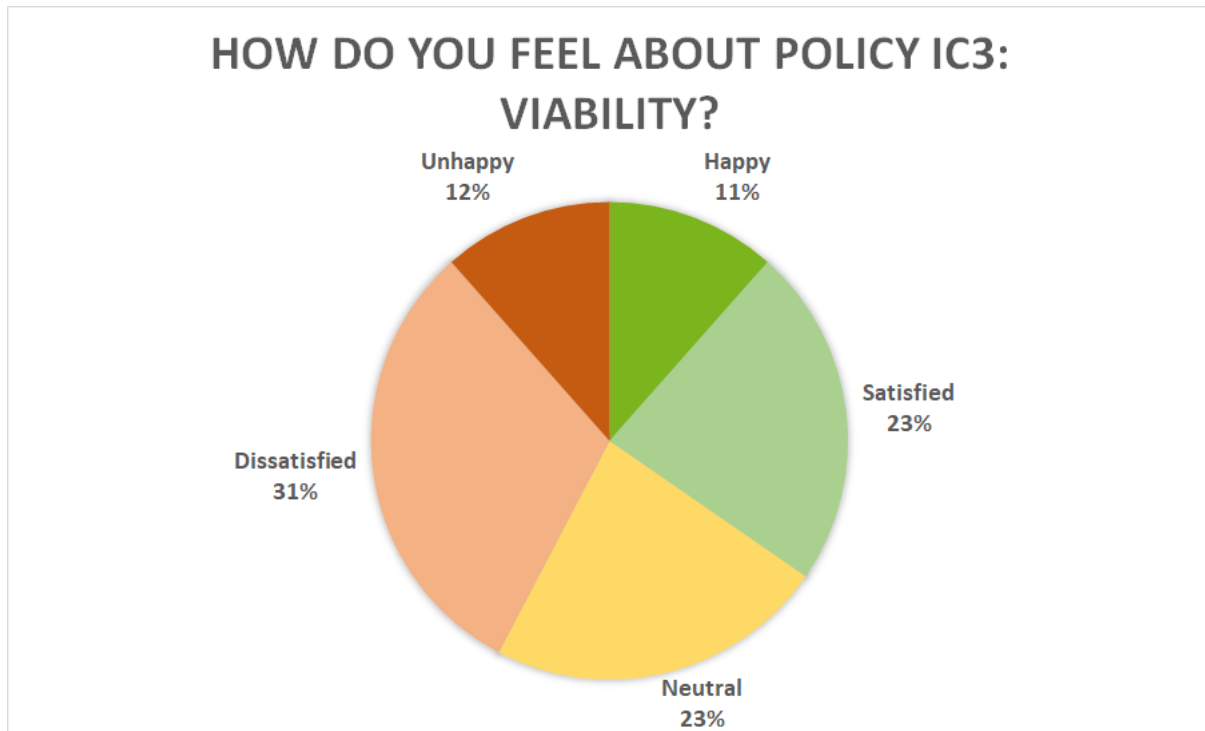


Graph A26: 'initial feelings' to policy IC2: Community facilities

A.15.6 37 detailed comments were received on the policy including some positive responses. Other comments set out the need for existing facilities to be improved not simply protected. Some commented that they felt there is a lack of provision for young people in the city

A.13.7 IC3: Viability

Of the 26 responses received regarding 'initial feelings' about policy IC3: Viability, around one third suggest support for the policy – 34% of the responses identified feeling 'satisfied' or 'happy' with the policy. 43% selected 'dissatisfied' or 'unhappy'. Full results are presented in graph A27.



Graph A27: 'initial feelings' to policy IC3: Viability

A.13.8 23 detailed comments reflected the mixed response to the policy with recognition that a plan viability appraisal has yet to be completed. Comments included:

- The suggestion that the policy provides opportunity for developers to argue against delivering infrastructure.
- That the policy should be stronger and set out stricter criteria for deviation from requirements on viability grounds.
- The potential overreliance of the strategy on brownfield land might result in viability issues and delivery of less infrastructure as a result.

APPENDIX B: Sites comments

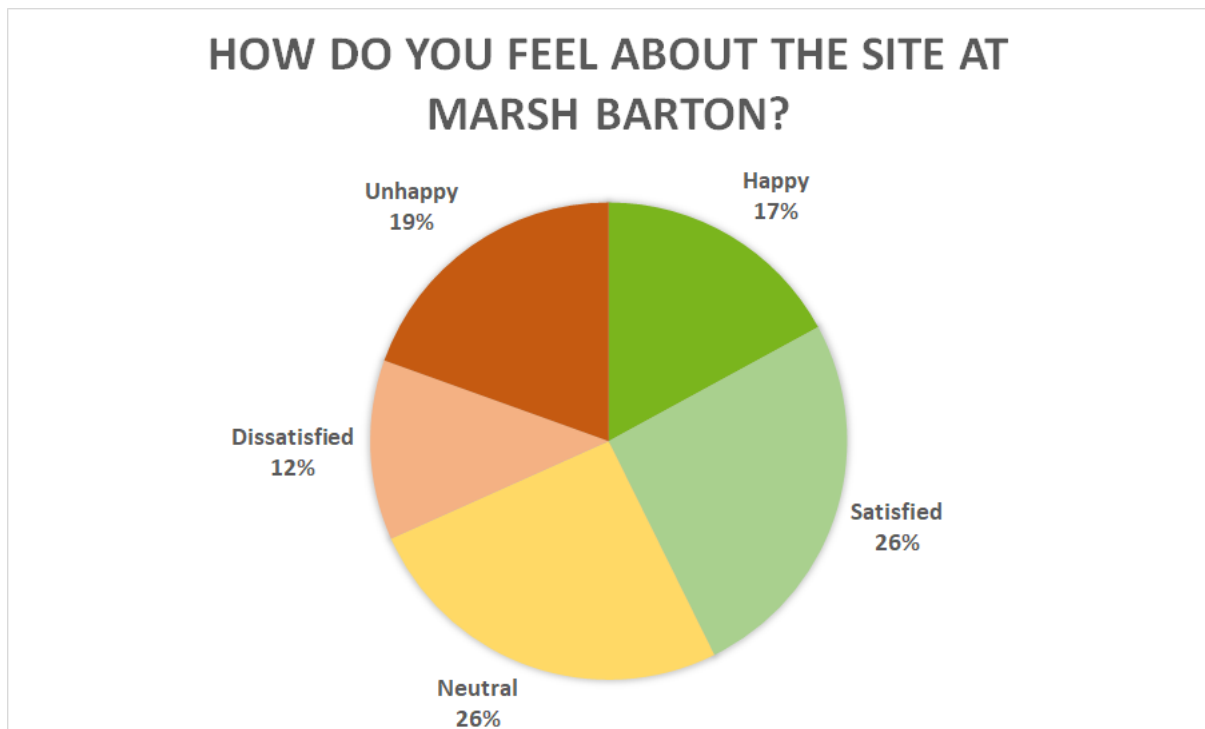
B.1 Overview

B.1.1 This section outlines respondents' 'initial feelings' about each proposed site included in the Exeter Plan outline draft and provides summaries of comments received.

B.1.2 The summaries included in this section provide a general overview of public reaction to the proposed sites. Responses to comments are not provided in this report. All comments received during consultation will be considered in drafting the next version of the Exeter Plan.

B.2 Marsh Barton – Site Reference 14

B.2.1 Of the 82 responses received regarding 'initial feelings' about site 14: Marsh Barton, 43% suggested support through a selection of feeling 'satisfied' or 'happy' with the site. 31% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B1.



Graph B1: 'initial feelings' to site 14: Marsh Barton

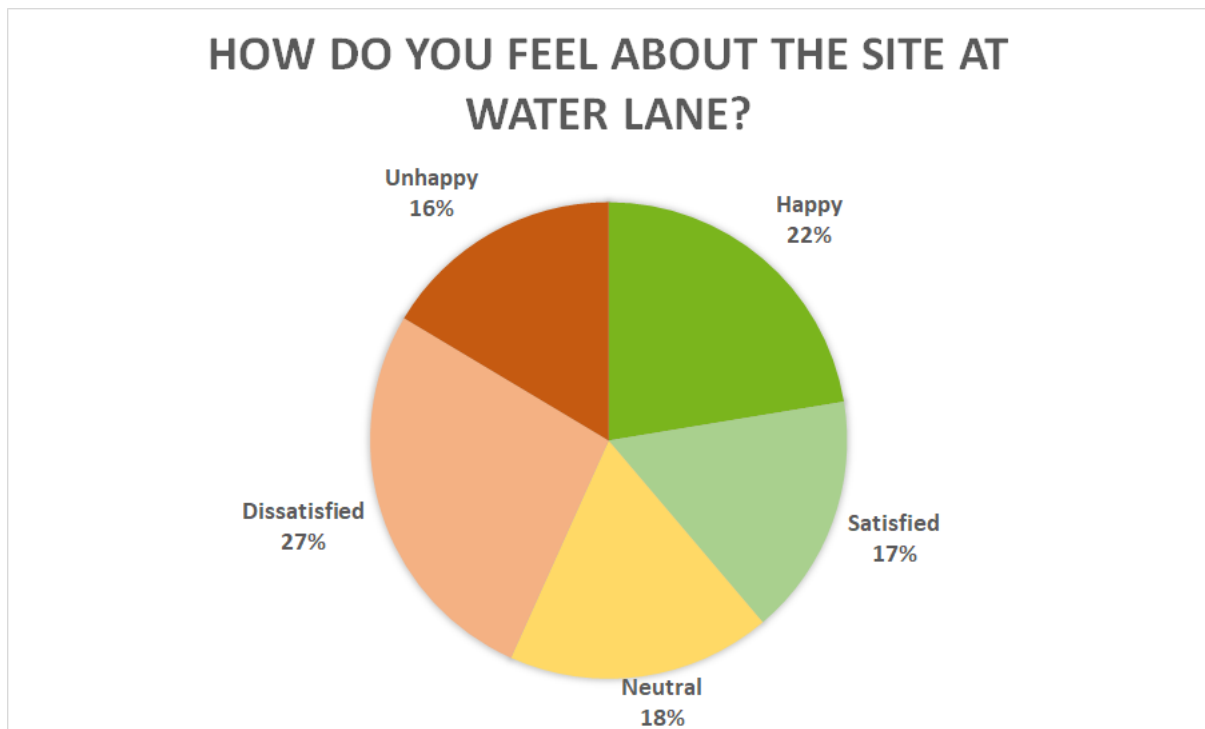
B.2.2 71 detailed comments were received including some positive responses about the site providing an opportunity to more efficiently use a sizeable area of land and an opportunity to improve the existing environment. It was expressed that development should minimise car use and avoid an increase in traffic. Comments also suggested a need to better understand the intentions of current businesses located in Marsh Barton. Concerns about the site included:

- The loss of employment uses and concern about relocation opportunities. This was raised and queried by current business owners.
- Flood risk

- The loss of waste related uses without a suitable replacement being identified; and
- The appropriateness of residential development near to waste related uses.

B.3 Water Lane – Site Reference 15

B.3.1 Of the 67 responses received regarding ‘initial feelings’ about site 15: Water Lane, a little over a third (39%) suggested support through a selection of feeling ‘satisfied’ or ‘happy’ with the site, whereas 43% selected feeling ‘dissatisfied’ or ‘unhappy’. Full results are presented in graph B2.



Graph B2: ‘initial feelings’ to site 15: Water Lane

B.3.2 61 detailed comments included suggesting the site is appropriate for development but also raising concern as to whether it is too complex to bring forward, especially given it has been included as an option before. It was suggested that the site detail and masterplan for this site should be developed together with Marsh Barton and that this detail needs to be further established, including timescales, to enable further comments to be made. It was commented that comprehensive and quality active and sustainable travel links are needed and that development of the site will have traffic and parking implications.

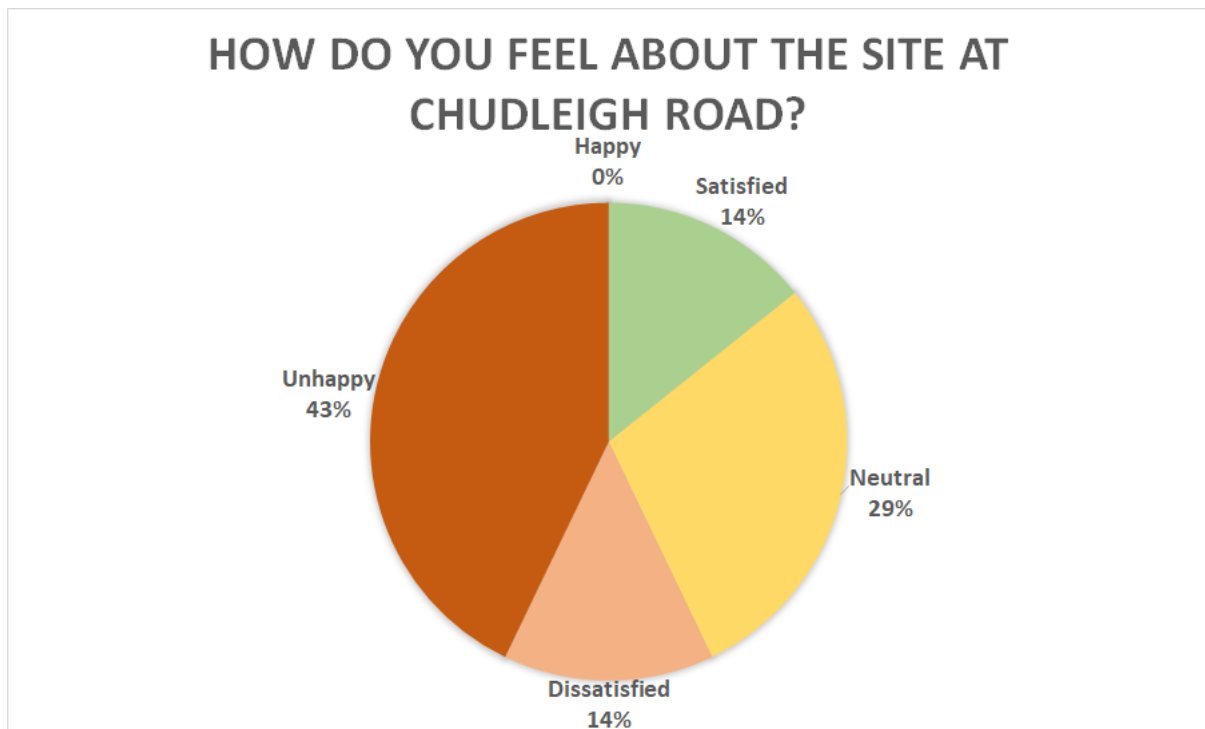
B.3.3 Concerns about the site included:

- Impact of development on heritage / heritage preservation
- Impact on canal / need for better relationship with and celebration of the canal
- Additional water crossing points should be included
- Overdevelopment of the site / density too high for the area / Exeter
- The complexity of the site
- Flood risk

- Pressure on infrastructure / lack of infrastructure to support development
- Potential loss of open space and playing field
- Loss of industry and jobs

B.4 Land adjoining Silverlands, Chudleigh Road – Site Reference 18

B.4.1 Of the 13 responses received regarding ‘initial feelings’ about site 18: Land adjoining Silverlands, Chudleigh Road, 14% suggested support through a selection of feeling ‘satisfied’ or ‘happy’ with the site, whereas 57% selected feeling ‘dissatisfied’ or ‘unhappy’. Full results are presented in graph B3.

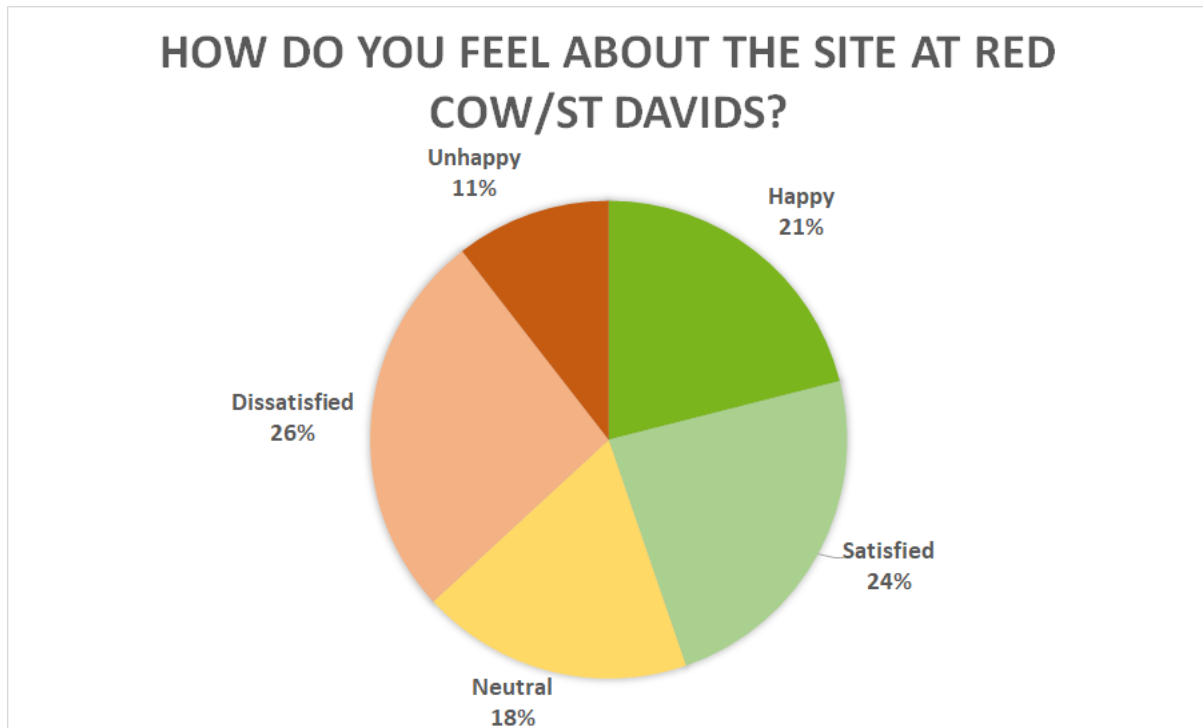


Graph B3: ‘initial feelings’ to site 18: Land adjoining Silverlands, Chudleigh Road

- B.4.2 14 detailed comments outlined the generally negative response to the site including disappointment at the loss of a green site and suggestions for the site to be retained as formal open or recreational space. Concern was also expressed over the impact of development on existing infrastructure and traffic on Alphington.
- B.4.3 This site is already allocated in the Core Strategy as part of the Alphington Strategic Allocation.

B.5 Red Cow / St David's – Site Reference 22

B.5.1 Of the 38 responses received regarding 'initial feelings' about site 22: Red Cow / St David's, 45% suggested support through a selection of feeling 'satisfied' or 'happy' with the site. 37% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B4.



Graph B4: 'initial feelings' to site 22: Red Cow / St David's

B.5.2 37 detailed comments included numerous responses of support for redevelopment of this area and for it to become a place that offers a real welcome to the city on arrival at St David's station. This was accompanied by numerous comments about the importance of retaining the station façade and character, the historic assets/setting and the importance of providing open space.

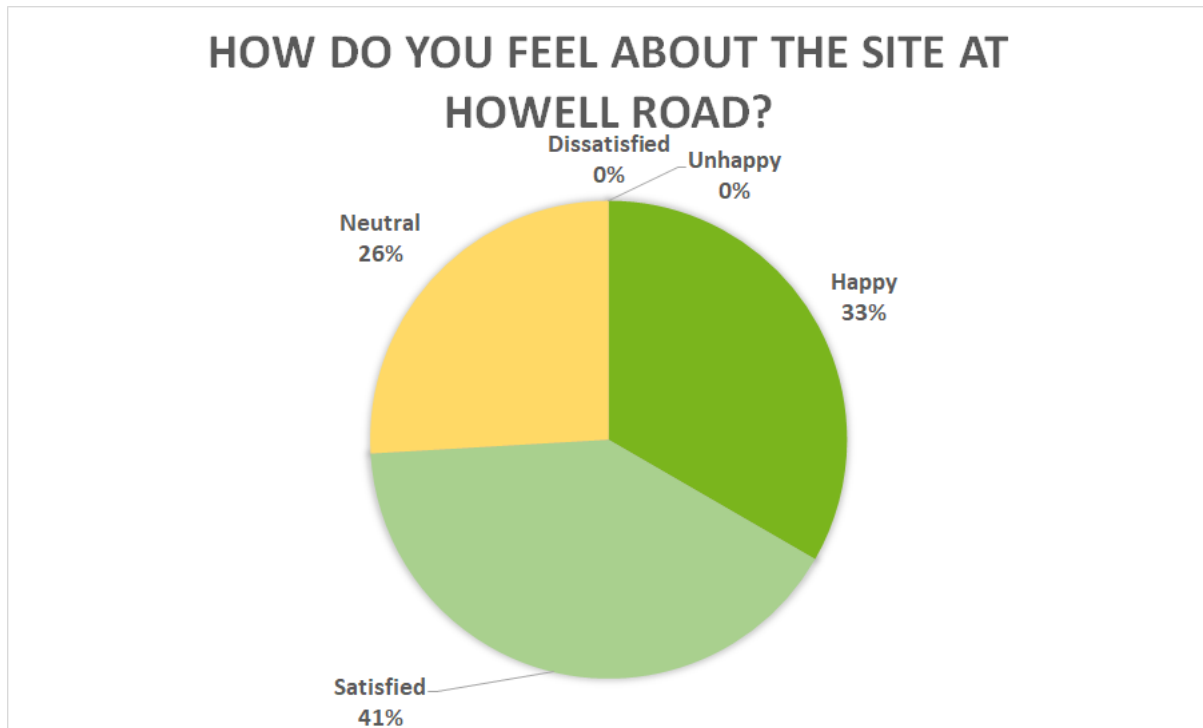
B.5.3 Many responses requested more detail to enable a full understanding of the potential development on the site. Similarly there were a significant number of comments expressing concern regarding loss/lack of parking and mentions of the need for commuter/train user parking and drop off/pick up provision. While some considered this site to be an appropriate location for car-free development it was also raised that an accompanying significant improvement in sustainable travel options is required.

B.5.4 Concerns about the site included:

- Proximity to the mainline railway causing noise and pollution.
- The potential height of the proposal (although this is not yet determined).
- Increased traffic resulting from development.
- The likelihood of the development being predominantly for students and not mixed use or family / affordable housing.
- Flood risk and land contamination.

B.6 99 Howell Road – Site Reference 24

B.6.1 Of the 27 responses received regarding 'initial feelings' about site 24: 99 Howell Road, nearly three quarters (74%) suggested support though a selection of feeling 'satisfied' or 'happy' with the site. No one selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B5.



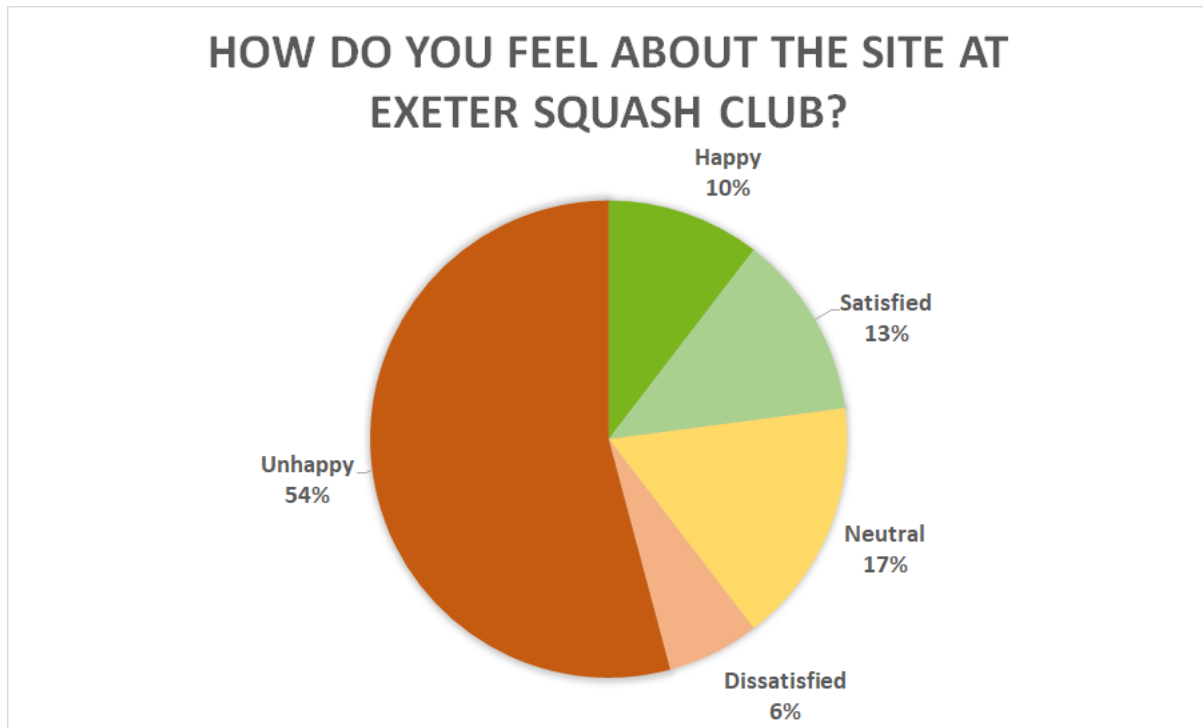
Graph B5: 'initial feelings' to site 24: 99 Howell Road

B.6.2 The majority of the 18 detailed comments suggested that this is a sensible site for redevelopment that needs to take account of historic assets and archaeological remains. Concern was raised about the potential for the site to deliver student housing. Further site suggestions included:

- The potential for car-free development but concern as to whether this will take place.
- The need for traffic calming and street enhancements.
- The potential for net zero redevelopment not just low carbon.

B.7 Land at Exeter Squash Club, Prince of Wales Road – Site Reference 26

B.7.1 Of the 48 responses received regarding 'initial feelings' about site 26: Land at Exeter Squash Club, less than a quarter (23%) suggested support through a selection of feeling 'satisfied' or 'happy' with the site, whereas 60% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B6.



Graph B6: 'initial feelings' to site 26: Land at Exeter Squash Club, Prince of Wales Road

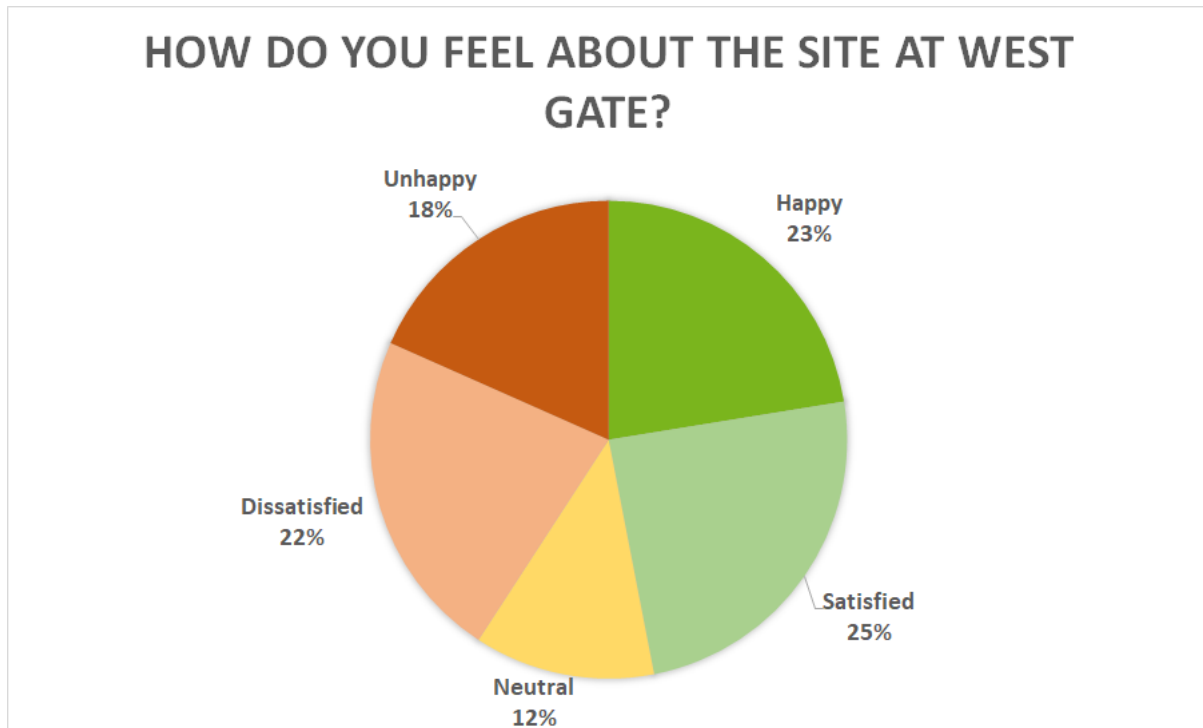
B.7.2 48 detailed comments reflected the general negative response to the site. These comments largely focussed on potential overdevelopment, concern regarding potential for the site to become student accommodation and the conflict of this with the Neighbourhood Plan policy to promote balanced communities, and the loss of the sports facility, including for non-squash club uses. There were some comments of support for the potential for improved squash facilities to be provided elsewhere, similarly there were some comments suggesting the proximity to the University makes it a sensible location for student accommodation.

B.7.3 Other concerns included:

- Potential loss of parking,
- Impact on the historic environment
- The need for this site to be considered within an up-to-date sports facilities strategy.

B.8 West Gate – Site Reference 39

B.8.1 Of the 49 responses received regarding 'initial feelings' about site 39: West Gate, just under half (48%) suggested support through a selection of feeling 'satisfied' or 'happy' with the site. 40% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B7.



Graph B7: 'initial feelings' to site 39: West Gate

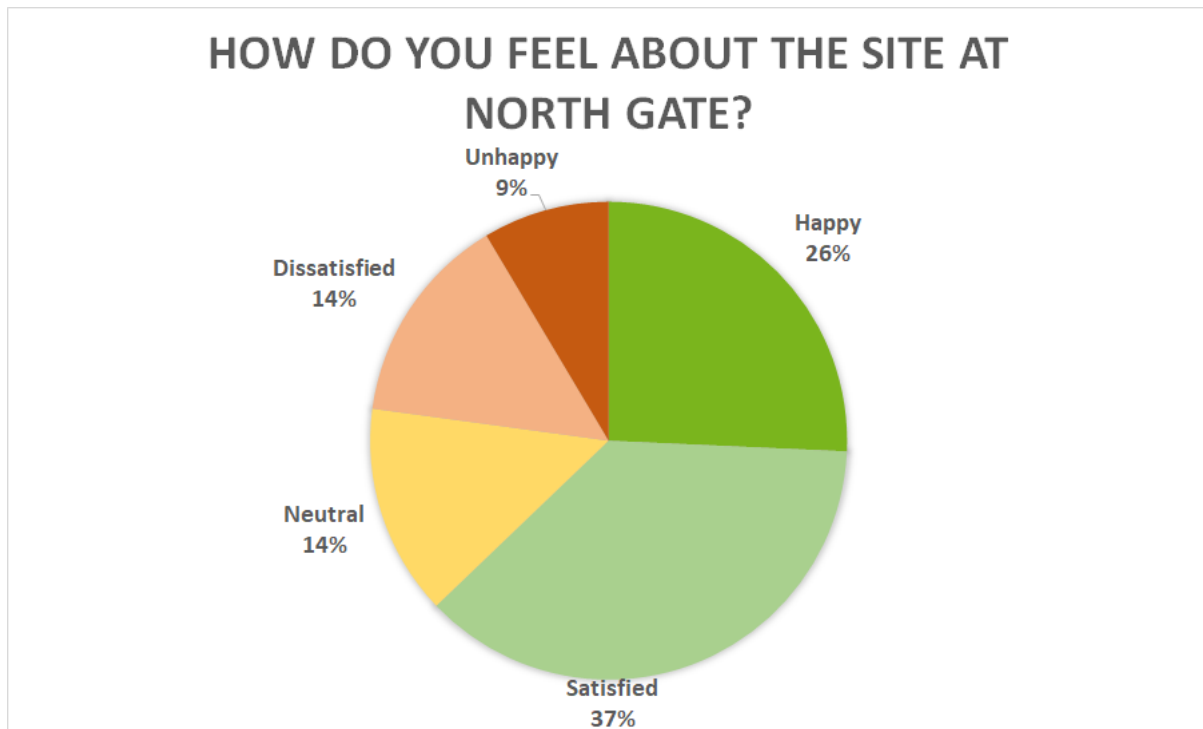
B.8.2 West Gate (around Exe Bridges) received 43 detailed comments. These included some support suggesting that it is a good site for enhancement and redevelopment with lots of scope and potential if complexities and constraints can be appropriately unravelled. Traffic issues experienced in the surrounding area and site sensitivities due to nearby historic assets were two of the cited issues along with uncertainty as to where housing could be located within the site. Responses also suggested that play parks and green spaces need to be retained and new ones provided.

B.8.3 Concerns included:

- Traffic increases and pressures particularly when not everyone can walk or cycle.
- Concerns over the full impact of potential closure of the bridge to road traffic
- Potential loss of mature trees
- Potential loss of facilities (e.g. leisure centre, shops)
- The need for infrastructure and health services to support growth
- Flooding
- The height of the proposed development.

B.9 North Gate – Site Reference 42

B.9.1 Of the 35 responses received regarding 'initial feelings' about site 42: North Gate, over half (53%) suggested support through a selection of feeling 'satisfied' or 'happy' with the site. 23% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B8.



Graph B8: 'initial feelings' to site 42: North Gate

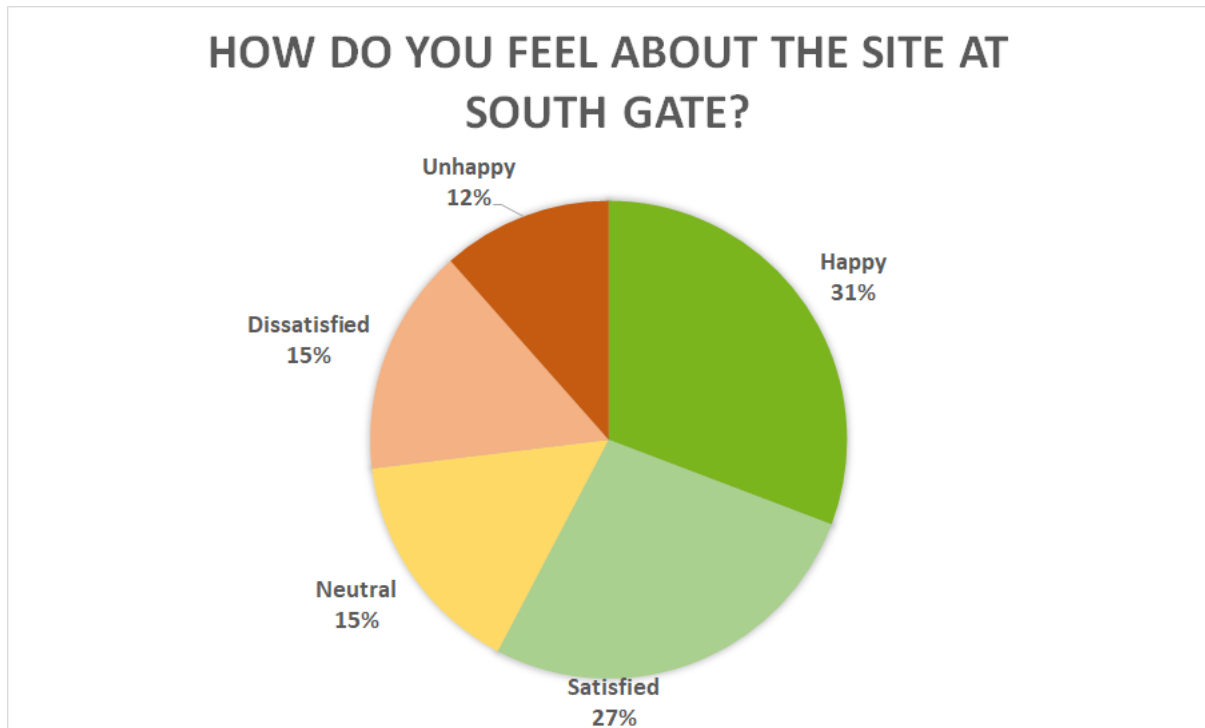
B.9.2 North Gate (area including Paul Street and North Street) received 29 detailed comments including support for the site because the area needs enhancing and redeveloping. Responses also raised that more detail on the scheme is required to provide comment and suggested that any development would require traffic calming and should convert rather than demolish the existing buildings. Other suggestions included delivering only affordable housing or retail and that the development should include open space, a plaza or social space. It was suggested that the design should emulate the heritage and character of buildings opposite and those previously on site.

B.9.3 Concerns included:

- The potential for the site to deliver only student or co-living accommodation.
- The scale, bulk and density of the proposed development and the impact on its surroundings.
- Impact of potential development on heritage.

B.10 South Gate – Site Reference 46

B.10.1 Of the 26 responses received regarding 'initial feeling' about site 46: South Gate, over half (58%) suggested support through a selection of feeling 'satisfied' or 'happy' with the site. 27% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B9.

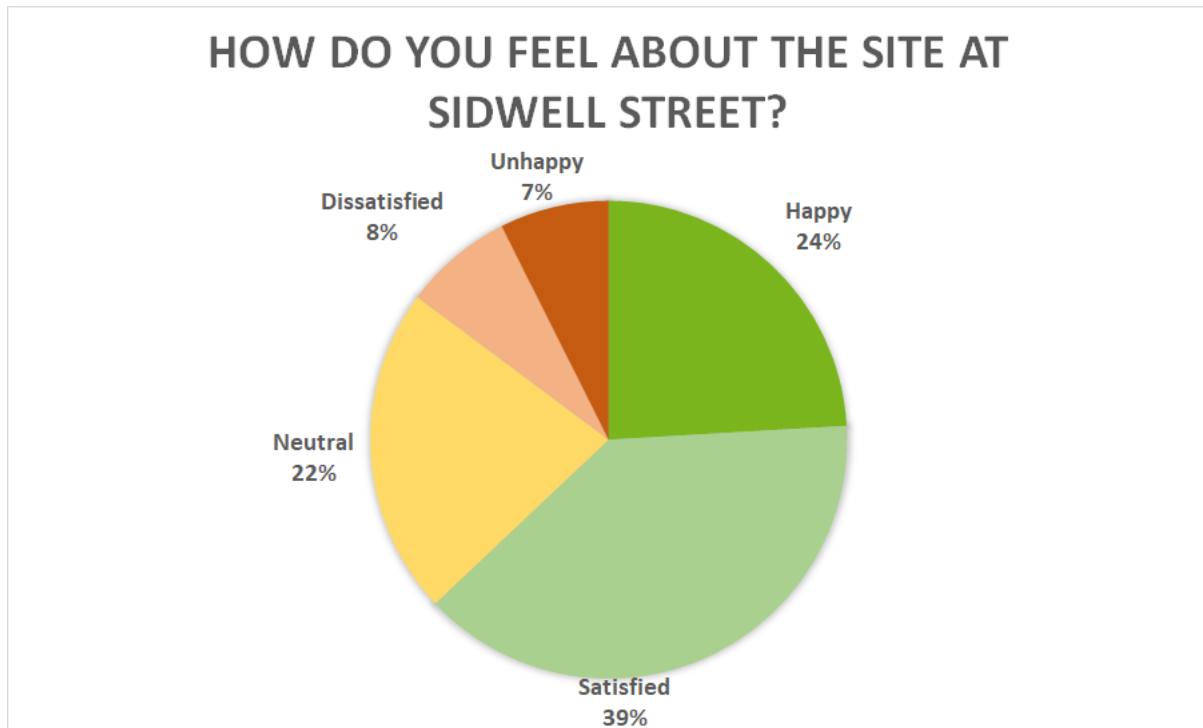


Graph B9: 'initial feelings' to site 46: South Gate

B.10.2 South Gate (South of Western Way and South Street) received 28 detailed comments. There were comments which included support for reallocating road space and removing cars to improve the local environment. Concern about the potential impact of the development on the road network and the loss of car parking was raised along with the suggestion of needing to give careful consideration to density. This particularly related to the proximity to historic buildings, the location on the edge of the city centre and the potential to influence views to and from the river.

B.11 12-31 Sidwell Street / Land at Sidwell Street – Site Reference 51

B.11.1 Of the 54 responses received regarding 'initial feelings' about site 51: 12-31 Sidwell Street / Land at Sidwell Street, nearly two thirds (63%) suggested support through a selection of feeling 'satisfied' or 'happy' with the site. 15% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B10.



Graph B10: 'initial feelings' to site 51: 12-31 Sidwell Street / Land at Sidwell Street

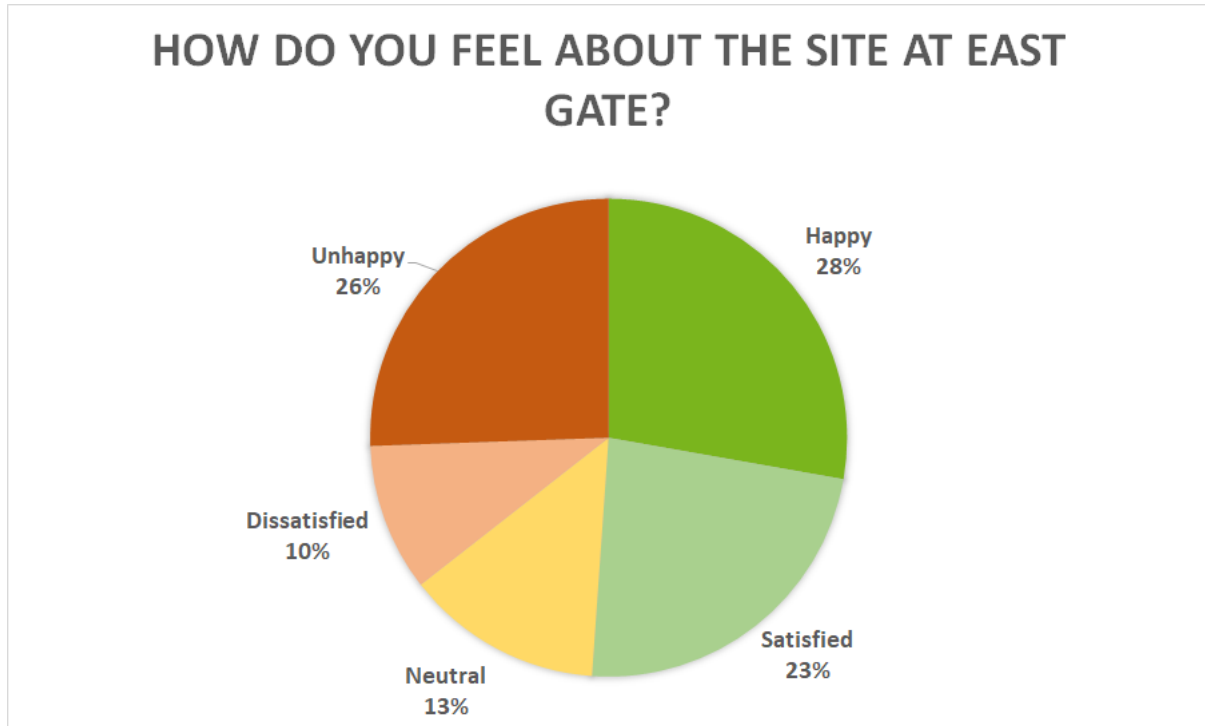
B.11.2 44 detailed comments contained positive responses including that the site is in need of redevelopment and regeneration and a view that it is a good location for housing. It was suggested that more detail is needed to fully understand the site. There was concern that the site will deliver student accommodation rather than other housing and a feeling that affordable housing should be a priority. In terms of transport, comments included a call to improve public transport and for the development to be car free.

B11.3 There were a number of site specific comments including:

- A desire for the ground level to be retained as commercial space
- Concerns about the potential loss of the walk in centre / suggested need to provide an improved health centre
- Concern about potential loss of St Sidwell's community centre
- The suggestion of a police - public interface to be provided
- The need to consider archaeology and heritage constraints.

B.12 East Gate – Site Reference 52

B.12.1 Of the 90 responses received regarding 'initial feelings' about site 52: East Gate, around half (51%) suggest support through a selection of feeling 'satisfied' or 'happy' with the site. 36% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B11.



Graph B11: 'initial feelings' to site 52: East Gate

B.12.2 East Gate (south side of Sidwell Street, Paris Street and the western end of Heavitree Road) received 68 detailed comments including positive responses suggesting the site is a good location for redevelopment, particularly around Sidwell Street. Responses were split as to whether Sidwell Street retail should be retained at ground floor level or repurposed due to the perception of many empty units.

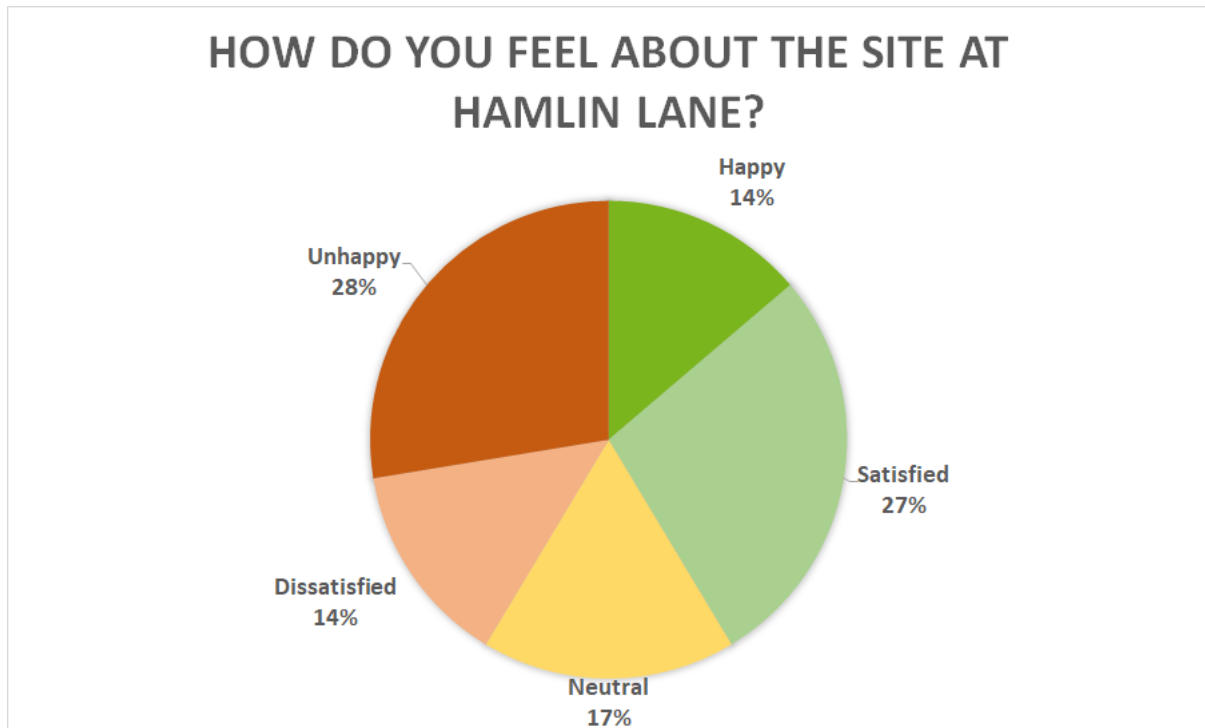
B.12.3 Alongside requests for further information and detail were suggestions for the development to also deliver green space and improvements to active and sustainable travel options as a priority.

B.12.4 Some concerns were expressed about the site regarding:

- Potential design
- Density.
- A lack character.

B.13 Land at Hamlin Lane – Site Reference 60

B.13.1 Of the 29 responses received regarding 'initial feelings' about site 60: Land at Hamlin Lane, 41% suggested support through a selection of feeling 'satisfied' or 'happy' with the site and a similar proportion (42%) selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B12.



Graph B12: 'initial feelings' to site 60: Land at Hamlin Lane

B.13.2 22 detailed comments reflected the mixed response to the site. The positive responses included that development could provide opportunities to generally improve the area and entrance to the park and regularise parking. Protecting local wildlife and trees was raised as a factor to be considered.

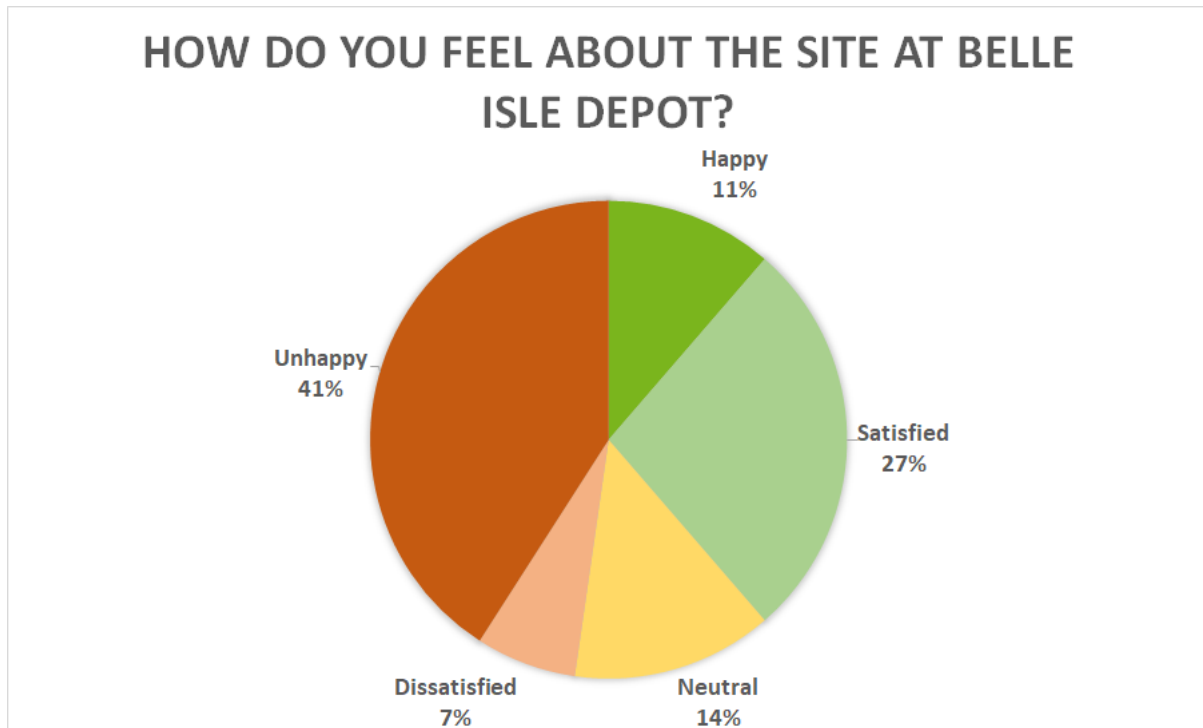
B.13.3 Part of the site is unofficially used for growing produce and there was concern this opportunity would be lost despite demand for allotments. Others expressed the opinion that the site should be kept as greenspace.

B.13.4 Other concerns included:

- Flood risk
- The proposed density of the development
- The impact on parking.

B.14 Belle Isle Depot, Belle Isle Drive – Site Reference 72

B.14.1 Of the 44 responses received regarding 'initial feelings' about site 72: Belle Isle Depot, a little over a third (38%) suggested support through a selection of feeling 'satisfied' or 'happy' with the site whereas 48% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B13.



Graph B13: 'initial feelings' to site 72: Belle Isle Depot, Belle Isle Drive

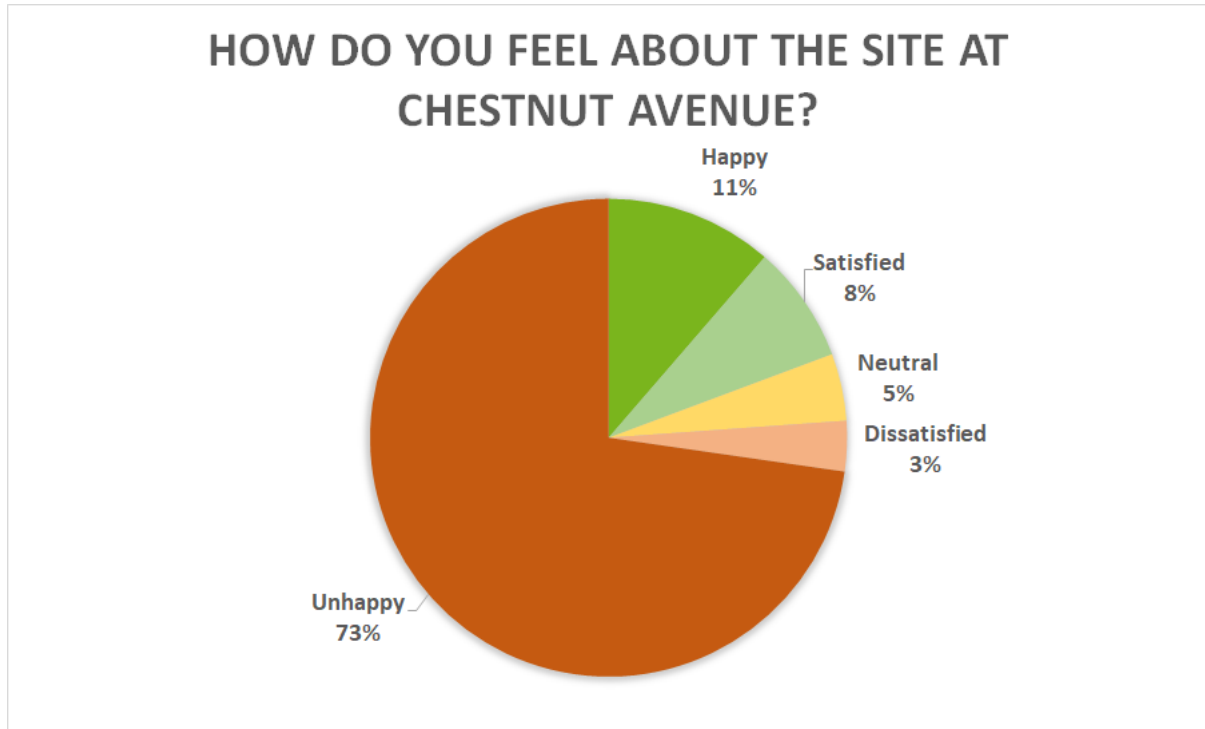
B.14.2 36 detailed comments reflected the mixed response to the site. While it was raised that development of the site offers opportunity to improve Belle Isle Park and make it more accessible with additional pedestrian connections, it was also suggested that the site should instead be used as an extension to the park and Riverside Valley Park. Concern regarding traffic was expressed as safety around the entrance is already considered an issue. Some felt that the site should be car free but were sceptical as to how this could be enforced.

B.14.3 Other concerns included:

- The potential loss of trees
- The potential height of the development
- The impact on the park
- Flood risk.

B.15 Chestnut Avenue – Site Reference 75

B.15.1 Of the 88 responses received regarding 'initial feelings' about site 75: Chestnut Avenue, 19% suggest support through a selection of feeling 'satisfied' or 'happy' with the site whereas 76% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B14.



Graph B14: 'initial feelings' to site 75: Chestnut Avenue

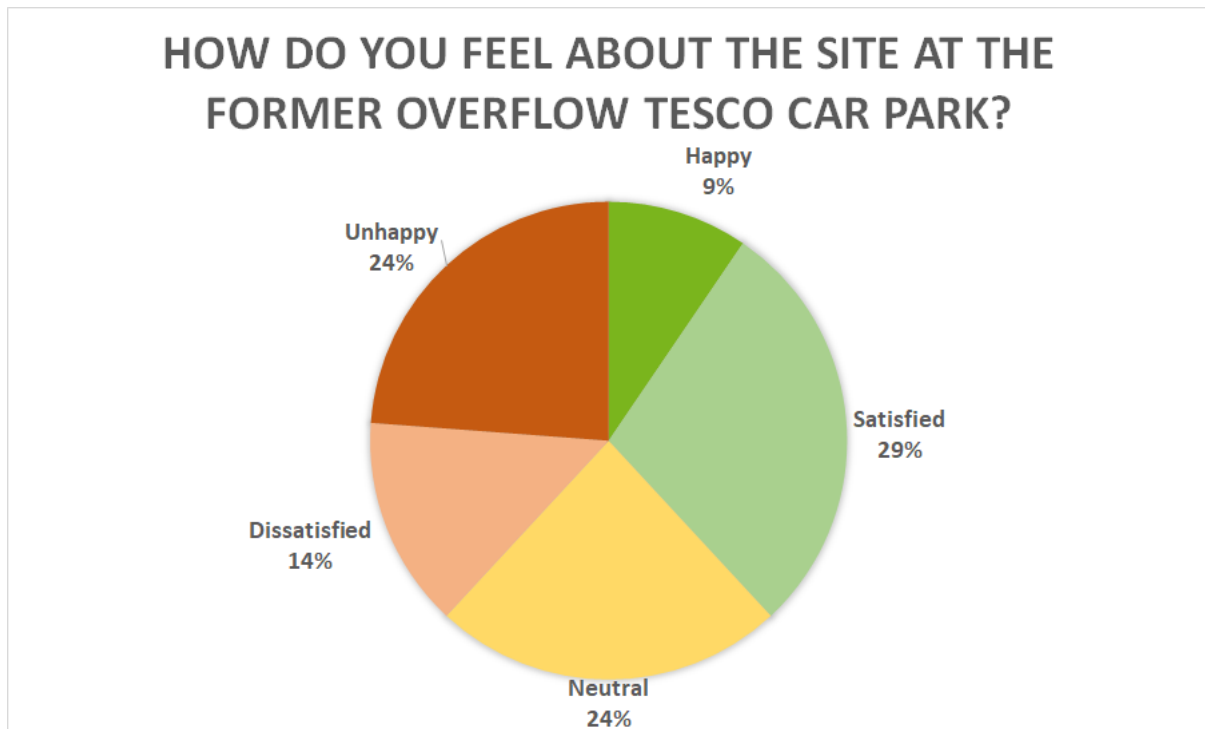
B.15.2 51 detailed comments reflected the negative response to the site which largely stemmed from concern regarding the loss of the playground, despite the site description including suggestion to retain and enhance it. It was also suggested that the development of the site could improve a neglected area and contribute to reducing anti-social behaviour.

B.15.3 Other concerns related to:

- The need to deliver affordable housing.
- The need to avoid adding to the volume of cars parking on the roads.

B.16 Former overflow car park, Tesco, Russell Way – Site Reference 80

B.16.1 Of the 21 responses received regarding 'initial feelings' about site 80: Former overflow car park, Tesco, Russell Way, 38% suggested support for the site through a selection of feeling 'satisfied' or 'happy' with the site whilst 38% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B15.



Graph B15: 'initial feelings' to site 80: Former overflow car park, Tesco, Russell Way

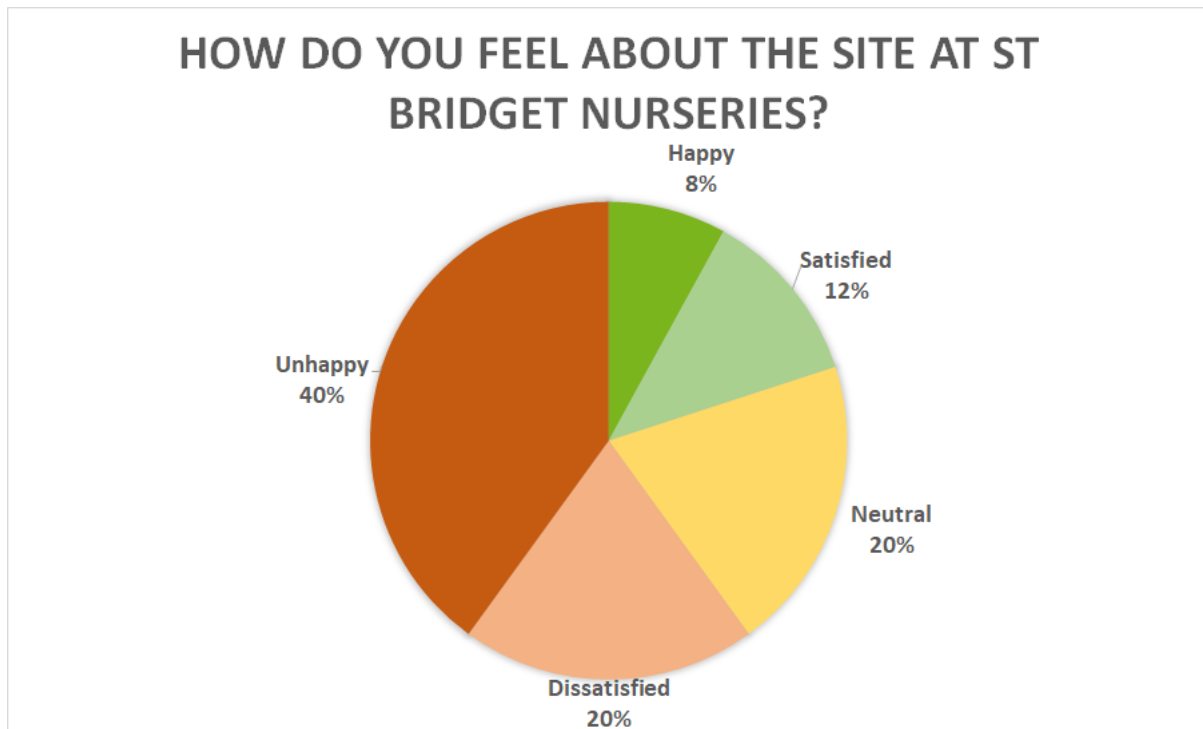
B.16.2 16 detailed comments expressed general support for the car park to be development as it is brownfield land. There were suggestions for alternative uses of the site, including a park or open space, or retail.

B.16.3 Concerns raised included:

- Loss of trees and the need for development to be restricted to the car park to ensure trees are retained.
- Increased traffic.

B.17 St Bridget Nurseries, Old Rydon Lane – Site Reference 83

B.17.1 Of the 25 responses received regarding 'initial feelings' about site 83: St Bridget Nurseries, Old Rydon Lane, 20% suggested support through a selection of feeling 'satisfied' or 'happy' with the site whereas 60% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B16.



Graph B16: 'initial feelings' to site 83: St Bridget Nurseries, Old Rydon Lane

B.17.2 21 detailed comments reflected the negative responses to the site which covered a range of concerns which included suggestions that open space and amenities need to be provided nearby and focus should be on sustainable modes of transportation.

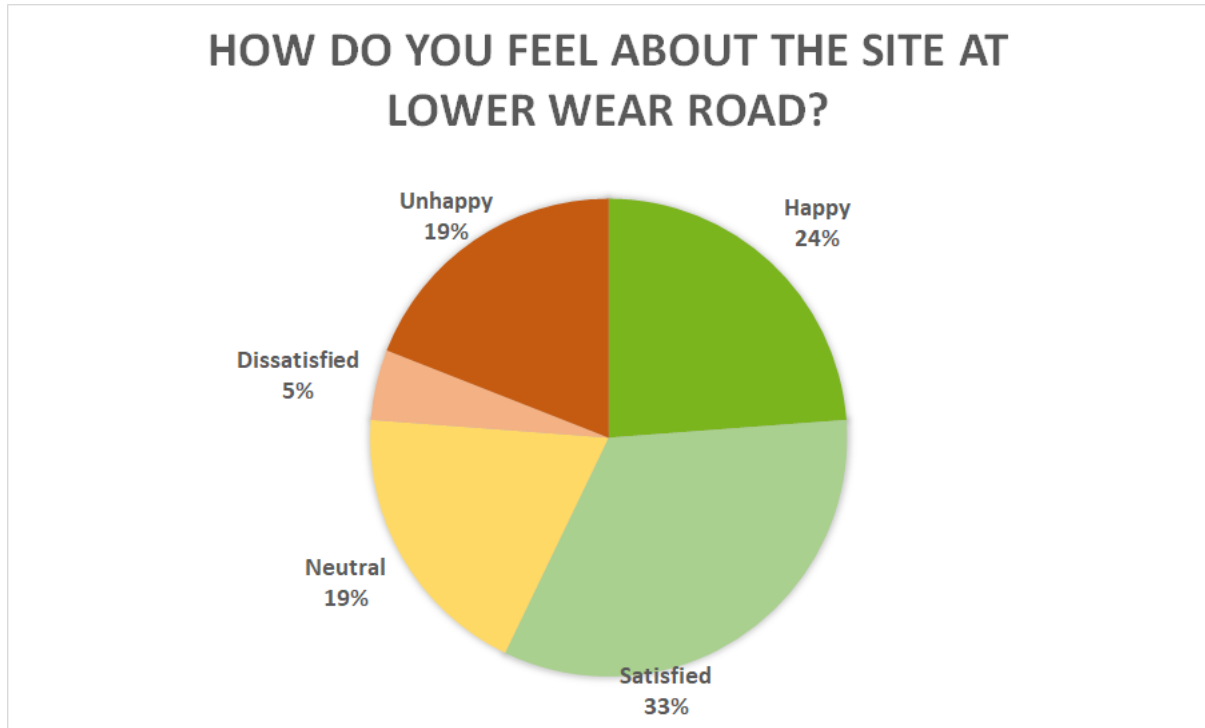
B.17.3 Concerns raised included:

- The need to provide protection for existing trees.
- Disappointment over the loss of a largely greenfield site.
- The loss of wildlife currently on site.
- Negative traffic impacts, particularly on old Rydon Lane which was considered to be rural.

B.17.4 This site is already allocated in the Core Strategy (Newcourt Strategic Allocation).

B.18 Garages at Lower Wear Road – Site Reference 84

B.18.1 Of the 21 responses received regarding 'initial feelings' about site 84: Garages at Lower Wear Road, over half (57%) suggested support through a selection of feeling 'satisfied' or 'happy' with the site. 24% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B17.



Graph B17: 'initial feelings' to site 84: Garages at Lower Wear Road

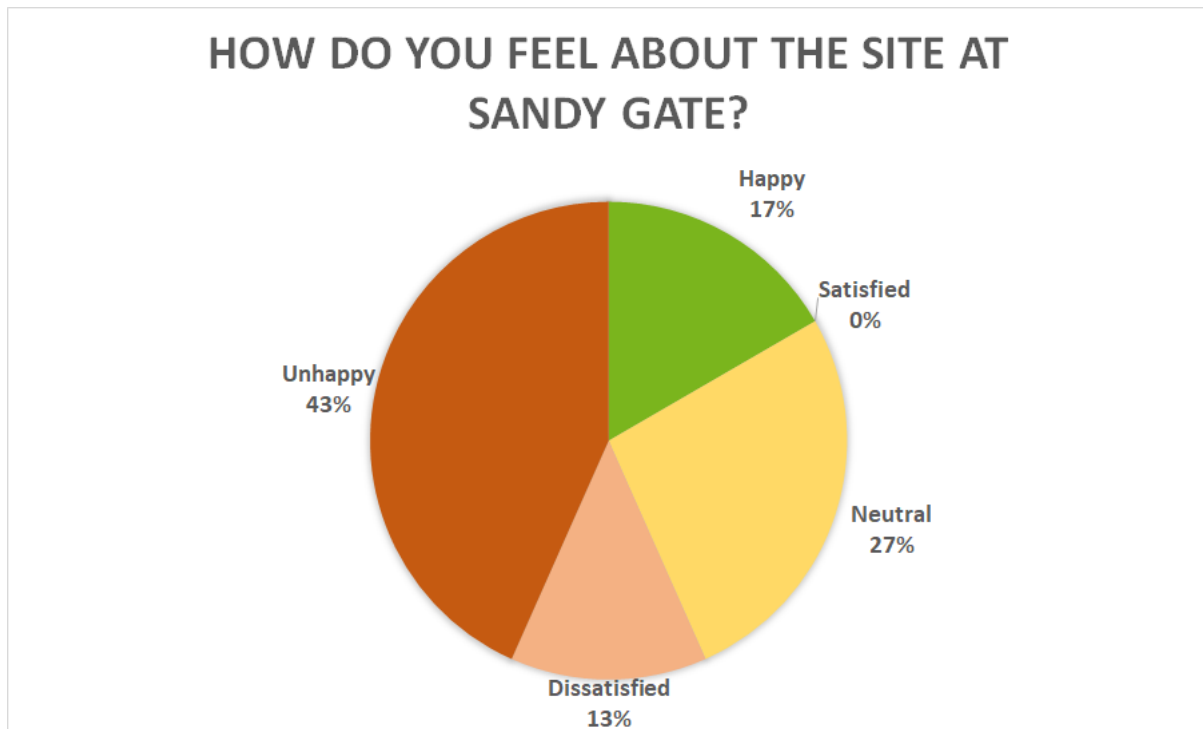
B.18.2 15 detailed comments reflected some of the positive feelings about the potential redevelopment of the site. It was suggested that the site should be car free, and trees retained.

B18.3 Concerns raised about the site included:

- The potential loss of existing access to gardens and rears of properties.
- Loss of garages for parking/storage
- Safe access onto Bridge Road.

B.19 Sandy Gate – Site Reference 89

B.19.1 Of the 30 responses received regarding 'initial feelings' about site 89: Sandy Gate, 17% suggested support through a selection of feeling 'satisfied' or 'happy' with the site whereas 56% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B18.



Graph B18: 'initial feelings' to site 89: Sandy Gate

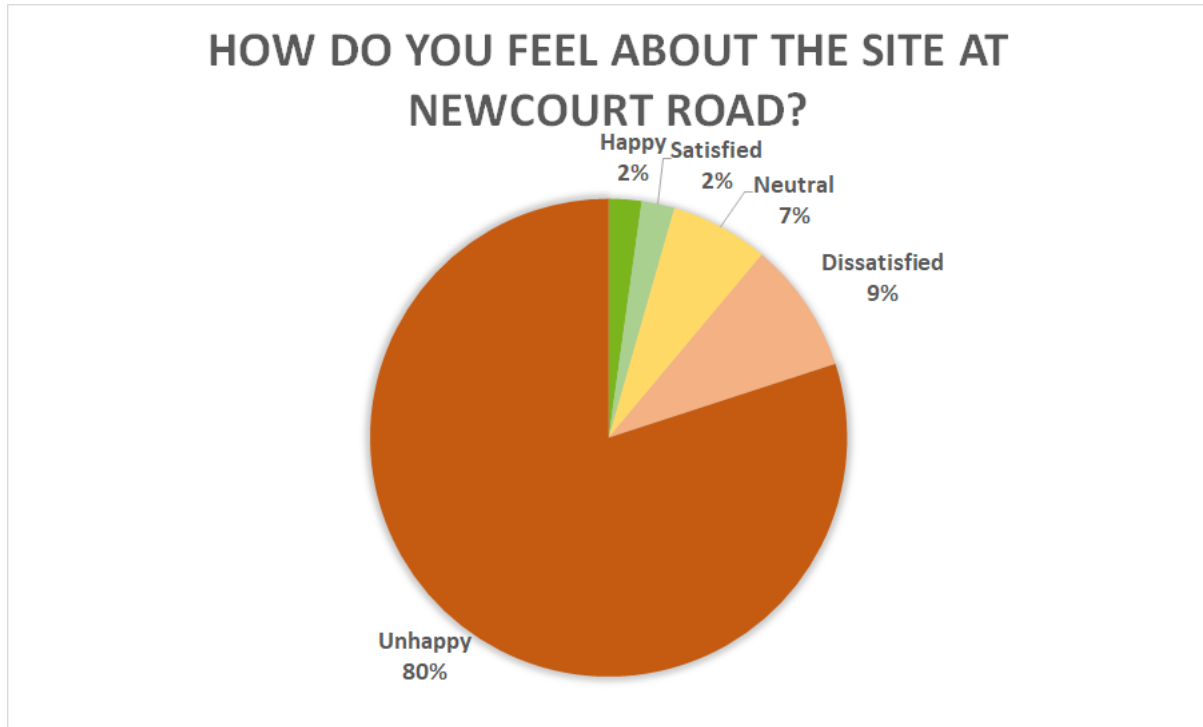
B.19.2 Sandy Gate (an area near Junction 30 of the M5 around Sowton and Sandy Park) received 29 detailed comments. These reflected a range of concerns about the site including the impact of the potential loss of an education facility (Stansfield Academy) – this would be retained - the park and ride employment within Apple Lane, open space and biodiversity to the south of the site. Flood risk, noise and air pollution from the M5 in particular were raised as potential issues, along with GP and dentist provision. There was a suggestion that the site should be retail rather than residential.

B.19.3 Further concerns related to transport, including:

- Traffic and congestion.
- The potential need to move or remodel the motorway services to help manage traffic, and the need to include all stakeholders in such discussions.
- A worsening of parking issues.
- The need for transport improvements to be delivered ahead of delivering 'low car' developments.

B.20 Land at Newcourt Road, Topsham – Site Reference 91

B.20.1 Of the 45 responses received regarding 'initial feelings' about site 91: Land at Newcourt Road, Topsham, 4% suggested support through a selection of feeling 'satisfied' or 'happy' with the site whereas 89% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B19.



Graph B19: 'initial feelings' to site 91: Land at Newcourt Road, Topsham

B.20.2 49 detailed comments reflected the negative response to this site with positive comments limited to being pleased houses are all planned to be zero carbon and car-free. Comments focussed on the concentration of development in this area. It was expressed that it feels as though there has been a lack of oversight of development in this area and piecemeal development has not delivered necessary infrastructure and community benefits. Responses expressed feeling that this area of the city has had to sacrifice all greenfield land despite a brownfield first strategy. Comments suggested that further development would compound these issues and pressures, and development of the site appears contrary to delivering biodiversity net gain.

B.20.3 Numerous comments raised existing concerns about the safety and busyness of surrounding roads, particularly Newcourt Road, and the use of these routes by school pupils on foot or bike. Comments suggested that further development is considered to worsen this and has potential to pose a further safety risk. Responses suggested that the site's distance from Topsham and facilities does not appear conducive to car-free travel making it likely that residents will opt to drive without significant improvements required to support a low car development.

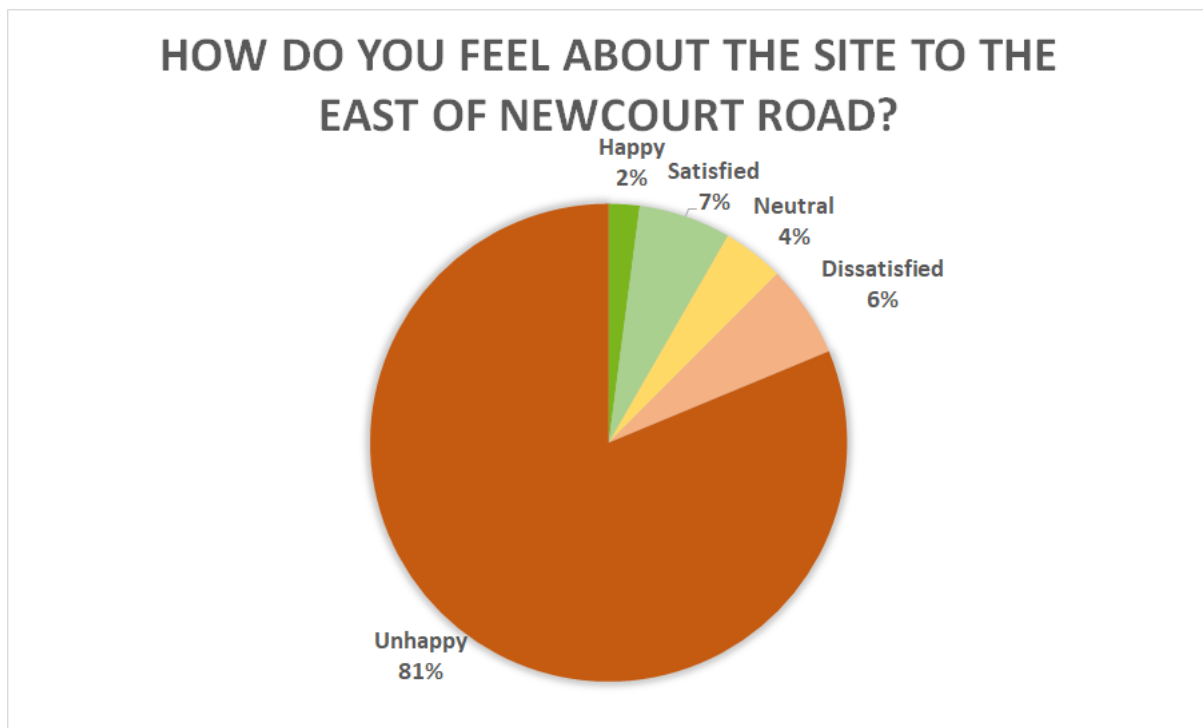
B.20.4 It was queried whether the site is suitable given the location of strategic power lines.

B.20.5 Other concerns included:

- The need for affordable housing but the perception that affordable housing is not delivered.
- The need for a proper assessment of drainage and sewerage.
- The loss of agricultural land, biodiversity and habitats.
- The potential for noise and light pollution.

B.21 Land to the east of Newcourt Road, Topsham – Site Reference 92

B.21.1 Of the 48 responses received regarding 'initial feelings' about site 92: Land to the east of Newcourt Road, Topsham, 9% suggested support through a selection of feeling 'satisfied' or 'happy' with the site whereas 87% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B20.



Graph B20: 'initial feelings' to site 92: Land to the east of Newcourt Road, Topsham

B.21.2 48 detailed comments reflected the negative response to this site with positive comment limited to being pleased houses are all planned to be zero carbon and car-free. Comments focussed on the concentration of development in this area and feeling saddened by the removal of the 'Topsham Gap' from the landscape setting area. It was expressed that it feels as though there has been a lack of oversight of development in this area and piecemeal development has not delivered necessary infrastructure and community benefits. Responses expressed feeling that this area of the city has had to sacrifice all greenfield land despite a brownfield first strategy. Comments suggested that further development would compound these issues and pressures, and development of the site appears contrary to delivering biodiversity net gain.

B.21.3 Numerous comments raised existing concerns about the safety and busyness of surrounding roads, particularly Newcourt Road, and the use of these routes by school pupils on foot or bike. Comments suggested that further development is considered to worsen this and has potential to pose a further safety risk. Responses suggested that the site's distance from Topsham and facilities does not appear conducive to car-free travel making it likely that residents will opt to drive without significant improvements required to support a low car development.

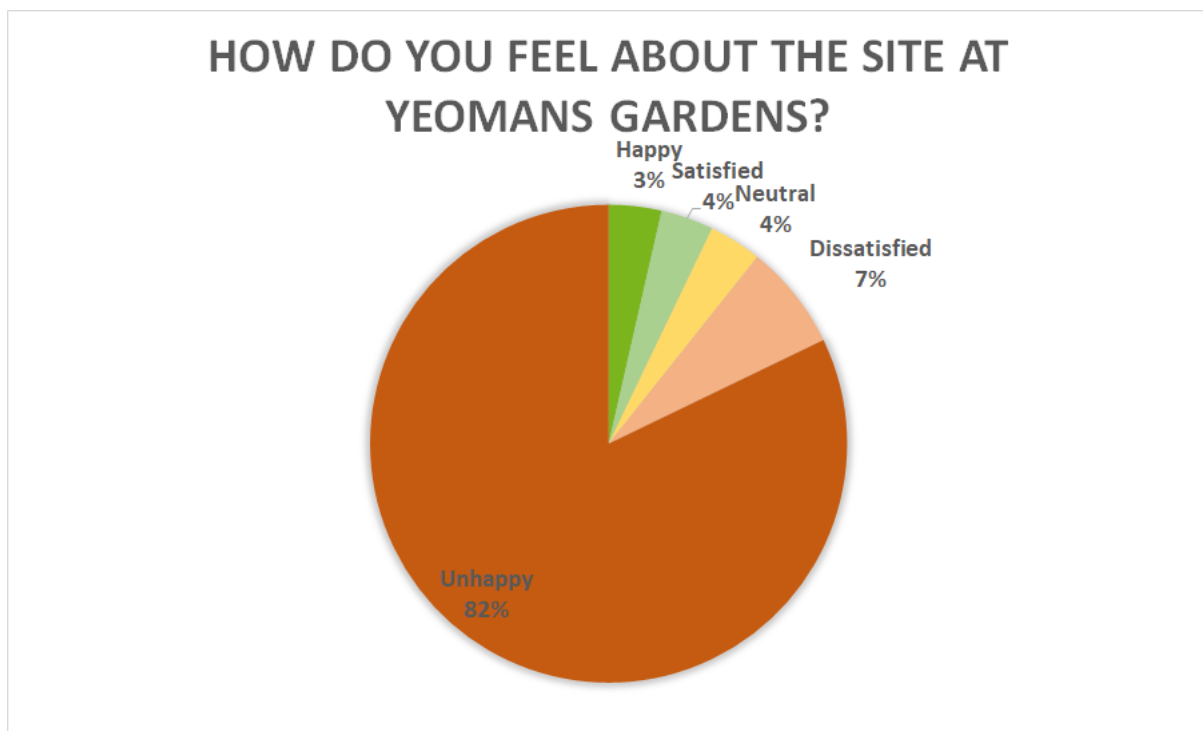
B.21.4 Other concerns included:

- Whether safe and appropriate access to the site can be provided.
- The need for affordable housing but the perception that affordable housing is not delivered.
- The need for a proper assessment of drainage and sewerage.
- The loss of agricultural land, biodiversity and habitats.
- The potential for noise and light pollution.

B.21.5 The northern part of the site now benefits from a resolution to approve consent for housing development

B.22 Yeomans Gardens, Newcourt Road, Topsham – Site Reference 93

B.22.1 Of the 28 responses received regarding 'initial feelings' about site 93: Yeomans Gardens, Newcourt Road, 7% suggest support for the site through selections of feeling 'satisfied' or 'happy' with the site whereas 89% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B21.



Graph 21: 'initial feelings' to site 93: Yeomans Gardens, Newcourt Road

B.22.2 29 detailed comments reflected the negative response to this site with positive comment limited to reference to the site being considered poor quality greenfield land and being pleased houses are all planned to be zero carbon and car-free. Comments focussed on the concentration of development in this area without provisions of necessary infrastructure. Responses expressed feeling that this area of the city has had to sacrifice all greenfield land, and soon all will be completely lost despite a brownfield first strategy. Comments suggested that further development would compound these issues and pressures and development of the site appears contrary to delivering biodiversity net gain.

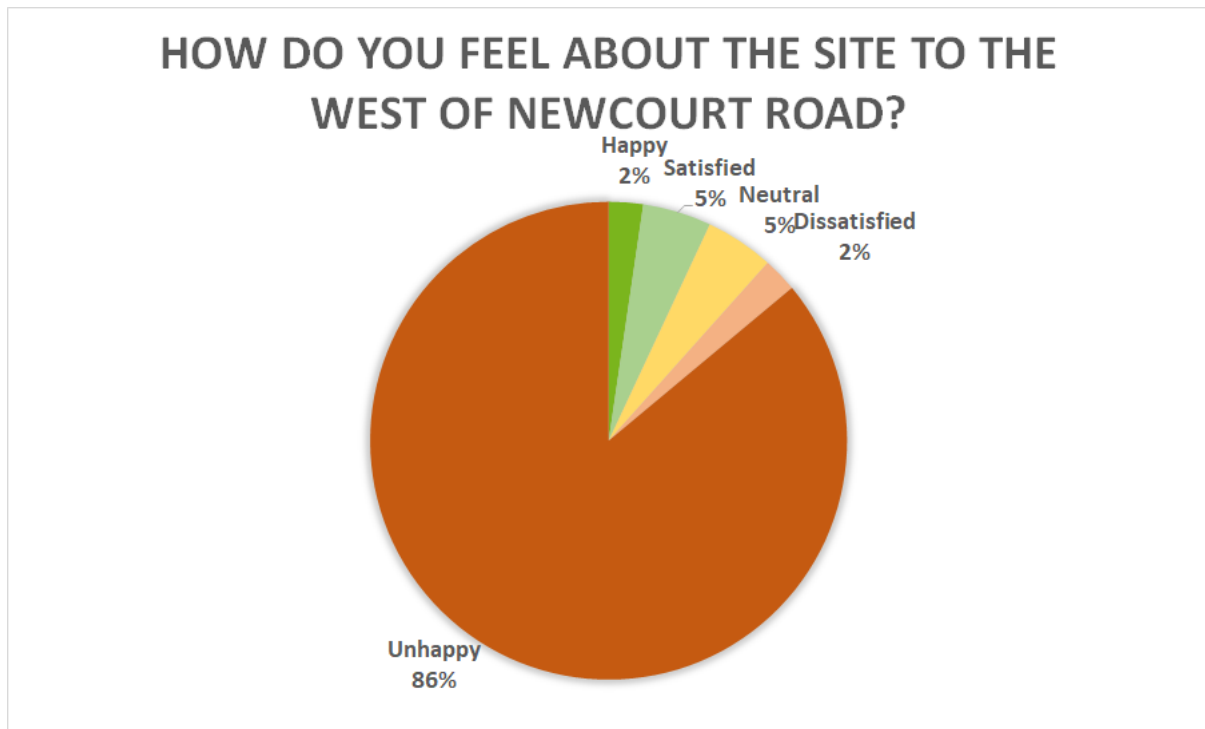
B.22.3 Numerous comments raised existing concerns about the safety and busyness of surrounding roads, particularly Newcourt Road, and the use of these routes by school pupils on foot or bike. Comments suggested that further development is considered to worsen these issues and has potential to pose a further safety risk with the need to provide safe routes raised as a priority. Responses suggested that the site's distance from Topsham and facilities does not appear conducive to car free travel making it likely that residents will opt to drive without significant improvements required to support a low car development. It was also raised that car-free development should be promoted.

B.22.4 Other concerns included:

- The need for affordable housing but the perception that affordable housing is not delivered.
- The need for a proper assessment of drainage and sewerage.
- The loss of agricultural land, biodiversity and habitats.
- The potential for noise and light pollution.

B.23 Land to the west of Newcourt Road, Topsham – Site Reference 94

B.23.1 Of the 43 responses received regarding 'initial feelings' about site 94: Land to the west of Newcourt Road, Topsham, 7% suggested support through a selection of feeling 'satisfied' or 'happy' with the site whereas 88% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B22.



Graph B22: 'initial feelings' to site 94: Land to the west of Newcourt Road, Topsham

B.23.2 38 detailed comments reflected the negative response to this site with positive comment limited to reference to the site being considered poor quality greenfield land and being pleased houses are all planned to be zero carbon and car-free. Comments focussed on the concentration of development in this area, without provisions of necessary infrastructure, and feeling saddened by the removal of the 'Topsham Gap' from the landscape setting area. Responses expressed feeling that this area of the city has had to sacrifice all greenfield land and soon all will be completely lost despite a brownfield first strategy. Comments suggested that further development would compound these issues and pressures, and development of the site appears contrary to delivering biodiversity net gain.

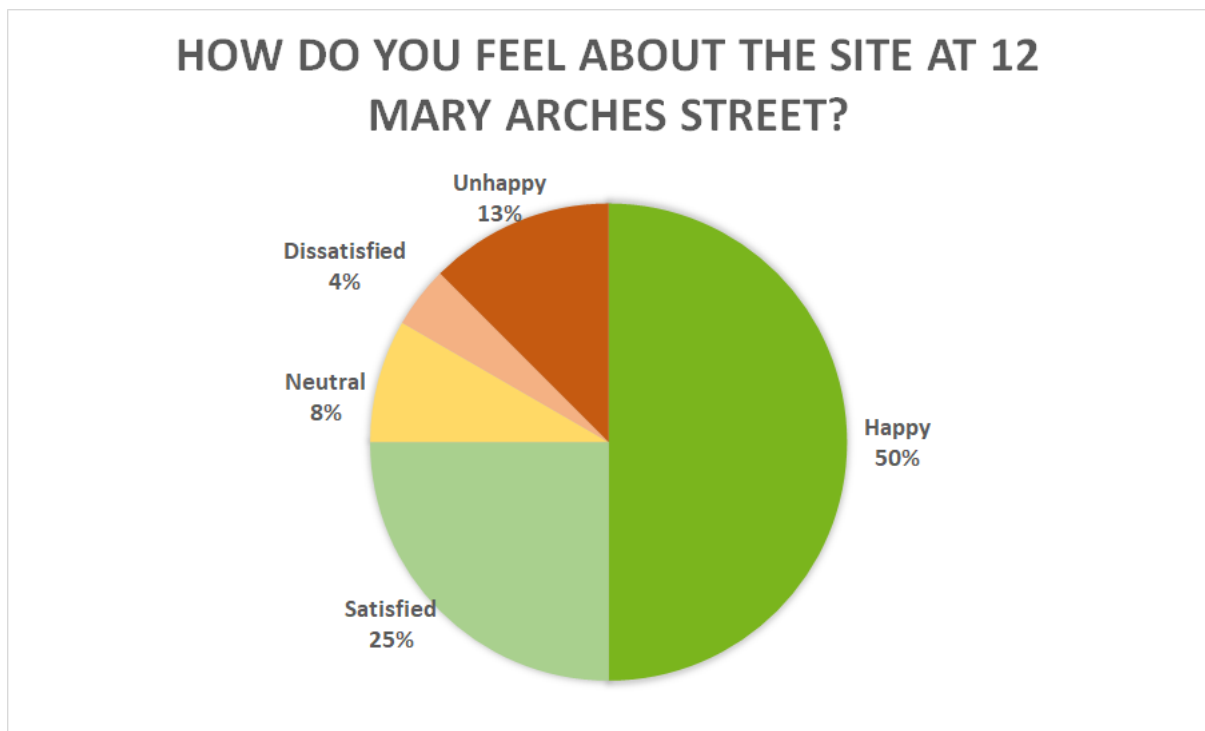
B.23.3 Numerous comments raised existing concerns about the safety and busyness of surrounding roads, particularly Newcourt Road, and the use of these routes by school pupils on foot or bike. Comments suggested that further development is considered to worsen these issues and has potential to pose a further safety risk. Responses suggested that the site's distance from Topsham and facilities does not appear conducive to car free travel making it likely that residents will opt to drive without significant improvements required to support a low car development. It was also raised that any development should be car-free.

B.23.4 Other concerns included:

- The need for affordable housing but the perception that affordable housing is not delivered.
- The need for a proper assessment of drainage and sewerage.
- The loss of agricultural land, biodiversity and habitats.
- The potential for noise and light pollution.

B.24 Fever and Boutique, 12 Mary Arches Street – Site Reference 100

B.24.1 Of the 24 responses received regarding 'initial feelings' about site 100: Fever and Boutique, 12 Mary Arches Street, three quarters (75%) suggested support through a selection of feeling 'satisfied' or 'happy' with the site. 17% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B23.



Graph B23: 'initial feelings' to site 100: Fever and Boutique, 12 Mary Arches Street

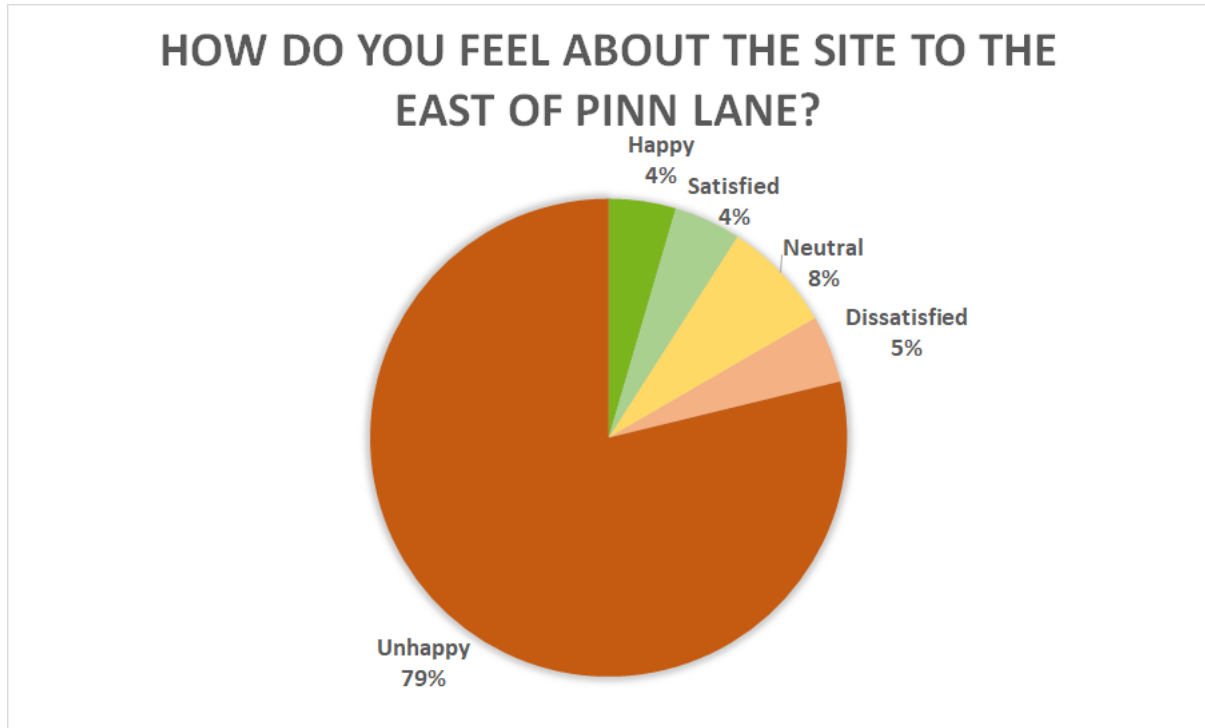
B.24.2 18 detailed comments outlined the generally positive response to the site through potential development providing opportunity to provide homes for a variety of different groups and feeling that the building and street is in need of rejuvenation. It was raised that the site should look to protect and enhance nearby heritage.

B.24.3 Concerns included:

- The loss of parking.
- The loss of a night club and the value of nightclubs to the night-time economy when positioned in the right location.

B.25 East of Pinn Lane – Site Reference 106

B.25.1 Of the 66 responses received regarding 'initial feelings' about site 106: East of Pinn Lane, 8% suggested support through a selection of feeling 'satisfied' or 'happy' with the site whereas 84% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B24.



Graph B24: 'initial feelings' to site 106: East of Pinn Lane

B.25.2 58 detailed comments reflected the generally negative response to this site, covering a range of topics including a loss of greenfield land, the lack of amenities and open space in the area and concerns over access. There was also comment that houses should minimise car use and be as energy efficient as possible.

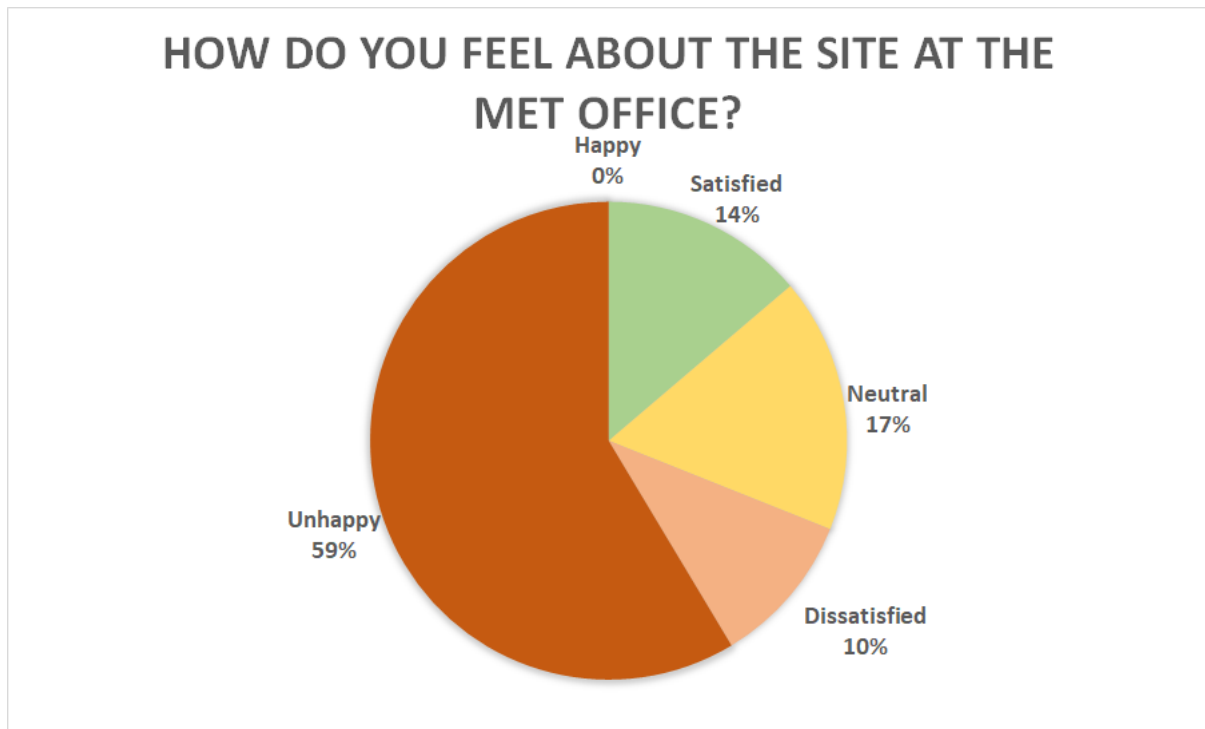
B.25.3 Other concerns included:

- The impact on existing infrastructure
- The amount of development that this area of Exeter has already seen.

B.25.4 This site is already allocated in the Core Strategy as part of the Monkerton and Hill Barton Strategic Allocation.

B.26 Land to the north, south and west of the Met Office – Site Reference 109

B.26.1 Of the 29 responses received regarding 'initial feelings' about site 109: Land to the north, south and west of the Met Office, 14% suggested support through a selection of feeling 'satisfied' or 'happy' with the site whereas 69% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B25.



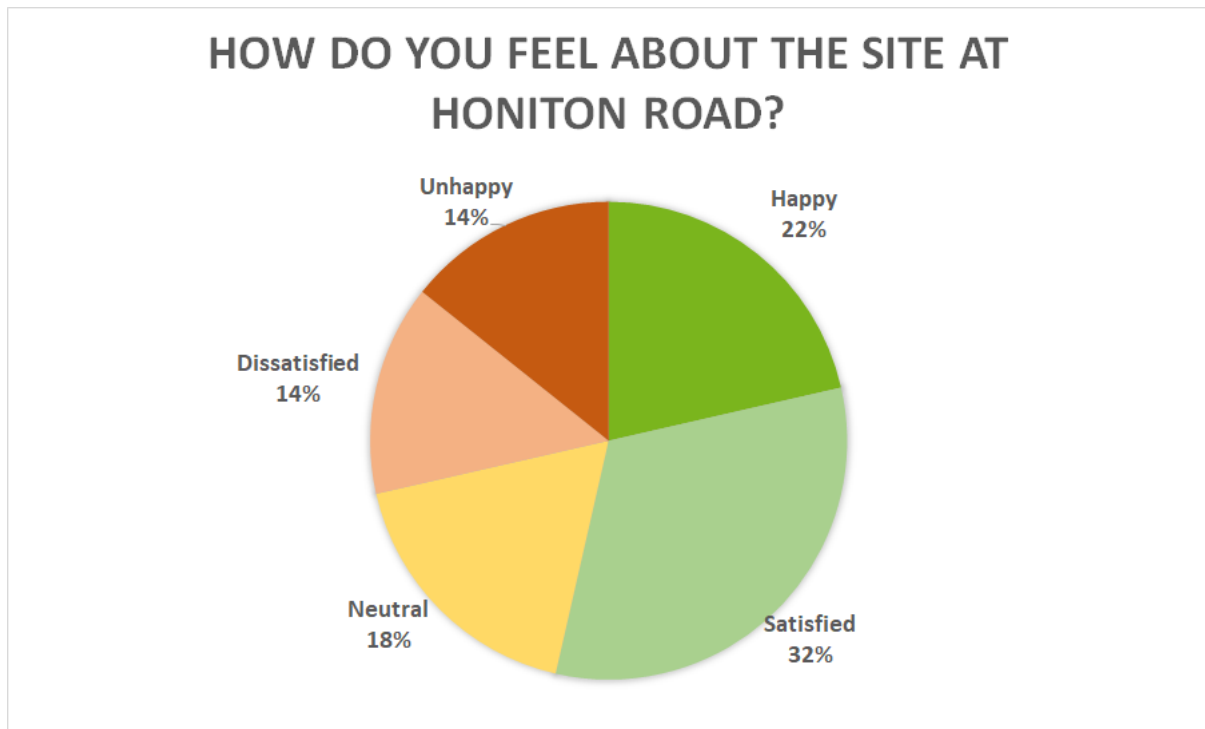
Graph B25: 'initial feelings' to site 109: Land to the north, south and west of the Met Office

B.26.2 23 detailed comments reflected the negative response to the site. The comments included disappointment over the loss of greenfield land, and whether biodiversity net gain can be achieved given the loss of wildlife. There was a request to see the site retained as parkland. There was also concern about the impact on traffic, parking, and existing infrastructure.

B.26.3 This site is already allocated in the Core Strategy as part of the Monkerton and Hill Barton Strategic Allocation.

B.27 88 Honiton Road – Site Reference 110

B.27.1 Of the 28 responses received regarding 'initial feeling' about site 110: 88 Honiton Road, over half (54%) suggest support through a selection of feeling 'satisfied' or 'happy' with the site. 28% selected feeling 'dissatisfied' or 'unhappy'. Full results presented in graph B26.



Graph B26: 'initial feelings' to site 110: 88 Honiton Road

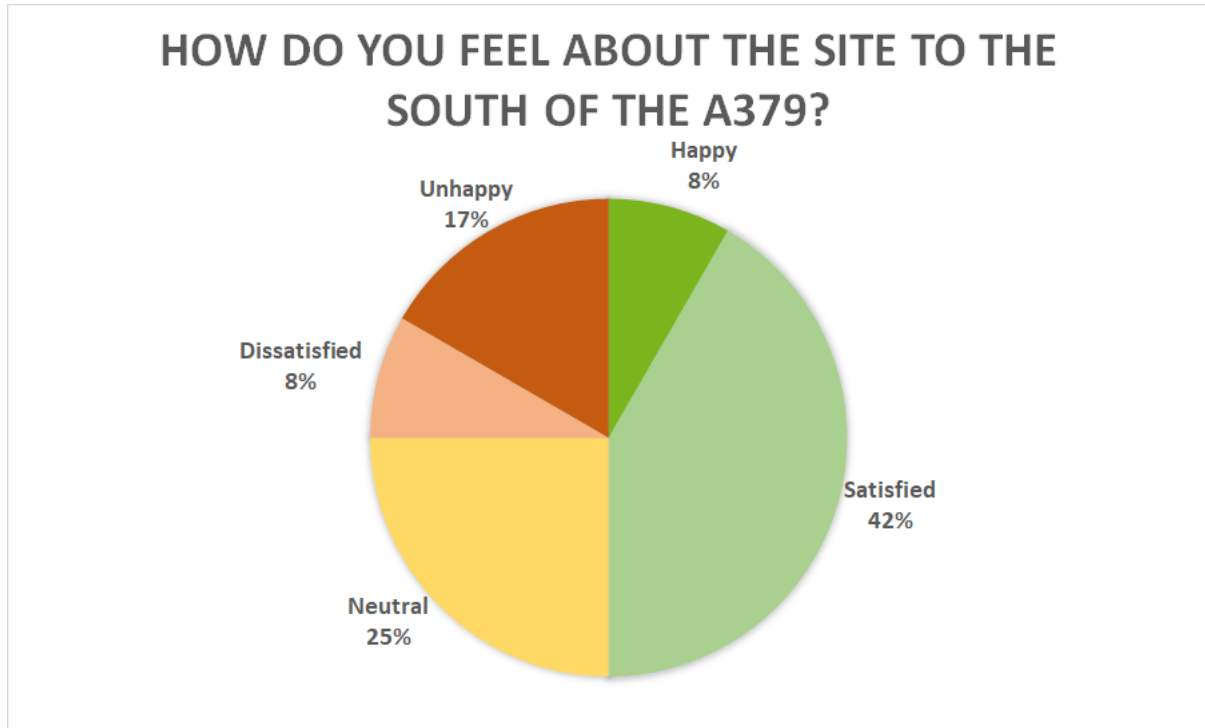
B.27.2 17 detailed comments suggested it is an appropriate site for development subject to the area of TPO trees remaining and being reserved as wildlife space and affordable housing being delivered on the site.

B.27.3 A number of comments related to transport, including:

- Concern about increased traffic pressures.
- The potential need for traffic calming on Honiton Road.
- The potential issue of air pollution from congestion on Honiton Road.
- Feeling that further work is needed to make sure e-bikes and car clubs are effective and that bicycle storage and car share infrastructure enables a move away from private car ownership.

B.28 Land south of the A379 – Site Reference 113

B.28.1 Of the 12 responses received regarding 'initial feelings' about site 113: Land to the south of the A379, half (50%), suggested support through a selection of feeling 'satisfied' or 'happy' with the site. 25% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B27.



Graph B27: 'initial feelings' to site 113: Land to the south of the A379

B.28.2 7 detailed comments included positive views alongside disappointment at the proposal to develop a greenfield site.

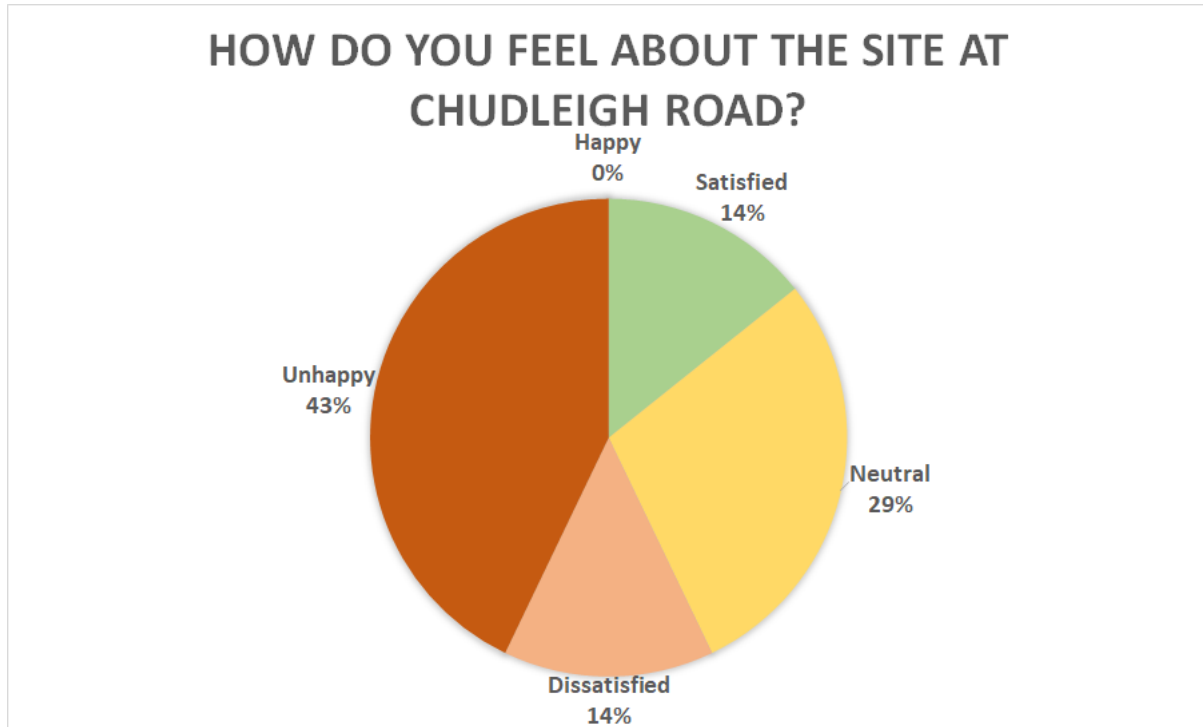
B.28.3 Other concerns were regarding:

- Increases in traffic.
- Impacts on local road infrastructure
- The need for local shops not only large superstores.

B.28.4 This site benefits from a resolution to approve consent for housing development, and is already allocated in the Core Strategy.

B.29 Land behind 66 Chudleigh Road – Site Reference 125

B.29.1 Of the 14 responses received regarding 'initial feelings' about site 125: land behind 66 Chudleigh Road, 4% suggested support through a selection of feeling 'satisfied' or 'happy' with the site whereas 57% selected feeling 'dissatisfied' or 'unhappy'. Full results are presented in graph B28.



Graph B28: 'initial feelings' to site 125: land behind 66 Chudleigh Road

B.29.2 11 detailed comments on site 125 reflected the views of those responding negatively to the 'initial feeling' question. Aside from the request for more detail, including further information about supporting infrastructure, the comments were unhappy about a greenfield site coming forward, the loss of trees and hedges with a query as to how such a site can result in biodiversity net gain and a suggestion that the site should be retained as a park.

B.29.3 There were also concerns about:

- Traffic.
- The culmination of development around South West Exeter.
- The need for all development to be built with no car use in mind.

B.29.4 This site is already allocated in the Core Strategy as part of the Alphington Strategic Allocation.

APPENDIX C: Organisations that responded to the Exeter Plan Outline Draft consultation

Councils

1. Devon County Council
2. Dorset Council
3. East Devon District Council
4. Mid Devon District Council
5. Somerset West and Taunton Council
6. Teignbridge District Council
7. Torbay Council

Parish Councils

1. Exminster Parish Council

Government Agencies / Public Bodies

1. Designing Out Crime-Devon and Cornwall Police
2. Devon and Cornwall Police
3. Environment Agency
4. Historic England
5. National Highways
6. Natural England
7. Network Rail
8. NHS Devon Integrated Care Board
9. NHS Property Services Ltd
10. Royal Devon University Healthcare NHS Foundation Trust
11. Sport England

Developers / Agents /Land Promoters

1. 04 Property
2. Avison Young (UK) Limited on behalf of National Grid
3. Cushman & Wakefield on behalf of WWU and NGP
4. FiRSTPLAN on behalf of Costco Wholesale UK Limited
5. Global City Futures
6. Leigh & Glennie Ltd on behalf of the owners of land at Exeter Squash Club
7. LHC Design
8. LiveWest
9. Lucy White Planning Limited on behalf of National Grid Electricity Distribution (South West)
10. McMurdo LPD on behalf of Broom Family
11. McMurdo LPD on behalf of Drake Family
12. McMurdo LPD on behalf of Grenadier Estates
13. McMurdo LPD on behalf of Pratt Group
14. McMurdo LPD on behalf of Stuart Partners Ltd
15. McMurdo LPD on behalf of Tech 8, Mr M Hill

16. PCL Planning on behalf of Waddeton Park Ltd and Vistry Homes South West
17. Pegasus Group on behalf of Taylor Wimpey Strategic Land
18. ROK Planning on behalf of Zinc RE UK
19. Savills on behalf of Telereal Trillium
20. Savills on behalf of W J Channing & Sons (Woking) Ltd
21. STAGS on behalf of Mosaic (Exeter) Ltd
22. Tetlow King Planning on behalf of South West Housing Association Planning Consortium (SWHAPC)
23. Turley on behalf of Bloor Homes South West Ltd and Stuart Partners Ltd
24. Turley on behalf of McLaren Property Ltd
25. XL Planning Ltd on behalf of DM Estates Limited

Other Organisations

1. 100 Club Community Group
2. Co Car Ltd (cooperative social enterprise)
3. Crediton Heart Project
4. Devon Archaeological Society
5. Devon Wildlife Trust
6. Exeter and Devon Airport Ltd
7. Exeter Biodiversity Group
8. Exeter Chamber
9. Exeter City Living Ltd
10. Exeter Civic Society
11. Exeter Community Energy
12. Exeter Community Initiatives
13. Exeter Cricket Club
14. Exeter Cycling Campaign
15. Exeter Green Party
16. Exeter Guild
17. Exeter Science Centre
18. Exeter Tiny House Community
19. Home Builders Federation (HBF)
20. Maritime Heritage Trust / Sail Cargo Alliance
21. National Trust
22. Park Life Heavitree
23. Pinhoe and Broadclyst Medical Practice
24. Pinhoe Primary School
25. Ride On - Cycling For All
26. RSPB (Royal Society for the Protection of Birds)
27. South West Water- Development Evaluation Team
28. St Leonards Neighbourhood Association
29. St Petrock's (Exeter) Ltd
30. St Sidwell's Centre
31. The Exeter Diocesan Board of Finance (the Diocese of Exeter)
32. The Friends of Exeter Ship Canal
33. The Maynard School
34. The Topsham 20 Campaign

35. The University of Exeter
36. The Woodland Trust
37. Topsham Allotments and Gardens Society
38. Topsham Society/Topsham Community Association Planning Panel
39. Transition Exeter
40. YMCA Exeter

APPENDIX D: List of sites submitted during consultation

Number of site submissions received during outline draft consultation: 23 sites

Exeter new site submissions

1. Knowle Hill, Dawlish Road
2. Land adjacent to IKEA
3. Larkbeare House
4. Matford Huts
5. Newbury Car Breakers

Exeter site resubmissions: 13 sites

1. Attwells' Farm, Exwick
2. Barley Lane
3. Clyst Road, Topsham
4. Exbridge House
5. Highfield Farm, Topsham
6. Home Farm, Pinhoe
7. Land at Junction 29
8. Land between Lower Argyll Road and Belvidere Road
9. Land off Pendragon Road
10. Land to the North and South of Old Rydon Lane
11. Paternoster House
12. Residual Land at Newcourt
13. Vulcan Trading Estate

Site submissions outside of Exeter

1. Cowley
2. Denbow New Community
3. Land between Clyst St Mary and Clyst St George
4. Land at Hawkins Road
5. Land at West Clyst, Pinhoe

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Equality Impact Assessment: Exeter Plan: Outline Draft consultation: Consultation 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. 04.04.2023	Exeter Plan: Outline Draft consultation: Consultation report	That the Executive notes the content of the 'Exeter Plan: Outline Draft Consultation Report' (Appendix A) as a document which will be used to inform the preparation of the emerging Exeter Plan in future.	The Exeter Plan: Outline Draft consultation report summarises the consultation activity which was held in autumn 2022 and reviews the consultation responses provided. The recommendation is to note the

Committee name and date:	Report Title	Decisions being recommended:	People with protected characteristics potentially impacted by the decisions to be made:
			<p>report which will be used to inform the future work on the Exeter Plan.</p> <p>On this basis, groups with specific, protected characteristics are not considered to be affected by the recommendation.</p>

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).	Neutral	N/A	The consultation report is for noting. It documents consultation activity which has already taken place and summarises the views of others regarding the outline draft Exeter Plan. On this basis, groups with specific, protected characteristics are not considered to be affected by the consultation report.

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
Disability: as defined by the Equality Act – a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse impact on their ability to carry out normal day-to-day activities.	Neutral	N/A	The consultation report is for noting. It documents consultation activity which has already taken place and summarises the views of others regarding the outline draft Exeter Plan. On this basis, groups with specific, protected characteristics are not considered to be affected by the consultation report.
Sex/Gender	Neutral	N/A	The consultation report is for noting. It documents consultation activity which has already taken place and summarises the views of others regarding the outline draft Exeter Plan. On this basis, groups with specific, protected characteristics are not considered to be affected by the consultation report.
Gender reassignment	Neutral	N/A	The consultation report is for noting. It documents consultation activity which has already taken place and summarises the views of others regarding the outline draft Exeter Plan. On this basis, groups with specific, protected characteristics are not considered to be affected by the consultation report.
Religion and belief (includes no belief, some philosophical beliefs such as Buddhism and sects within religions).	Neutral	N/A	The consultation report is for noting. It documents consultation activity which has already taken place and summarises the views of others regarding the outline draft Exeter Plan. On this basis, groups with specific, protected characteristics are not considered to be affected by the consultation report.
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	Neutral	N/A	The consultation report is for noting. It documents consultation activity which has already taken place and summarises the views of others regarding the outline draft Exeter Plan. On this basis, groups with specific, protected characteristics are not considered to be affected by the consultation report.

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
Age (children and young people aged 0-24; adults aged 25-50; younger older people aged 51-75/80; older people 81+; frail older people; people living with age related conditions. The age categories are for illustration only as overriding consideration should be given to needs).	Neutral	N/A	The consultation report is for noting. It documents consultation activity which has already taken place and summarises the views of others regarding the outline draft Exeter Plan. On this basis, groups with specific, protected characteristics are not considered to be affected by the consultation report.
Pregnancy and maternity including new and breast feeding mothers	Neutral	N/A	The consultation report is for noting. It documents consultation activity which has already taken place and summarises the views of others regarding the outline draft Exeter Plan. On this basis, groups with specific, protected characteristics are not considered to be affected by the consultation report.
Marriage and civil partnership status	Neutral	N/A	The consultation report is for noting. It documents consultation activity which has already taken place and summarises the views of others regarding the outline draft Exeter Plan. On this basis, groups with specific, protected characteristics are not considered to be affected by the consultation report.

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

N/A

Officer: George Marshall: Assistant Service Lead: Local Plans

Date: 3 March 2023

REPORT TO EXECUTIVE

Date of Meeting: 4 April 2023

REPORT TO COUNCIL

Date of Meeting: 18 April 2023

Report of: Director for Net Zero Exeter & City Management

Title: Report of the Plant Based Food Task and Finish Group

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1 Work undertaken by the Plant Based Food Task & Finish Group in developing a City Council Sustainable Food Policy to deliver the Notice of Motion by Councillor Wood Under Standing Number 6 at the Council meeting on 13 December 2022:

- Ensure that by the Exeter City Council Annual Council in May 2023, food provided at catered internal Council meetings will be plant-based and that it will showcase plant based foods at catered events.
- Ensure that all Council run external sites including Leisure Centres, cafes and restaurants have plant-based options available as part of their regular catering offer and advertised clearly on their menu.
- Set up a cross-party Task and Finish Working Group, chaired by the Portfolio Holder for Climate Change, of officers, elected Members including other relevant Portfolio Holders and invited experts to promote and embed these principles in Exeter City Council's food provision where practicable.

2. Recommendations:

That Executive recommends to Council that:-

- 2.1 Members note the work undertaken by the Plant Based Food Task & Finish Group and endorse the new City Council Sustainable Food Policy.
- 2.2 The Sustainable Food Policy is reviewed after six months and is brought back to Executive on 28 November 2023.
- 2.3 The City Council raises awareness within the local business community of the work undertaken by the South West Food Hub <https://www.thesouthwestfoodhub.co.uk/>

and the national Dynamic Purchasing UK <https://www.dpukfood.co.uk/> to support local suppliers and producers to gain new public sector contracts.

2.4 The Net Zero & Business team:

- review the Single Use Plastic Notice of Motion that was carried at Council on 24 April 2018
<http://committees.exeter.gov.uk/ieListDocuments.aspx?CId=114&MId=5356&Ver=4;>
- develop a range of KPI's to monitor the Sustainable Food Policy and carbon emissions associated with the City Council buying food and drink for consumption through Council meetings, Council events and within Council run sites;
- work with Procurement in developing an approved supplier list for the catering of Council meetings and Council events, in line with the 6 month review of the Sustainable Food Policy. Information to be made readily available for staff on the City Council's intranet;
- The City Council will work towards the HOSW declaration of at least a minimum of 50% of all food spend to be procured from growers, producers and manufacturers within the South West local region by 2028;
- co-ordinate customer surveys of City Council venues to understand customer demand for plant based food and drink, results available for the 6 month review;
- work with the Waste & Recycling team to develop food waste collection from City Council venues, once food waste has been rolled out to residential homes;
- research options of developing a Devon Fruit & Veg Wholesale Market, utilising the Matford Centre;
- review options of installing a filtered water dispenser at the historic Guildhall;
- explore the potential of registering all public facing Council catering venues as Refill stations under the refill water scheme <https://www.refill.org.uk/get-involved/add-refill-station/>

3. Reasons for the recommendation:

- 3.1 That Council Meetings adhere to the Notice of Motion passed at Council on 13 December 2022.
- 3.2 The Sustainable Food Policy is monitored and updated to ensure best practice across all City Council services.
- 3.3 Council events and Council run sites have consistency (where appropriate) across menus for labelling.
- 3.4 City Council carbon emissions, as a result of buying food and drink, is effectively monitored and reduces.
- 3.5 The City Council's Sustainable Food Policy supports local food and drink suppliers, producers and manufacturers.

3.6 In surveying our customers, the City Council understands our customers in their dietary needs.

4. What are the resource implications including non financial resources

4.1 Net Zero & Business Officer time will be required to deliver the recommendations of this report.

4.2 To adhere to the new Sustainable Food Policy, costs may rise to purchase food & drink. This will form part of the review over the next 6 months to understand implications on revenue budgets.

5. Section 151 Officer comments:

5.1 The section 151 Officer notes the proposals. Members must be aware that there is no increase proposed at this stage to budgets to cater for any increased costs. Therefore budget managers will need to reduce what they buy to remain in budget if the costs do increase. There is still £5 million of reductions to identify over the medium term financial plan, therefore members will have to identify what they wish to reduce in order to increase these budgets.

6. What are the legal aspects?

6.1 Where the Council intends to procure supplier(s) to provide catering for Council meetings and events, the Public Contracts Regulations 2015, the Council's Procurement and Contract Procedures must be complied with.

7. Monitoring Officer's comments:

7.1 This report raises no issues for the Monitoring officer

8. Plant Based Food Task & Finish Group

8.1 In developing the new City Council Sustainable Food Policy, a Plant Based Food Task & Finish Group was established, chaired by Councillor Wood. Cross parties attendees included: Cllr Asvachin, Cllr Bennet, Cllr Holland and Cllr Parkhouse. Officers in attendance for all 4 meetings included the Service Lead for Net Zero & Business, the Sustainability Officer and Democratic Services Officer.

8.2 Four Plant Based Food Task & Finish Group meetings were held during February and March 2023, to learn from City Council Officers and external contributors/experts in their field; for the Task & Finish Group to learn from them and to implement the Notice of Motion. Each of these meetings were themed:

Date of meeting	Purpose of meeting	Discussion Points	Actions
13 Feb 2023	To learn from City Council officers that lead a service that has some form of food and catering offer	Confirmation of what constitutes a Council, meeting, event and venue. Private hire will not be included within the Policy.	Develop easy to read and use policy Develop an approved supplier list for catering at Council

		<p>Confirmation that Fairtrade is still important to the City Council</p> <p>Menus provided from City Council venues that sell food, and offer food for meetings and private hire.</p> <p>Council Meetings – constituted as a meeting that is chaired and has minutes. Meetings covers both Cllr and Officer meetings. Refreshments provided at meetings is limited.</p> <p>Guildhall – approved caterers for all Council events and Private Hire, focus on quality. Kitchen available. 80% vegetarian and 20% meat offered. Ethos of ‘Feed You, Not Fill You’. Dietary requirements asked of attendees. Leftover food offered to Julian House & St Petroc.</p> <p>RAMM – concession café. Approved caterers for private hire, focus on quality. No kitchen</p> <p>Leisure – City Council café provided at St Sidwell’s Point and ISCA. Limited catered meetings and events held at leisure venues. Emphasis on local suppliers, vegetarian food offered in SSP. Small kitchen SSP</p> <p>Corn Exchange – food offered for some Council run events. Catering provided for private hire meetings and events.</p> <p>Matford Centre – concession café. Catering provided for private hire meetings and events.</p> <p>Council Events – If not held in RAMM or Guildhall, catering on an ad-hoc basis approved supplier list isn’t used.</p>	<p>meetings and events and Private Hire. Once completed, information listed on City Council intranet.</p> <p>Survey City Council customers to understand their dietary needs (RAMM, Leisure, Corn Exchange & Matford Centre).</p> <p>Consistency on menu’s across all City Council venues, aim for a split of 50% plant-based, 50% dairy, fish and meat options. Abbreviations are also consistent: Vegan - VGN Vegetarian - VEG</p>
22 Feb 2023	To meet local representatives related to plant based food and drink	<p>The UK currently doesn’t grow enough Veg & fruit to eat the recommended 5 a day.</p> <p>There are many benefits of plant based and wholefood in reducing</p>	<p>Council events and Council run sites need more plant based and vegetarian options on menus.</p>

	<p>Lecturer in Human Geography (University of Exeter), Love Food, ProVeg and Grocer on the Green</p>	<p>heart disease and some forms of cancer. The NHS endorses a plant based diet.</p> <p>Processed plant based foods are better for you than processed meat.</p> <p>Discussions took place on the sustainability of imported veg against locally sourced meat and dairy.</p> <p>Anecdotal evidence that the demand for vegetarian food is growing through Street Food licences.</p> <p>Pubs, Cafes and Restaurants are contacting local grocers to supply them with local fruit and veg.</p> <p>The development of a local reliable supply chain is needed.</p> <p>Any policy needs to support local businesses, local supply chains and seasonality.</p>	<p>Plant based options to be listed first on menus</p>
<p>27 Feb 2023</p>	<p>To meet local representatives from the National Farmers Union (NFU), British Farm Union (BFU) and local farmers</p>	<p>Topics of discussion included the value of meat, dairy and fish on local ecology and good husbandry practices.</p> <p>The values and benefits of mixed farming, which involves the growing of crops and the raising of livestock on one farm. Many farms in the region are made up of mixed farms, which is a traditional part of the rural landscape and has much more of a focus on the environment – no need to buy in expensive fertilisers.</p> <p>Regardless of the type of farm (arable or livestock), farmers need to be flexible and agile to address extreme and unexpected weather conditions, customer needs and demands and government policy.</p> <p>Farmers continually diversify into veg boxes, camping and holidays lets – supporting wider economic benefits.</p>	<p>The Sustainable Food Policy to emphasise buying locally grown and produced fruit, vegetables, meat, dairy and seafood.</p> <p>The City Council to support the work of the South West Food Hub.</p> <p>Messaging through City Council media channels to promote the benefits of buying local and seasonal food & drink, cooking skills and bulk buying (to freeze).</p> <p>The City Council to research options of developing a Devon Fruit & Veg Wholesale Market, utilising the Matford Centre</p>

		<p>UK food security is a concern, with farmers raising their concerns with Central Government with a request of policy change to support UK growers and farmers.</p> <p>The dominance that supermarkets have over farmers. Local producers and suppliers struggle with accessing local, secure and reliable customers. The meeting discussed the South West Food Hub and Dynamic Purchasing UK, and the benefits this could bring to local producers and suppliers.</p> <p>Difficulties in monitoring carbon emissions in the industry.</p> <p>External contributors highlighted the need to raise the awareness of local produce, so that businesses and residents know what is on their doorstep.</p>	
2 Mar 2023	To bring together evidence gathered from officers and external contributors.	<p>Customers shouldn't have to ask for a Vegan or Vegetarian option on menus. Not all Council run sites provide a varied menu.</p> <p>Plant based foods to be showcased at the beginning of menus</p> <p>Importance of surveying our customers, to understand their dietary requirements – RAMM, Corn Exchange, Leisure, Matford Centre, Guildhall. Need to take into account the diversity of Council run venues.</p> <p>Need messaging on healthy eating through comms channels.</p> <p>If a Council meeting, event or venue cannot buy local or seasonal; they buy Fairtrade.</p> <p>Breakdown of plant based food</p> <p>Need to monitor the impact of the new policy on Carbon Emissions – through Green Accord and new KPI's.</p>	<p>Review the City Council Single Use Plastic Policy.</p> <p>Review options of installing a filtered water dispenser at the historic Guildhall.</p> <p>Draw Green Accord into discussions in developing our preferred supplier list.</p> <p>Develop KPI's to monitor carbon emissions associated with the Policy</p> <p>50% plant-based, 50% dairy, fish and meat options on menus</p>

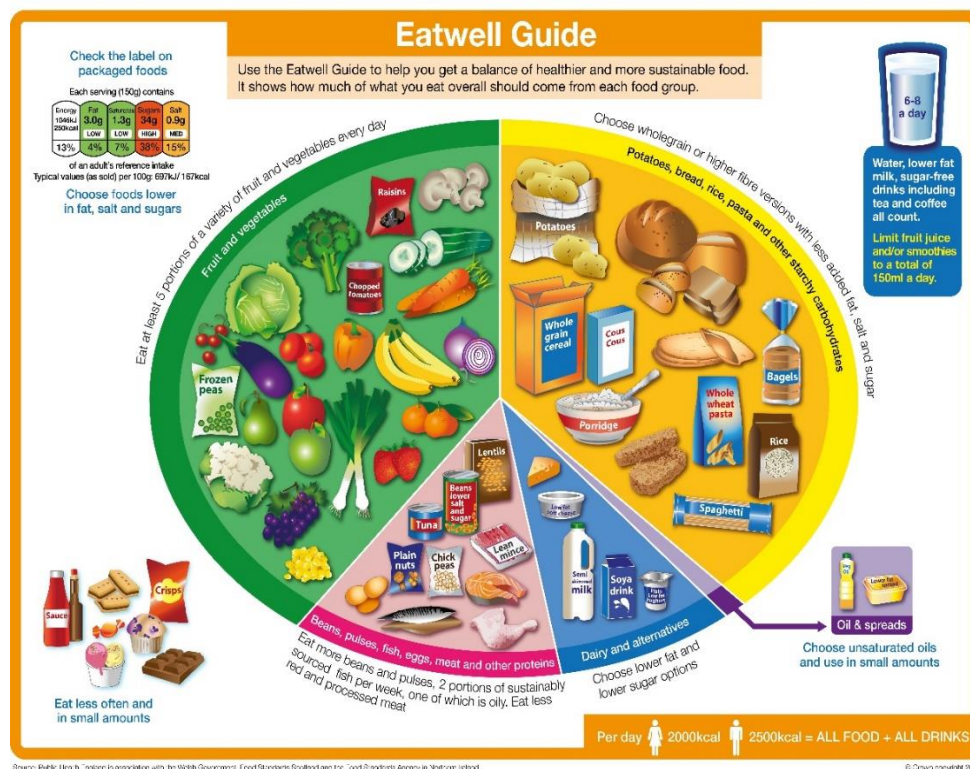
8.3 At the Task and Finish Group meeting on 2 March, discussions took place on the need to provide a well-balanced diet at Council events and at Council run venues. The NHS Eat Well Guide <https://www.gov.uk/government/publications/the-eatwell-guide> was seen as an easy to read and understand.

8.4 There are well known reasons for eating 5 a day:

- Fruit and vegetables are a good source of vitamins and minerals, including folate, vitamin C and potassium.
- They're an excellent source of dietary fibre, which can help to maintain a healthy gut and prevent constipation and other digestion problems. A diet high in fibre can also reduce your risk of bowel cancer.
- They can help to reduce your risk of heart disease, stroke and some types of cancer.
- Fruit and vegetables contribute to a healthy, balanced diet.
- Fruit and vegetables taste delicious and there's so much variety to choose from.

The graphic below, is a quick and easy visual to follow

<https://www.gov.uk/government/publications/the-eatwell-guide>.



9. Sustainable Food Policy

9.1 From the four Task and Finish meetings that took place, a new Sustainable Food Policy has been developed, which can be viewed in Appendix Two. The Policy implements the Notice of Motion by Councillor Wood Under Standing Number 6 at

the Council meeting on 13 December 2022, but also takes into account wider City Council events and run venues.

9.2 The Sustainable Food Policy will be reviewed in six months time, and will be brought back to Executive November 2023 to:

- take into account survey work from customer of City Council run venues
- the new Devon's Good Food Strategy
- results of the new approved supplier list
- any address any rises in costs as a result of the Sustainable Food Policy

9.3 A list of local, regional and national strategies that have been taken into account in developing the City Council's Sustainable Food Policy are listed within Appendix One.

9.4 The Heart of the South West Public Food Procurement Declaration was considered in developing the City Council's Sustainable Food Policy, a copy of the declaration is found in Appendix Three. The Declaration aligns with aspirations of the City Council in reducing carbon emissions and in providing security and resilience in our regional supply chains.

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

10.1 In developing and implementing the new Sustainable Food Policy, it supports the City Council Corporate Priorities of:

- Prosperous local economy – in supporting local food and drink suppliers and producers
- Healthy and active city – in providing healthy food and drink to our customers and additional plant based products are provided
- Net Zero Carbon City – in reducing carbon emissions through food and drink purchased

10.2 The Net Zero & Business team are mindful that recommendations within this committee report may increase costs for some services. As previously mentioned within this report, the Sustainable Food Policy will be reviewed in the next 6 months to keep costs to a minimum and a new procurement process will be undertaken to keep costs to a minimum.

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

11.1 There is a risk of services not adhering to the Sustainable Food Policy, this risk was mitigated with services being invited to contribute to the Task & Finish group meetings.

11.2 There is also the risk of some costs increasing to adhere to the Sustainable Food Policy. This will be reviewed over the next 6 months and will form part of the procurement of catering suppliers to the City Council.

11.3 There is a risk of losing a competitive position if the unique nature and location of some of our public facing catering venues are not taken into account. This will be

mitigated by initial flexibility in menu segmentation and surveys of customer preference and the involvement of venue managers in the review process.

12. Equality Act 2010 (The Act)

12.1 The recommendations within this report, 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.

13. Carbon Footprint (Environmental) Implications:

13.1 Once the recommendations within this report have been implemented, it should have a small positive impact in reducing the level of carbon emissions for the City Council. The Net Zero & Business team will develop a range of Key Performance Indicators (KPI's) to ensure the City Council is able to monitor the effectiveness of the implementation of the new policy.

13.2 To support the reduction of food waste within the City Council, a food hierarchy has been developed within the policy:

- Portion sizes are monitored to avoid food waste
- Food waste is segregated and diverted from landfill, following a hierarchy of waste:
 - Ensuring we don't over cater in the first instance
 - St Petrocks / Julian House / Community Fridge at Exeter Library
 - Redistribute food where appropriate
 - Anaerobic digestion (review process to achieve)

14. Are there any other options?

14.1 There is the option of not following through with the Motion approved at the Council meeting on 13 December 2022, but this wasn't deemed appropriate.

Director for Net Zero Exeter & City Management, David Bartram

Author: Service for Net Zero & Business

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

Background papers used in compiling this report:-

Council 13 December 2022, Notice of Motion by Councillor Wood under Standing Order No. 6 - <http://committees.exeter.gov.uk/mgAi.aspx?ID=56395>

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

Related Policies and Strategies

A number of local, regional, national and international reports have been taken into account in developing the City Council's Sustainable Food Policy.

The new Devon's Good Food Strategy 2023-2028

<https://www.devonfoodpartnership.org.uk/> was launched early March 2023. The City Council is supportive of the Vision Statement and its Strategic Priorities. The Net Zero & Business team will be making contact with the Devon Food Partnership to understand how we can align work to reduce carbon emissions, but also support the local supply chain.

Vision Statement:

"Our aim is to ensure that nutritious, affordable, local, sustainably produced food is available for everyone in Devon. We support the development of a localised, sustainable food system and seek to tackle the issues of food poverty, diet-related ill health, food waste and unsustainable farming practices. Our focus is on achieving strategic step change across the county."

Key Themes:

- Food Governance and Strategy: Taking a strategic and collaborative approach to good food governance and action
- Good Food Movement: Building public awareness, active food citizenship and local good food movement
- Healthy Food For All: Tackling food poverty, diet related ill-health and access to affordable healthy food
- Sustainable Food Economy: Creating a vibrant, prosperous and diverse sustainable food economy
- Catering and Procurement: Transforming catering and procurement and revitalising local supply
- Food for the Planet: Tackling the climate and nature emergency through sustainable food and farming and end food waste

Public Procurement of Food in the South West: opportunities and barriers to localising food supply

[https://socialsciences.exeter.ac.uk/media/universityofexeter/research/microsites/centrefor_ruralpolicyresearch/pdfs/researchreports/Public Procurement of Food in the South West.pdf](https://socialsciences.exeter.ac.uk/media/universityofexeter/research/microsites/centrefor_ruralpolicyresearch/pdfs/researchreports/Public_Procurement_of_Food_in_the_South_West.pdf)

Research conducted by University of Exeter sought to understand the South West's food supply chains and the interaction between producers and those involved in food storage and processing, large wholesalers, and public sector organisations. The City Council supports the recommendations within the report and will work with other public sector colleagues to make public sector procurement more accessible and to improve local supply chains.

Recommendations:

- Drive culture change, within and between, public organisations in the South West
- Make public procurement more accessible to regional producers and suppliers in the South West
- Support farmer focussed supply chains in the South West

- Continue to develop the South West as a test bed for national change, share findings with government and other regions, and lobby government for changes to procurement processes

National Food Strategy

<https://www.nationalfoodstrategy.org/>

The City Council has a keen interest in recommendation 14, in improving public sector food procurement, and will be working with other public sector partners to support this recommendation. The National Food Strategy recommended cutting meat consumption by 30% in a decade. The strategy is also relevant to work undertaken by Wellbeing Exeter.

Recommendations

- Escape the junk food cycle and protect the NHS
 - Recommendation 1 - Introduce a Sugar and Salt Reformulation Tax. Use some of the revenue to help get fresh fruit and vegetables to low-income families.
 - Recommendation 2 - Introduce mandatory reporting for large food companies.
 - Recommendation 3 - Launch a new “Eat and Learn” initiative for schools.
- Reduce diet-related inequality
 - Recommendation 8 - Guarantee the budget for agricultural payments until at least 2029 to help farmers transition to more sustainable land use.
 - Recommendation 9 - Create a Rural Land Use Framework based on the three compartment model.
 - Recommendation 10 - Define minimum standards for trade, and a mechanism for protecting them.
- Make the best use of our land
 - Recommendation 11 - Invest £1 billion in innovation to create a better food system.
 - Recommendation 12 - Create a National Food System Data programme.
 - Recommendation 13 - Strengthen Government procurement rules to ensure that taxpayer money is spent on healthy and sustainable food.
 - Recommendation 14 - Set clear targets and bring in legislation for long-term change.

IPCC Special Report on climate change, desertification, land degradation, sustainable land management, food security, and greenhouse gas fluxes in terrestrial ecosystems

<https://www.ipcc.ch/srccl/>

Points noted in Task & Finish Group discussions:

- The food system is under pressure from non-climate stressors (population and income growth, demand for animal-sourced products), and from climate change. These stresses are impacting the four pillars of food security - availability, access, utilisation, and stability.
- Practices can contribute to climate change mitigation by reducing crop and livestock emissions, sequestering carbon in soils and biomass, and by decreasing emissions intensity within sustainable production systems.
- Consumption of healthy and sustainable diets presents major opportunities for reducing GHG emissions from food systems and improving health outcomes.
- Action to address climate change adaptation and mitigation, desertification, land degradation and food security can bring social, ecological, economic and development co-benefits. Co-benefits can contribute to poverty eradication and more resilient livelihoods for those who are vulnerable.

University of Oxford (Joseph Poore) and Agroscope (Thomas Nemecek)

https://www.researchgate.net/publication/325532198_Reducing_food%27s_environmental_impacts_through_producers_and_consumers

Paper on the global impacts of food production and the best ways to reduce food's environmental impacts. The paper highlights carbon emissions between meat, dairy and plant based food production.

New Economics Foundation – The Money Trail, Measuring your impact on the local economy using Local Multiplier 3 Tool

<https://www.nefconsulting.com/what-we-do/evaluation-impact-assessment/local-multiplier-3/>

Local Multiplier 3 (LM3) was developed by the New Economics Foundation as a way of measuring local economic impact. It is designed to help organisations think about how local money flows, as well as influence the public sector to consider the impact of its procurement decisions. The table below highlights the impact of buying and procuring locally, as opposed through a national organisation.

Buying Locally		Buying nationally	
80% of money stays locally		20% of money stays local	
Enters	Remains	Enters	Remains
£10.000	£8.00	£10.00	£2.00
£8.00	£6.40	£2.00	£0.40
£6.40	£5.12	£0.40	£0.08
£5.12	£4.10	£0.08	£0.00
£4.10	£3.28		

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DRAFT Sustainable Food Policy

Introduction

Exeter City Council recognises the importance of accessing a whole-food¹ plant-based² diet and the effect dietary choices can have on individual carbon footprints, health, and the local economy. Every choice we make as individuals and as a Council has an impact. Increasing awareness of dietary options can allow individuals to make informed choices.

This Sustainable Food Policy supports three of the Council's strategic priorities: net zero carbon city, prosperous local economy, and healthy and active city. It also aligns with the Devon Carbon Plan, under the Food, Land and Sea theme.

This policy has been developed as part of the work of the Plant-Based Food Task & Finish group, which was established following the passing of the Plant-Based Food motion in December 2022. The task and finish group was a member-led group with relevant internal officers and external professionals invited in to provide advice.

*"Transformation to healthy diets by 2050 will require substantial dietary shifts. Global consumption of fruits, vegetables, nuts and legumes will have to double, and consumption of foods such as red meat and sugar will have to be reduced by more than 50%. A diet rich in plant-based foods and with fewer animal source foods confers both improved health and environmental benefits", Professor Walter Willett MD, Harvard T.H. Chan School of Public Health.*³

Impact of dietary choices on individual carbon footprints

The global food system is responsible for up to 33% of all greenhouse gases (GHG), to put this into perspective, air travel is currently responsible for 3.5% of all GHG⁴. The GHG produced by the food system mainly include carbon dioxide, methane and nitrous oxide, all of which contribute to climate change in different ways.⁴

When we compare the carbon footprint of different types of foods, meat and dairy products tend to emit more greenhouse gasses than plant-based foods⁵. This is the case when comparing greenhouse gases per kilogram, per kilocalorie, or per gram of protein⁵. Within meat, fish and animal products, there is also a consistent pattern: larger animals tend to have a higher carbon footprint⁵. Beef typically has the highest emissions, followed by lamb, cheese, pork, fish, chicken, and then eggs⁵.

The special report on climate change and land by the Intergovernmental Panel on Climate Change (IPCC) describes plant-based diets as a major opportunity for mitigating and adapting to climate change, whilst also enabling substantial co-benefits in relation to health⁶. The special report also includes a policy recommendation to reduce meat consumption⁶.

¹ The term "whole" in whole-food plant-based diet describes foods that are minimally processed. This includes whole grains, fruits, vegetables, and legumes.

² The term "plant-based" refers to vegetables, grains, pulses, or other foods derived from plants.

³ Summary Report of the EAT-Lancet Commission, accessed on 03.03.2023: [EAT-Lancet Commission Summary Report.pdf \(eatforum.org\)](#)

⁴ National Food Strategy, accessed on 03.03.2023: [25585_1669_NFS_The_Plan_July21_S12_New-1.pdf](#)

⁵ Environmental Impacts of Food Production – Our World in Data, accessed on 03.03.2023: [Environmental Impacts of Food Production - Our World in Data](#)

⁶ Special Report – Climate Change and Land – Intergovernmental Panel on Climate Change, accessed on 03.03.2023: [Special Report on Climate Change and Land – IPCC site](#)

Impact of dietary choices on health

There are significant health benefits of eating more plant-based foods at every life stage, with the UK seeing poor diet as the number one cause of death and disability, resulting in a rising issue of obesity, cardiovascular disease, diabetes and cancer.⁷

Diets that have an emphasis on plant-based foods, such as vegetarian, vegan, or Mediterranean-style diets, have been linked with reduced risk of heart disease, strokes and type 2 diabetes compared to less healthy dietary patterns⁸. Scientific research also shows indication that healthy plant-based diets can have beneficial effects on risk of disease, for example, lowering blood pressure, reducing blood cholesterol and promoting a healthy bodyweight⁸.

Impact of dietary choices on local economy

Although what we eat matters much more than how far it has travelled, as transport accounts for just 5% of food systems emissions globally⁹, there is a strong case for sourcing local food for the benefit of the local economy. There is a significant opportunity for Exeter City Council to support local suppliers in its sustainable food procurement process.

Sourcing food locally keeps money within the local area, helping to sustain local producers and create local jobs¹⁰. Sourcing food locally and supporting local farmers is vital for long-term food security, especially with the increase in frequency of extreme weather events threatening our national food security, and our current reliance on fossil fuels to produce, package, transport and source food¹⁰.

Plant-Based Food Motion

In December 2022, Exeter City Council passed a motion to ensure that by the Exeter City Council Annual Council in May 2023, food provided at catered internal Council meetings¹¹ will be plant-based and that it will showcase plant-based foods at catered events¹².

The motion also ensured that all Council run external sites including Leisure Centres, cafes and restaurants have plant-based options available as part of their regular catering offer and advertised clearly on their menu.

Policy

Wherever practical, purchasers will work with suppliers to progress environmental initiatives and exchange best practices. The policy considers the following key areas; the availability of plant-based options, locality and seasonality, meat, dairy products, eggs, fish, water provision, dietary requirements, accreditation, organic, Fairtrade and waste.

This policy does not cover:

- Licensing relating to the supply of food.
- Planning applications relating to food.
- Private hires at Council venues; this is covered by separate approved supplier list.

⁷ The evidence supporting a plant-based diet for optimal health and prevention of chronic disease – Plant-based health professionals UK, accessed on 03.03.2023: [HE-KEY-BENEFITS-OF-PLANT-BASED-NUTRITION.pdf \(plantbasedhealthprofessionals.com\)](#)

⁸ Plant-based diets - British Nutrition Foundation, accessed on 03.03.2023: [Plant-based diets - British Nutrition Foundation](#)

⁹ Environmental Impacts of Food Production - Our World in Data, accessed on 03.03.2023: [Environmental Impacts of Food Production - Our World in Data](#)

¹⁰ Why we should embrace eating locally – Better Food, accessed on 03.03.2023: [Why we should embrace eating locally - Better Food](#)

¹¹ An internal Council meeting is defined as a Council meeting run by an agenda, chaired and minuted.

¹² A catered event is defined as all other Council events.

- Council leased sites (e.g. RAMM café), for future lease agreements, we encourage applicants to work towards complying with the Sustainable Food Policy.
- Vending machines at Council sites.
- Drink; however, plant-based alternatives to milk will be provided at Council events and Council run sites.

The policy requirements are detailed in the table below.

This policy will be reviewed November 2023.

Sustainable Food Policy requirements

Standards required		Applicable to		
		Council Meetings	Council Events	Council run sites
Availability of plant-based food options	Plant-based food options only	✓		
	Plant-based alternatives to milk		✓	✓
	Plant-based food placed at top of menu (showcased)		✓	✓
	Plant-based food placed first in food counters (showcased)		✓	✓
	Food labelling consistency for vegan and vegetarian options		✓	✓
	Menus should aim for a split of 50% plant-based, 50% dairy, fish and meat options		✓	✓
	Where possible, avoid ultra-processed plant-based meat alternatives and ultra-processed meat based products	✓	✓	✓
Locality and seasonality	Food provision must aim to prioritise local suppliers	✓	✓	✓
	Evidence of use of in-season UK produce		✓	
	Where local suppliers are used, information should be on display to promote local suppliers (showcased)	✓	✓	✓
Meat, dairy products, eggs and fish	Ensure meat, dairy products and eggs are purchased from sources with good animal husbandry		✓	✓
	Where possible, do not buy fish species identified as most 'at risk' by the Marine Conservation Society or and only buy fish from sustainable sources such as those registered with the Marine Stewardship Council		✓	✓
Water	Free drinking water is prominently available. Catering outlets should sign up to Refill where possible	✓	✓	✓
Dietary requirements	Where possible, menus should aim to cater for all dietary and cultural requirements		✓	✓
	Food labelling consistency for allergies and intolerances	✓	✓	✓
Accreditation	All suppliers and contractors will be expected to hold an environmental accreditation (EMS) such as Green Accord or other equivalent and approved accreditation	✓	✓	✓
Organic	Where practical and cost-effective, select certified organic foods	✓	✓	✓

Standards required		Applicable to		
		Council Meetings	Council Events	Council run sites
	Where certified organic food is used, ensure this is labelled and showcased	✓	✓	✓
Fairtrade	Where food cannot be sourced locally, certified Fairtrade products should be sourced	✓	✓	✓
Waste	Portion sizes are monitored to avoid food waste	✓	✓	✓
	Food waste is segregated and diverted from landfill, following a hierarchy of waste: <ol style="list-style-type: none"> 1. Ensuring we don't over cater in the first instance 2. St Petrocks / Julian House / Community Fridge at Exeter Library 3. Redistribute food where appropriate 4. Anaerobic digestion (review process to achieve) 	✓	✓	✓
	Adhering to Exeter City Council's Single Use Plastic Policy	✓	✓	✓
	Minimising use of food packaging		✓	✓

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Equality Impact Assessment: *Report of the Plant Based Task and Finish Group*

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 4 April 2023 Council	Report of the Plant Based Task and Finish	<ol style="list-style-type: none"> 1. That members note the work undertaken by the Plant Based Task & Finish Group and endorse the new City Council Sustainable Food Policy 2. The Sustainable Food Policy is reviewed after 6 months and is brought back to 	Race & Ethnicity Disability

Committee name and date:	Report Title	Decisions being recommended:	People with protected characteristics potentially impacted by the decisions to be made:
18 April 2023	Group	<p>Executive on 28 November 2023</p> <p>3. The City Council supports work undertaken by the South West Food Hub https://www.thesouthwestfoodhub.co.uk/ and the national Dynamic Purchasing UK https://www.dpukfood.co.uk/ to support local suppliers and producers to gain new public sector contracts</p> <p>4. The Net Zero & Business team:</p> <ul style="list-style-type: none"> • review the Sigel Use Plastic Notice of Motion that was carried at Council on 24 April 2018 http://committees.exeter.gov.uk/ieListDocuments.aspx?CId=114&MId=5356&Ver=4 • develop a range of KPI's to monitor the Sustainable Food Policy and carbon emissions associated with the City Council buying food and drink for consumption through Council meetings, Council events and within Council run sites • work with Procurement in developing an approved supplier list for the catering of Council meetings and Council events, in line with the 6 month review of the Sustainable Food Policy. Information to be made readily available for staff on the City Council's intranet • co-ordinate customer surveys of City Council venues to understand customer demand for plant based food and drink, results available for the 6 month review • work with the Waste & Recycling team to develop food waste collection from City Council venues, once food waste has been rolled out to residential homes • review options of installing a filtered water dispenser at the historic Guildhall 	<p>Religion & Belief</p> <p>Age</p> <p>Pregnancy & Maternity</p>

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).			Dependant on the culture of the individual, some may not be able to eat certain food stuffs, such as meat and fish.
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.			Dependant on an individual's disability, they may not be allowed or unable to eat certain food or drink.
Sex/Gender	N/A	N/A	N/A
Gender reassignment	N/A	N/A	N/A
Religion and belief (includes no belief, some philosophical beliefs such as Buddhism and sects within religions).			Dependant on the individual's religion and beliefs, they not be able to eat certain foods.
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	N/A	N/A	N/A
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			The Sustainable Food Policy could affect Council venues, such as Edwards Court, older people may not be able to eat certain foods and require foods to be of a certain consistency. Young people require a healthy balanced diet to aid their growth.

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
as overriding consideration should be given to needs).			
Pregnancy and maternity including new and breast feeding mothers			Those that are pregnant are advised to avoid certain foods stuffs, such as: unpasteurised diary, pate, game, raw/undercooked meat & eggs, cold cured meats, raw fish and shellfish, unwashed fruit, as well as vegetables and salad. https://www.nhs.uk/pregnancy/keeping-well/foods-to-avoid/
Marriage and civil partnership status	N/A	N/A	N/A

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

1. As part of the procurement process, ensure that suppliers can cater for all protected characteristics.
2. Showcase vegan and vegetarian foods at Council meetings, Council events and at Council run venues.
3. The use of correct labelling for different food types, and is consistent across the City Council.
4. For Council events, and prior to the event being held, survey those that attend (where possible), to ensure dietary requirements are met.
5. Non-alcoholic drinks are provided all at Council events.

Officer: Victoria Hatfield

Date: 5 March 2023

REPORT TO EXECUTIVE

Date of Meeting: 4 April 2023

REPORT TO COUNCIL

Date of Meeting: 18 April 2023

Report of: Director – Net Zero and City Management

Title: Financial Assistance Policy for the Better Care Fund

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1 This report seeks to revise the Council's Financial Assistance Policy so that the assistance available is appropriate to ensure that those vulnerable individuals, both inside and outside of the mandatory Disabled Facilities Grant system, are able to access appropriate help.

1.2 The core Financial Assistance Policy is drafted as a Devon-wide policy with input from all district councils and Devon County Council. It is recognised that there will be local differences, due to differing priorities across the region. However, as far as practicable, there is a need to provide consistency across the region for those working in social care, who refer service users to the provisions of this policy.

1.3 The report also seeks permission to transfer £300,000 from the Exeter City Council Better Care Fund allocation for 2022-2023 to the Exeter City Council Lendology loan fund. This will enable us to use non-committed funds from the 2022-23 financial year to benefit residents in future years through the provision of loans offered at 0% (a 'BCF Loan'). The introduction of this fund will widen the reach of the BCF in Exeter

2. Recommendations:

2.1 That Executive supports the adoption of the revised Financial Assistance Policy for the Better Care Fund and the creation of a ring-fenced BCF loan fund of £300,000.

2.2 That Council adopts the revised Financial Assistance Policy for the Better Care Fund, incorporating the creation of a ring-fenced BCF loan fund of £300,000.

3. Reasons for the recommendation:

3.1 Local authorities have a duty to publish a policy setting out their approach to the provision of financial assistance.

3.2 This revised policy (Appendix A) is updated to ensure consistency within the County Council area (where appropriate) and to reflect the priorities of the service in the context of the ring-fenced annual financial settlement received through Devon County Council as the Upper Tier Authority.

4. What are the resource implications including non financial resources

4.1 The introduction of this policy will enable the Council to focus on those areas that contribute toward the overall aims of the Better Care Fund, including (but not limited to):

- Avoiding delayed hospital discharge;
- Providing adaptations to improve independence and care;
- Improving private housing stock to reduce ill-health and potential hospital admission;
- Working proactively to reduce the future burden on services; and
- Reducing emissions and contributing toward the 2030 Carbon neutral goal.

5. Section 151 Officer comments:

5.1 The financial resources mentioned in the report currently form part of the Council's approved capital programme. They are funded, as set out in the report, by capital grant, and, if agreed will be vired to a new budget to be passed across.

6. What are the legal aspects?

6.1 The Council's Environmental Health and Community Safety Service has statutory responsibilities under the Housing Grants, Construction and Regeneration Act 1996 to provide Disabled Facilities Grants (DFGs) to eligible residents.

6.2 Disabled Facilities Grants (DFGs) are mandatory grants, which the Council has a duty to provide in certain circumstances. This includes adapting properties to allow access (ramps, lifts, etc.), to create accessible washing facilities, cooking facilities and rooms used for sleeping, among other things. Any owner occupier or tenant can apply for a DFG as long as the person for whom the adaptation is proposed has had a statement of need following an assessment from an Occupational Therapist.

6.3 The Better Care Fund is a programme spanning both the NHS and local government which seeks to join-up health and care services, so that people can manage their own health and wellbeing, and live independently in their communities for as long as possible.

6.4 Councils are required to produce a policy stating the basis on which they will allocate Better Care Fund resources, including financial assistance falling outside the mandatory DFG requirements.

6.5 In formulating the policy, reference was made to the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) and Better Care Fund guidance.

6.6 The policy clearly states that the mandatory Disabled Facilities Grant has priority over other discretionary (RRO) funding.

7. Monitoring Officer's comments:

The content of this report raises no issues of concern to the Monitoring officer.

8. Report details:

8.1 The key changes in this updated policy are as follows:

8.1.1 New discretionary grants are proposed, along with re-naming existing provision to ensure clarity in the policy:

Accessible Homes Grant now comes in three forms and is increased from £20,000 to £40,000 to reflect the change in building costs, particularly extensions:

- Accessible Homes Grant:
 - This is the core discretionary assistance, available to provide top-up to DFG funding, essential for larger adaptations, including extensions. To bring in line with the mandatory DFG, the DFG means test will be applied in full to this grant, including passporting benefits and the exclusion from means testing for adaptations for children.

- Accessible Homes Grant: Contribution
 - This provides funding to cover means tested contributions, where the applicant does not have enough savings to cover the contribution.

- Accessible Homes Grant: Moving Application
 - If we assist someone to move out of district, we do not pursue a charge. To bring equity to this grant, the charge has been removed from the conditions, so no longer applies to anyone in receipt of the moving grant.

A maximum of £40,000 is available across the three AHG grants listed.

8.1.2 Stair lift Grant is a re-named grant. As before, this grant covers internal and external stair lifts, platform lifts and other access devices and is available with no means test. This was introduced in 2019 to avoid delayed transfers of care.

8.1.3 Bathroom Adaptation Grant. This is a new discretionary grant, similar to the Stair Lift Grant. The aim of this grant is to speed up the application and processing by removing the means test, thus reducing the potential for delayed transfers of care.

8.1.4 Healthy Homes Grant limit has been increased from £5,000 to £10,000. This reflects the additional cost of building works since the original grant limit was set. Eligibility criteria for this grant have been broadened to include those in financial hardship (as assessed by internal teams or trusted partners, as listed in the policy). This is an essential change, as relying on benefits alone has led to households with urgent or essential issues being unable to fund repairs to reduce risks to health. In addition, the charge on the property has been removed for the following works:

- Works to disabled adaptations already subject to a charge – this is to avoid the need for further full DFG applications when equipment or installations are no longer meeting needs. The Healthy Homes Grant can fund small upgrades or repairs to ensure the adaptation continues to meet needs without the need for a full DFG application.

- Provision of equipment or works to help with end of life care. No charge will be placed to keep a light-touch administrative burden. Equipment placed can be removed and re-used when no longer required.
- Help with hoarding or the cleansing of a property. This is a notoriously difficult area to deal with. Officers of the Council work with colleagues in social services and the Fire and Rescue Service (among others) to bring about improvements. In order to bring small successes in this work, any intervention needs to be as light touch as possible.

8.1.5 Warm Up Grant limit has been increased from £2,000 to £3,000 to reflect additional costs of building works.

8.2 Where appropriate, the policy compliments regulatory enforcement activities, particularly those around private rented accommodation, loans are available to landlords where an officer from the service identifies a defect with the dwelling. Loans are also available to empty home owners to help bring empty properties back into use.

8.3 A transfer of £300,000.00 from the Exeter City Council Better Care Fund allocation for 2022-2023 will be made to the Exeter City Council Lendology loan fund. This will enable us to use non-committed funds from the 22-23 financial year to benefit residents in future years through the provision of loans offered at 0% (a 'BCF Loan'). The introduction of this fund will widen the reach of the BCF in Exeter.

8.4 'BCF Loans' are available subject to available Better Care Fund (BCF) funding in the ECC Lendology loan fund. BCF Loans are offered at 0% for those occasions where the applicant would normally be eligible for a grant, but cannot access the grant funding due to financial circumstances. Being offered at 0% also makes BCF Loans sharia-compliant, thus reducing the impact of the policy on certain religious groups.

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

9.1 The Financial Assistance Policy for the Better Care Fund contributes to all aspects of the Council's Corporate Plan.

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

10.1 The revision of the Financial Assistance Policy for the Better Care Fund ensures the Council is able to effectively discharge its statutory functions and that discretionary aspects are tailored to support the goals of the service and the wider council, where appropriate.

10.2 The policy will enhance the certainty and consistency of the Council's activities around the provision of financial assistance and will reduce the risk of process failures and will manage expectations around eligibility, available funding and the extent of funded measures.

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 The Healthy Homes Grant can be used to improve living conditions, which may involve increased thermal efficiency of dwellings.

12.2 The Warm Up Grant can be used to fund measures which will contribute to the reduction of fuel poverty and energy consumption. The primary purpose of the grant is to improve housing conditions that pose a high risk to occupiers.

12.3 The Council funded Lendology Loan scheme can now be utilised for renewable energy/energy efficiency works such as:

- Solar Panels
- Solar Thermal Systems
- Air Source Heat Pumps
- Ground Source Heat Pumps
- Biomass Heating Systems
- Solid Wall Insulation

12.4 Although not the primary purpose of the funding, much of the work carried out has the potential to improve thermal performance of dwellings.

13. Are there any other options?

13.1 The Council is required to have a Financial Assistance Policy for the Better Care Fund. The council could decide not to accept the changes to the policy proposed and therefore keep the existing policy that is in place.

Director – Net Zero and City Management, David Bartram

Authors: Simon Lane - Service Lead – Environmental Health and Community Safety; and Philip Gilbert – Environmental Health and Community Safety Manager

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

Background papers used in compiling this report:-

- 1) Housing Grants, Construction and Regeneration Act 1996
- 2) Regulatory Reform (Housing Assistance) (England and Wales) Order 2002
- 3) Disabled Facilities Grant (DFG) delivery: Guidance for Local Authorities in England (Department for Levelling Up, Housing and Communities & Department for Health and Social Care)

Contact for enquires:
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Financial Assistance Policy

For the Better Care Fund

Date: March 2023

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1 Introduction

1.1 Purpose

- 1.1.1 This policy is required under Article 4 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. The Order provides councils with the discretion to develop schemes to provide financial assistance to deal with a range of housing issues.
- 1.1.2 This policy sets out the areas on which Devon will focus any available resources in order to improve housing conditions across the district. With limited resources available it is essential that funding is targeted to those areas that contribute to the delivery of the Better Care Fund and Health and Wellbeing Board (HWB) priorities and local district council priorities.
- 1.1.3 The policy covers a three-financial year period: 23/24 24/25 25/26, unless reviewed within that timeframe.
- 1.1.4 This policy provides the Devon Councils with the flexibility and discretion to provide appropriate assistance to meet the aims and priorities set out in section 3 below.
- 1.1.5 While each Devon district will adopt a similar policy, based on core principles, it is recognised that there will be differences between districts, reflecting local priorities.
- 1.1.6 This policy is owned by the following Councils:
- Devon County Council
 - East Devon District Council
 - Exeter City Council
 - Mid Devon District Council
 - North Devon District Council
 - South Hams District Council
 - Teignbridge District Council
 - Torridge District Council
 - West Devon District Council

1.2 Review

- 1.2.1 Since the first version of this Devon Wide policy it has been reviewed twice the latest being in 2019. Having worked with the policy for the last four years a more detailed review has been undertaken in consultation with stakeholders to

identify any gaps or enhancements required to the policy. This policy incorporates the agreed changes suggested by stakeholders and will be reviewed on a regular basis to ensure it continues to meet local needs.

1.3 Funding

- 1.3.1 The assistance contained within this policy is only available subject to the availability of funding. Where funding is limited, priority for spend will be given to the Mandatory Disabled Facilities Grant across the County (see section 4).

2 Context

2.1 Housing and Health

- 2.1.1 Housing is a key determinant of health, and by promoting good quality housing this policy can contribute to reducing health inequalities for the residents of Devon.
- 2.1.2 In 2008, flexibilities were introduced enabling councils to use government grant that has been allocated for disabled facilities grants to be used more intelligently to deliver adaptations for disabled people outside of the mandatory grant regime.
- 2.1.3 Research has shown that there is a direct impact on the health and well-being of residents resulting from the homes in which they live; therefore, poor housing can contribute to poor health.
- 2.1.4 Each year hazards in the home result in unnecessary injuries, episodes of ill-health, and harm to mental health and in many cases the occupiers do not link the poor condition of their homes with a potential negative impact on their health. The poorest housing stock can be found in the private sector, and in some cases residents who own their own home are not able to maintain them and as a result hazards can develop.
- 2.1.5 This policy aims to address the link between housing conditions and health through the provision of adaptations that allow disabled people to remain safely and independently in their home; along with reducing serious hazards in the home that have the potential to cause accidents and ill health.

2.2 Armed Forces Covenant

- 2.2.1 Armed Forces personnel and their families have been considered when developing the discretionary grants available under this policy, increasing access to adaptations without the need for a means test and providing other relevant help.

2.3 Better Care Fund

- 2.3.1 In 2015 the government introduced the Better Care Fund in an attempt to bring health and social care together in an integrated way. The fund is a combination of government funding from the Department of Health and the Department for Levelling Up, Housing and Communities and includes the grant allocation for disabled facilities grants (DFG).
- 2.3.2 Each year, in June, the government publishes the Better Care Fund Policy Framework, This document lists the conditions that the better care fund must be used to address and have remained largely unchanged.
- The conditions are:
- 2.3.3 **Condition 1:** *a jointly agreed plan between local health and social care commissioners, signed off by the HWB* – The local authority and CCGs must agree a plan for their local authority area that includes agreement on use of mandatory BCF funding streams. The plan must be signed off by the HWB.
- 2.3.4 BCF plans should set out a joined-up approach to integrated, person-centred services across local health, care, housing and wider public services. They should include arrangements for joint commissioning, and an agreed approach for embedding the current discharge policy in relation to how BCF funding will support this.
- 2.3.5 **Condition 2:** *NHS contribution to adult social care to be maintained in line with the uplift to CCG minimum contribution* - The funding must be used to contribute to the maintenance of adult social care services in each local authority.
- 2.3.6 The minimum expectation of spending for each HWB area is derived by applying the percentage increase in the CCG contribution to the BCF for the area to the 2020 to 2021 minimum social care maintenance figure for the HWB.
- 2.3.7 **Condition 3:** *invest in NHS commissioned out of hospital services* - BCF narrative plans should set out the approach to delivering this aim locally, and how health and local authority partners will work together to deliver it.
- 2.3.8 **Condition 4:** *a plan for improving outcomes for people being discharged from hospital* - This national condition requires areas to agree a joint plan to deliver health and social care services that support improvement in outcomes for people being discharged from hospital, including the implementation of the hospital discharge policy.

2.4 BCF Metrics

- 2.4.1 Having regard to the national conditions, areas have flexibility in how the fund is spent over health, care and housing schemes or services. Ambitions need to be agreed on how this spending will improve performance against the BCF metrics detailed below.
- 2.4.2 These metrics are:
- [Discharge Indicator Set](#) - reducing length of stay in hospital, measured through the percentage of hospital inpatients who have been in hospital for longer than

14 and 21 days; and improving the proportion of people discharged home using data on discharge to their usual place of residence

- Avoidable admissions to hospital
- Admissions to residential and care homes
- Effectiveness of re-ablement

2.4.3 Plans under national condition 4 (discharge) should describe how HWB partners will work with providers to improve outcomes for a range of discharge measures, covering both reductions in the time someone remains in hospital, and effective decision making and integrated community services to maximise a person's independence once they leave hospital.

2.4.4 This policy forms part of the suite of options to achieve these conditions. Devon county Council and the District Councils have identified an opportunity to provide additional grant and loan products to meet these conditions and deliver against the Health and Wellbeing Board priorities.

3 Priorities

3.1 Devon BCF Priorities

3.1.1 In Devon, the Better Care Fund priorities aim to achieve the following outcomes:

- Reduced admissions to residential and nursing care homes
- Reduce delayed transfers of care
- Reduce avoidable emergency admissions
- Increase dementia diagnosis rates

3.2 Health and Wellbeing Board Priorities

3.2.1 In addition, the 'Healthy and Happy Communities' Devon Joint Health and Wellbeing Strategy 2020–25 also contains a series of priorities that this policy can contribute to.

3.2.2 The priorities are detailed below and those that this policy has a direct impact on are in bold.

1. Create opportunities for all-inclusive economic growth, education and social mobility
 - a. Narrow gaps in educational attainment and adult skills
 - b. Reduce levels of child poverty
 - c. Support economic growth in more disadvantaged areas

d. Increase social mobility

2. Healthy, safe, strong and sustainable communities creating conditions for good health and wellbeing where we live, work and learn
 - a. **Improve housing conditions**, reduce homelessness, and increase supply of appropriate, high-quality housing
 - b. Create conditions for good health, physical activity and social interaction
 - c. Support healthy workplaces and schools
 - d. Help keep communities and individuals safe

3. Focus on mental health building good emotional health and wellbeing, happiness and resilience
 - a. Reduce loneliness in all age groups
 - b. Identify people at risk and intervene to improve poor mental health as soon as possible
 - c. Proactively address the mental health consequences of trauma and adverse childhood experiences
 - d. Promote a positive approach to mental health and wellbeing

4. Maintain good health for all, supporting people to stay as healthy as possible for as long as possible
 - a. Prevent ill health by enabling people to live healthier lives
 - b. Detect disease in the early stages to reduce impact on health
 - c. **Support those with long-term conditions to maintain a good quality of life**
 - d. **Support carers to improve and maintain their own health & wellbeing**

3.3 Local District Priorities

- 3.3.1 Each Devon District Council has its own agreed priorities detailed within its Corporate/Strategic Plans that are specific to their geographical areas. There are however some goals that are common across the county. These include:
- Providing quality housing
 - Housing that is safe and meets the communities needs
 - Promoting health and wellbeing

3.4 Objectives of this Policy

3.4.1 This policy aims to utilise the BCF funding to provide financial assistance to residents that help realise the combined priorities detailed above.

3.4.2 In order to achieve this the policy will focus on the following objectives:

- **Objective 1** - Assist disabled residents to remain in their own homes through supporting the provision of adaptations (so far as this is necessary, appropriate and reasonably practicable). To prevent admissions to care, to assist with delayed transfers where possible and to ensure a safe home that supports health and wellbeing.
- **Objective 2** – Safeguard the health and well-being of vulnerable residents by removing unnecessary hazards to health and safety in the home to reduce avoidable emergency admissions
- **Objective 3** – Provide adaptations that are suitable for the future by ensuring the scheme of works is dementia aware.
- **Objective 4** – Assist vulnerable people to afford to heat their homes through appropriate energy efficiency and heating measures.
- **Objective 5** – Assist vulnerable people impacted by hoarding and the cleanliness of their home.
- **Objective 6** – Assist people to move to more appropriate accommodation that meets their needs.

4 Mandatory Disabled Facilities Grants

4.1 Background

4.1.1 The delivery of the disabled facilities grant programme is mandatory and a statutory function of the local housing authority. The delivery of this function is governed by the Housing Grants, Construction and Regeneration Act 1996.

4.2 Eligibility

4.2.1 Any disabled resident seeking financial assistance with the cost of adaptations to their home must be assessed by an Occupational Therapist (OT) working on behalf of, in consultation with, or otherwise approved by Devon County Council.

4.2.2 All owner-occupiers, tenants, licensees or occupiers who have relevant assessed needs, as identified by a relevant Occupational Therapist are eligible to apply for a Disabled Facilities Grant, subject to relevant permissions.

4.3 Conditions

4.3.1 All grants other than those for children are subject to a test of financial resources, which is prescribed by The Housing Renewal Grants Regulations 1996.

4.3.2 At the time of writing, the grant maximum in England is £30,000. This is set by Government and is subject to occasional review. If the grant maximum is reviewed, this policy will adopt the new mandatory grant maximum for England, as stated here: <https://www.gov.uk/disabled-facilities-grants/what-youll-get>, or other official UK Government source.

4.3.3 The disabled person must intend to occupy the property as their only or main residence for a period of five years after the works are complete (or such shorter period as the person's health or other relevant circumstances permit).

4.3.4 In order to make an application the applicant must supply the following:

- A completed and signed application form
- Evidence of financial situation
- Evidence of ownership of the property or the right to reside at the property
- Permission for the works to be carried out (if applicable)
- For more complex works; a detailed schedule of works and plans that must be agreed by the council
- Any planning or building regulation approvals

- Tenders for the works unless using an agreed procurement framework.
- 4.3.5 The final approved sum will be based on competitive contracting through the council's procurement system, or other process. This applies to the approved sum only and not to the final choice of contractor by the applicant.
- 4.3.6 Only the works agreed by the council will be covered by the grant.
- 4.3.7 If the grant is approved there are 12 months to complete the works.
- 4.3.8 The works must be completed by the contractor stated on the approval document
- 4.3.9 No grant works should proceed until the grant application has been processed and all relevant planning, Building Regulation or landlord approval has been obtained.
- 4.3.10 If the applicant has a financial contribution towards the cost of adaptations they must ensure they have funds in place to cover their share of the costs before the work begins on site.
- 4.3.11 Where further grant funding is not available and subject to conditions, a loan from Lendology Community Interest Company may be available to cover an assessed financial contribution to a grant.
- 4.3.12 Unforeseen and additional costs will only be paid for where they are necessary to complete the adaptation and must be agreed by the council before they are undertaken.
- 4.3.13 Any increase in the grant may have an impact on the charge placed against the property.
- 4.3.14 Applicants who are successful in their application for assistance will be required to maintain the adaptation.
- 4.3.15 The contract for the works is the responsibility of the applicant.
- 4.3.16 In all but the most exceptional cases, the council will seek to pay any approved grant funds directly to contractors on satisfactory completion of works.
- 4.3.17 No grant will be paid until a satisfactory invoice has been received and the works have been carried out to the satisfaction of the Council.
- 4.3.18 Only works falling within the mandatory elements, as specified in Appendix A, will be covered by the grant¹.
- 4.3.19 Lifts (stair lifts, step lifts and through floor lifts) and other equipment funded through the DFG process will belong to the applicant. Servicing and upkeep is the responsibility of the applicant. The Council only usually remove lifts or other equipment if they are able to be economically refurbished and reused, or in the case of a moving grant, equipment may be removed to be re-used in the 'new' property if considered an effective use of resources.
- 4.3.20 For owner occupiers, where the grant is in excess of £5,000 a local land charge will be placed on the property for the amount over £5,000 up to a maximum of £10,000. This charge will remain on the property for a period of 10 years.

4.3.21 No more than £10,000 will be placed as a charge as a result of grant awards under the following grant types:

- Disabled Facilities Grant
- Stair lift grant
- Bathroom adaptation grant

4.3.22 Where the cost of the work exceeds the mandatory grant limit the applicant may be eligible to an Accessible Homes Grant, subject to available funds.

5 Stair lift Grant

- 5.1.1 This grant provides internal and external straight track or curved track stair lifts, step lifts and through-floor lifts without a means test for the applicant.
- 5.1.2 Grant funding can be used for relevant preparatory and other works necessary for installation.
- 5.1.3 This grant includes provision of rented stair lifts for end of life care, or other reason, as specified by the Occupational Therapist.
- 5.1.4 The maximum grant funding for a Stair lift grant is £30,000.

5.2 Eligibility

- 5.2.1 To be eligible for this grant the following must be in place:
- Any disabled resident seeking financial assistance with the cost of adaptations to their home must be assessed by an Occupational Therapist (OT) working on behalf of, in consultation with, or otherwise approved by Devon County Council.
 - Where additional works are required to install the stair lift or other relevant lift, these will be covered as part of this grant.
 - Where an applicant requires multiple adaptations, subject to available funding, the stair lift (or other eligible lift) will be provided through this grant and other adaptations will be provided through the DFG or accessible homes grant where the applicant is eligible.

5.3 Conditions

- 5.3.1 The applicant must have permission from the owner of the property for the work to be carried out. The council will require an owner's certificate if the property is rented.
- 5.3.2 The applicant intends to live in the property as their only or main residence for the period of 5 years or for a shorter period as health or other relevant circumstances permit.
- 5.3.3 The final approved sum will be based on competitive contracting through the council's procurement system, or other process. This applies to the approved sum only and not to the final choice of contractor by the applicant.
- 5.3.4 Only the works agreed by the council will be covered by the grant.
- 5.3.5 The works must be completed by the contractor stated on the approval document, unless otherwise agreed with the council.

- 5.3.6 No grant works should proceed until the grant application has been processed and all relevant planning, Building Regulation or landlord approval has been obtained.
- 5.3.7 Unforeseen and additional costs will only be paid for where they are necessary to complete the adaptation and must be agreed by the council before they are undertaken.
- 5.3.8 Applicants who are successful in their application for assistance will be required to maintain the equipment and any associated works and have it regularly serviced at their cost.
- 5.3.9 The contract for the works is the responsibility of the applicant.
- 5.3.10 In all but the most exceptional cases, the council will seek to pay any approved grant funds directly to contractors on satisfactory completion of works.
- 5.3.11 No grant will be paid until a satisfactory invoice has been received and the works have been carried out to the satisfaction of the applicant and Council.
- 5.3.12 Lifts (stair lifts, step lifts and through floor lifts) and other equipment funded through the grant process will belong to the applicant. Servicing and upkeep is the responsibility of the applicant. The Council only usually remove lifts or other equipment if they are able to be economically refurbished and reused, or in the case of a moving grant, equipment may be removed to be re-used in the 'new' property if considered an effective use of resources.
- 5.3.13 For owner occupiers, where the grant is in excess of £5,000 a local land charge will be placed on the property for the amount over £5,000 up to a maximum of £10,000. This charge will remain on the property for a period of 10 years.
- 5.3.14 No more than £10,000 will be placed as a charge as a result of grant awards under the following grant types:
- Disabled Facilities Grant
 - Stair lift grant
 - Bathroom adaptation grant
- 5.3.15 Where the cost of the work exceeds the grant limit the applicant may be eligible for additional Disabled Facilities Grant funding or Accessible Homes Grant funding, subject to available funds.
- 5.3.16 The council reserves the right to reclaim this grant from a social housing provider or private landlord in the following circumstances:
- a. if the tenant for whom the grant was originally approved is unreasonably required to leave the property within the grant condition period (5 years), or
 - b. if the property is not let to a household that will benefit from the adaptation upon any re-let within the grant condition period (5 years).

6 Bathroom Adaptation Grant

6.1.1 This grant provides level access showers, automatic wash-dry WCs and other bathroom adaptations and/or equipment without a means test for the applicant.

6.1.2 Grant funding can be used for relevant preparatory and other works necessary for installation, but not for substantive construction works to create a new bath/shower room or WC.

6.1.3 The maximum grant funding for a Bathroom adaptation grant is £15,000.

6.2 Eligibility

6.2.1 To be eligible for this grant the following must be in place:

- Any disabled resident seeking financial assistance with the cost of adaptations to their home must be assessed by an Occupational Therapist (OT) working on behalf of, in consultation with, or otherwise approved by Devon County Council.
- Where additional works are required to provide accessible washing/hygiene facilities these will be covered as part of this grant.
- Where an applicant requires multiple adaptations, subject to available funding, the bathroom adaptations will be provided through this grant and other adaptations will be provided through the DFG or accessible homes grant where the applicant is eligible.

6.2.2 This grant is not available to fund the building of an extension, or other major building alteration to house a bathroom. In such cases, this grant can be used to fit out the bathroom. Substantive building would be funded by DFG, or other means, depending on eligibility.

6.3 Conditions

6.3.1 The applicant must have permission from the owner of the property for the work to be carried out. The council will require an owner's certificate if the property is rented.

6.3.2 The applicant intends to live in the property as their only or main residence for the period of 5 years or for a shorter period as health or other relevant circumstances permit.

6.3.3 The final approved sum will be based on competitive contracting through the council's procurement system, or other process. This applies to the approved sum only and not to the final choice of contractor by the applicant.

6.3.4 Only the works agreed by the council will be covered by the grant.

- 6.3.5 The works must be completed by the contractor stated on the approval document, unless otherwise agreed with the council.
- 6.3.6 No grant works should proceed until the grant application has been processed and all relevant planning, Building Regulation or landlord approval has been obtained.
- 6.3.7 Unforeseen and additional costs will only be paid for where they are necessary to complete the adaptation and must be agreed by the council before they are undertaken.
- 6.3.8 Applicants who are successful in their application for assistance will be required to maintain the equipment and any associated works and have it regularly serviced at their cost.
- 6.3.9 The contract for the works is the responsibility of the applicant.
- 6.3.10 In all but the most exceptional cases, the council will seek to pay any approved grant funds directly to contractors on satisfactory completion of works.
- 6.3.11 No grant will be paid until a satisfactory invoice has been received and the works have been carried out to the satisfaction of the applicant and Council.
- 6.3.12 Lifts (stair lifts, step lifts and through floor lifts) and other equipment funded through the grant process will be the responsibility of the applicant. Servicing and upkeep is the responsibility of the applicant. The Council reserves the right to re-claim equipment if it is no longer required within the grant condition period. The Council will only usually remove lifts or other equipment if they are able to be economically refurbished and reused, or in the case of a moving grant, equipment may be removed to be re-used in the 'new' property if considered an effective use of resources.
- 6.3.13 For owner occupiers, where the grant is in excess of £5,000 a local land charge will be placed on the property for the amount over £5,000 up to a maximum of £10,000. This charge will remain on the property for a period of 10 years.
- 6.3.14 No more than £10,000 will be placed as a charge as a result of grant awards under the following grant types:
- Disabled Facilities Grant
 - Stair lift grant
 - Bathroom adaptation grant
- 6.3.15 Where the cost of the work exceeds the grant limit the applicant may be eligible for additional Disabled Facilities Grant funding or Accessible Homes Grant funding, subject to available funds.
- 6.3.16 The council reserves the right to reclaim this grant from a social housing provider or private landlord in the following circumstances:
- c. if the tenant for whom the grant was originally approved is unreasonably required to leave the property within the grant condition period (5 years), or

- d. if the property is not let to a household that will benefit from the adaptation upon any re-let within the grant condition period (5 years).

7 Accessible Homes Grant

7.1 Background

7.1.1 The Accessible Homes Grant is subject to available funding.

7.1.2 Grant funding is available in the following circumstances:

- Where a mandatory grant has been approved but the cost of the work exceeds the mandatory grant maximum.
- Where there are works that may not be covered by the Disabled Facility Grant in relation to adapting the home and making it safe.

7.1.3 In addition, a grant of up to £2,000 is available in the following circumstances:

- To pay fees associated with feasibility works to determine if an eligible adaptation can proceed, including any reasonable adjustments in the collation and submission of a valid application.
- Installation of technology enabled care to aid hospital discharge, or to prevent hospital admission.

7.2 Eligibility

7.2.1 To be eligible for this grant the applicant must either:

- be eligible to apply for a mandatory Disabled Facilities Grant, or
- require other works or equipment deemed as reasonable and practicable by the council to adapt the home or make it safe for the disabled occupant, or their carer(s).

7.2.2 All applicants are subject to the DFG means test, except the parents and/or guardians of a disabled child, where a means test is not required for the mandatory DFG. Adult applicants will have been means tested as part of the formal Disabled Facility Grant application.

7.3 Conditions

7.3.1 The grant maximum for combined Accessible Homes Grants (this grant and "Accessible Homes Grant: Contribution") is £40,000. Anything over £40,000 will not attract any further Accessible Homes Grant funding.

7.3.2 Evidence supplied by the Disabled Facility Grant applicant will be used to support the application for the Accessible Home Grant.

7.3.3 In addition to any land charge placed on the property under other sections of this policy, a local land charge will be placed on the property for the full value of the awarded Accessible Homes Grant. The charge(s) will be repayable if the

property is sold, assigned or transferred within 10 years of the grant being completed.

- 7.3.4 Only the works agreed by the council will be covered by the grant
- 7.3.5 Eligible works must be completed within 12 months of the grant being approved.
- 7.3.6 The works must be completed by the contractor stated on the approval document, unless otherwise agreed with the council.
- 7.3.7 No grant works should proceed until the grant application has been processed and all relevant planning, Building Regulation or landlord approval has been obtained.
- 7.3.8 Unforeseen and additional costs will only be paid for where they are necessary to complete the adaptation and must be agreed by the council before they are undertaken.
- 7.3.9 Any increase in the grant may have an impact on the charge placed against the property.
- 7.3.10 Applicants who are successful in their application for assistance will be responsible for maintaining the adaptation.
- 7.3.11 The contract for the works is the responsibility of the applicant.
- 7.3.12 The council will only offer grant funding for those works that are considered appropriate, reasonable and practicable to meet the needs of the disabled person.
- 7.3.13 In all but the most exceptional cases, the council will seek to pay any approved grant funds directly to contractors on satisfactory completion of works.
- 7.3.14 No grant will be paid until a satisfactory invoice has been received and the works have been carried out to the satisfaction of the council.
- 7.3.15 The DFG means test applies to all applications for AHG. This includes DFG passporting benefits and other exclusions, such as applications for adaptations for children.

8 Accessible Homes Grant: Contribution

8.1 Background

- 8.1.1 The Accessible Homes Contribution Grant is available where the DFG means test identifies that a contribution is required. This includes cases where the means tested contribution is larger than the total cost of works (a 'nil-approval')
- 8.1.2 The Accessible Homes Contribution Grant is subject to available funding.

8.2 Eligibility

- 8.2.1 To be eligible for this grant the applicant must meet the following:
- 8.2.2 The applicant must either be:
- eligible to apply for a mandatory Disabled Facilities Grant, or
 - eligible for the 'Accessible Homes Grant – General'
- 8.2.3 An applicant will only be eligible for grant funding to cover an identified contribution where the amount of assessed contribution the applicant has to pay represents at least a third or more of the applicant's savings. For example:
- An applicant has a means tested contribution of £1500.00. If the applicant has savings of £4500 or less, they will be able to access additional grant to cover the contribution; subject to grant limits and finance availability.*
- This is a taper, so in the above example, if the applicant had £6000 in savings, they would be expected to pay £500 (they would receive a £1000 AHG grant).*

8.3 Conditions

- 8.3.1 The grant maximum for combined Accessible Homes Grants (this grant and the Accessible Homes Grant) is £40,000. Anything over £40,000 will not attract any further Accessible Homes Grant funding.
- 8.3.2 Evidence supplied by the Disabled Facility Grant applicant will be used to support the application for the Accessible Home Grant.
- 8.3.3 In addition to any land charge placed on the property under other sections of this policy, a local land charge will be placed on the property for the full value of the awarded Accessible Homes Grant. The charge(s) will be repayable if the property is sold, assigned or transferred within 10 years of the grant being completed.
- 8.3.4 In addition to the above, this grant is subject to the conditions of the primary grant to which it is contributing.

9 Accessible Home Grant: Moving Application

9.1 Background

9.1.1 This grant may be available to assist a disabled person to move to more suitable accommodation subject to available funding.

9.2 Eligibility

9.2.1 An applicant will be eligible for this grant

- Where the Occupational Therapist and/or the Council consider re-housing to be more appropriate than adapting the existing accommodation.
- Where the landlord has refused permission for any adaptation works to be carried out and therefore it is no longer feasible for the occupier to remain in the property.
- Where it is possible to carry out works at the existing property the total cost incurred in the eligible 'moving on' expenses and any estimated eligible adaptation costs at the 'new' property should not be greater than the cost of adapting the applicant's current home.
- Where the 'new' property, in the opinion of the Council, provides a long term, sustainable home for the person for whose benefit the works are required.
- Adaptations at the 'new' property will be subject to the Statement of Needs and a new DFG application. Adaptations may exceed the mandatory DFG grant and any top-up assistance available, so this should be considered by the applicant prior to moving.
- If the property is within a neighbouring authority covered by this policy then the new authority will need to ensure the new property is suitable. This should also be agreed with the Occupational Therapist. The applicant must ensure that the relevant council's officers and Occupational Therapist have been consulted.

9.2.2 All applicants are subject to the DFG means test, except the parents and/or guardians of a disabled child, where a means test is not required for the mandatory DFG. Adult applicants will have been means tested as part of the formal Disabled Facility Grant application.

9.2.3 In determining the 'reasonable expenses' regard shall be given to the following criteria:

- The cost of the eligible works at the applicant's existing property are not deemed reasonable, or;
- The eligible works at the applicant's existing home are not technically feasible, or;

- The adaptation of the applicant's existing property does not provide a sustainable, long term solution for their housing needs, or;
- The landlord of the property refuses to give permission for the necessary works to be carried out.

9.3 Eligible Expenses – owner occupier

9.3.1 Expenses that can attract grant under this section may include the cost of:

- Any arrangement fee charged by a lender to cover the formation of a mortgage.
- Conveyancing fees.
- Land Registry Fee
- Local Authority Searches
- Stamp Duty
- Valuation, Homebuyers or Full Structural Survey
- Professional or other removal costs
- Estate Agent Commission.

9.3.2 The maximum grant payable for eligible expenses under this heading for an owner occupier is £10,000.

9.4 Eligible expenses – tenant

9.4.1 For a tenant the expenses that can attract grant under this section may include the cost of:

- Letting agent fees
- Rent deposit
- Professional or other removal fees

9.4.2 The maximum grant payable for eligible expenses under this heading for a tenant is £5,000.

9.5 Conditions

9.5.1 Grant assistance is only payable to an owner occupier upon the successful completion of the purchase of the 'new' property and the disabled person then occupying that property as their only and main residence.

9.5.2 When moving to rented accommodation the applicant must obtain permission from the landlord for any adaptations to be carried out before the grant will be paid.

- 9.5.3 To qualify for this grant the applicant must have been resident in the existing property for at least 2 years prior to making an application to move.
- 9.5.4 The applicant must intend to live in the new property as their only or main residence for a period of 5 years (or such shorter period as the person's health or other relevant circumstances permit).

10 Healthy Homes Grants

10.1 Background

10.1.1 The Healthy Homes grant is a flexible grant to provide urgent/essential repairs to the home to ensure the health, safety and welfare of the occupier(s).

10.1.2 This includes assisting an occupier with infestations and accumulations (hoarding) where the condition of the dwelling will lead to a delayed transfer of care (hospital discharge) or potential avoidable hospital admission.

10.2 Eligibility

10.2.1 To qualify for this grant the applicant must either:

- a. have been declined by Lendology CIC for a Home Improvement Loan
- b. be in receipt of one of the following benefits:
 - Housing Benefit
 - Disability Living Allowance
 - Personal Independent Payment with the daily living component
 - Attendance Allowance
 - Pension Credit
 - Income Support
 - Council tax benefit (not the single person discount)
 - Universal Credit

(Universal Credit replaces the following means tested benefits: Housing Benefit, Income Related Employment Support Allowance, Income Based Job Seekers Allowance, Child Tax Credit, Working Tax Credit and Income Support)

- c. Have works that are judged by an officer of the council to be time-critical (e.g. to enable hospital discharge) and are otherwise in financial hardship following an assessment by:
 - Lendology CIC
 - The council's Housing Options, Benefits or other relevant team
 - Citizens Advice Bureau, or
 - Other third party commissioned by the council to work in a community support role.

- 10.2.2 A grant can be awarded in addition to a loan from Lendology CIC if the amount of loan available is not enough to cover the cost of addressing the eligible works.
- 10.2.3 Healthy Homes Grant can be used to fund repairs to disabled adaptations where the equipment or other works are out of warranty or guarantee.
- 10.2.4 This grant can be used to fund temporary measures or items that can be removed to allow the occupier to return home as part of end of life care, or otherwise to expedite hospital discharge. Eligible works may be funded by DFG or Accessible Homes in the first instance, depending on the most expedient route.
- 10.2.5 To prevent unnecessary hospital admission, or to expedite hospital discharge, this grant can be used to support those with hoarding disorder. In practice this can include the following:
- a. Help with cleansing a property to expedite hospital discharge, to enable someone to receive care, or to enable other eligible works under this policy to take place.
 - b. Practical support with hoarding behaviour to alleviate impacts on the health of the occupier, as assessed by an officer of the council, or other social care professional.
 - c. Clearance of the dwelling to ensure the safety of the occupier following an assessment by an officer of the council

10.3 Conditions

- 10.3.1 Households are able to apply for a 'Healthy Homes grant' on multiple occasions; except where stated otherwise, the maximum grant available is £10,000 in any two year period.
- 10.3.2 Unless stated otherwise below, for owner occupiers a local land charge will be placed against the property for a period of 5 years for the total amount of the grant.
- 10.3.3 A local land charge will not be placed against the property if the purpose of the grant is to:
- a. Works to disabled adaptations already subject to a charge. This will apply to the cost of those works only, if the grant is being used for multiple reasons.
 - b. provide equipment or works to help with end of life care.
 - c. help with hoarding or the cleansing of a property.
- 10.3.4 For tenants the grant will only be available where the landlord is not responsible for the works required. As such, the grant will be limited to providing assistance with infestations and accumulations (hoarding) where the condition of the dwelling will lead to a delayed transfer of care (hospital discharge) or potential avoidable hospital admission, where the landlord is not responsible for the works.

10.3.5 An applicant can apply for a loan for any substantial work beyond removing the immediate health and safety risk.

11 Home Improvement Loans

11.1 Background

11.1.1 Lendology CIC (formerly known as Wessex Resolutions Community Interest Company (WRCIC)) is a not-for-profit company contracted by the council to deliver loans to residents in the district.

11.1.2 Lendology CIC administer loans within the requirements of this policy. Home Improvement Loans are flexible and can be used for the following purposes (with specific reference to the Better Care Fund):

- Home repairs and improvements to bring the dwelling up to the Decent Homes Standard.
- Adaptation works where grant is not available
- To cover a applicant contribution to a grant
- To cover the cost of the work over the Disabled Facilities Grant and/or Accessible Homes Grant maximum (this will be provided as a BCF Loan, subject to available funds)

11.1.3 In addition, loans can be used for the following purposes subject to available funding outside the Better Care Fund:

- To bring empty homes back into use
- For renewable energy enhancements and energy efficiency improvements
- For landlords to carry out repairs or improvements to rented accommodation to address either:
 - a. Assessed failures of the Decent Homes Standard, or;
 - b. Works to meet requirements of the Management Regulations, or;
 - c. Works to meet requirements of other regulations placing duties on managers of rented accommodation

11.2 Eligibility

11.2.1 This will vary and is based on the individual circumstances of each applicant. Loan advisors from Lendology CIC will carry out an assessment and provide independent advice on ethical and responsible lending and the most appropriate product to suit the needs of the applicant.

11.3 Conditions

- 11.3.1 Conditions may vary depending on the loan product selected and the individual circumstances of each applicant.
- 11.3.2 Typical 4.2% APR, loans are subject to status. Lendology may insist on loans being protected at the Land Registry by a Title Restriction. Missing payments could affect your credit rating and ability to obtain credit in the future.

12 BCF Loans

12.1 Background

12.1.1 Subject to available ring-fenced Better Care Fund (BCF) capital deposited with Lendology CIC, the following loans will be available to those meeting the eligibility criteria. Eligibility criteria include an assessment by Lendology.

12.1.2 The Better Care Fund (BCF) aims to deliver against the following objectives:

- enable people to stay well, safe and independent at home for longer
- provide the right care in the right place at the right time

12.1.3 It is recognised that some residents will meet grant eligibility criteria relating to property condition or adaptation need, but will not meet the financial eligibility criteria. For example:

- Those who have an Occupational Therapist assessment, but whose assessed financial contribution is too high for them to receive grant funding or Accessible Homes Grant funding, or
- Those who have urgent or essential repairs required to their homes to ensure the health and wellbeing of occupants, but do not meet the financial eligibility criteria of the Healthy Homes Grant.

12.1.4 The above are examples, and are not intended to be an exhaustive list.

12.1.5 Lendology CIC administer loans within the requirements of this policy. BCF Loans are flexible and can be used for the following purposes (with specific reference to the Better Care Fund), subject to meeting any non-financial grant criteria in the first instance:

- To cover the cost of DFG adaptations for those with a large assessed contribution, who are not eligible for AHG, or those following the DFG nil approval route.
- To cover the cost of any required work over the Disabled Facilities Grant maximum and/or Accessible Homes Grant maximum.
- Home repairs and improvements to address any urgent or essential works to protect the health and wellbeing of the occupants.

12.1.6 BCF loans will be offered at 0% interest to cover works that would have otherwise been grant funded, but for the financial assessment.

12.2 Eligibility

12.2.1 This will vary and is based on the individual circumstances of each applicant. Loan advisors from Lendology CIC will carry out an assessment and provide

independent advice on ethical and responsible lending and the most appropriate product to suit the needs of the applicant.

- 12.2.2 The maximum loan amount is based on the eligible works and, ultimately, the Lendology CIC assessment of affordability.

12.3 **Conditions**

- 12.3.1 Conditions may vary depending on the loan product selected and the individual circumstances of each applicant.
- 12.3.2 Loans are subject to status. Lendology may insist on loans being protected at the Land Registry by a Title Restriction. Missing payments could affect your credit rating and ability to obtain credit in the future.

13 Warm Up Grants

13.1 Background

- 13.1.1 The Warm Up grant is a flexible grant to provide top-up funding for energy efficiency measures considered by an officer of the council as essential to ensure the health, safety and welfare of the occupier(s) of a property.
- 13.1.2 These grants, up to a maximum £3,000 per property, provide top up funding for energy efficiency measures where energy providers are part funding energy efficiency measures under their Energy Company Obligation (ECO) or other energy efficiency funding.
- 13.1.3 Warm Up funding can also be used in conjunction with Healthy Homes Grants (based on eligibility for Healthy Homes), where the hazard(s) being addressed require energy efficiency works or upgrading of heating/hot water provision.
- 13.1.4 Eligible works include:
- Insulation measures (e.g. loft, cavity wall, solid wall, flat roof & room in roof)
 - Energy efficiency works
 - Heating repair or upgrade

13.2 Eligibility

- 13.2.1 Applicants must be owner occupiers and must have been identified either:
- a. through the council's Energy Company Obligation Flexible Eligibility Statement of Intent under routes 2, 3 or 4. The Statement of Intent can be found on the council's website, or
 - b. by an assessment of an officer of the council.
- 13.2.2 To qualify for the top-up a survey must be carried out by the energy provider, an officer of the council, a local installer, or their agent, as appropriate and qualifying works identified.
- 13.2.3 For owner occupiers a maximum of £3,000 is available.
- 13.2.4 If more than £3,000 is needed then the applicant should apply for a Lendology CIC loan, subject to availability and eligibility

13.3 Conditions

- 13.3.1 Once a 'Warm up grant' has been awarded to a household, no further 'Warm up grant' will be available for the same household in the same property for a period of 4 years.
- 13.3.2 The contract for the works is the responsibility of the applicant.

- 13.3.3 In all but the most exceptional cases, the council will seek to pay any approved grant funds directly to contractors on satisfactory completion of works.
- 13.3.4 No grant will be paid until a satisfactory invoice has been received and the works have been carried out to the satisfaction of the applicant and Council.

14 Miscellaneous

14.1 Exceptions to this policy

- 14.1.1 The council accept that applications may be received for adaptations or works not covered by the circumstances listed above or outside the eligibility criteria listed. In all cases, these will need to be formally determined.
- 14.1.2 Any such application will be referred for assessment by the Environmental Health and Community Safety Service Lead in consultation with the relevant Director.
- 14.1.3 Such applications will be determined with reference to relevant priorities as laid out in relevant the council Policies.
- 14.1.4 Disabled Facilities Grants that meet the following criteria will not be subject to a test of financial resources:
- Grants for community equipment (aids and minor adaptations) if the cost of the adaptation is £1,000 or less.

14.2 Appeals and complaints

- 14.2.1 Where the applicant has a complaint about the manner in which the council is applying this policy, then they should follow the Council's formal complaints process.
- 14.2.2 Where the complaint is in respect of works, the complaint should be made to the contractor in the first instance, if this does not resolve the problem then the council should be contacted for advice.

15 Appendix A: Eligible works

15.1 Disabled Facilities Grant and Accessible Homes Grant

- 15.1.1 An assessment by an agreed Occupational Therapist must be carried out. The Occupational Therapist will then recommend the type of adaptation required.
- 15.1.2 Minor works are assessed by the Occupational Therapist and may be dealt with outside of the grant process.
- 15.1.3 In order to decide on an eligible scheme there is a two stage process:
- a. The Occupational Therapist assesses what is 'necessary and appropriate' to meet the needs of the disabled occupant.
 - b. The Environmental Health and Community Safety service assess what measures are reasonable and practicable to meet the identified needs in practice.
- 15.1.4 During both of the stages of this process the Occupational Therapist and Environmental Health and Community Safety service will work closely with the applicant to ensure, as far as possible, that their input is taken into account.

15.2 Purposes for which a grant must or may be given

- 15.2.1 The following (14.2.1 – 14.2.15) are the purposes for which a mandatory Disabled Facilities Grant are available, as contained in legislation.
- 15.2.2 Each adaptation criteria is provided with an example. The examples are intended to give a brief idea of the type of work available. In each case, the eligible works will be decided through the process laid out in 12.1, above.
- 15.2.3 Facilitating access by the disabled occupant to and from the dwelling, or the building in which the dwelling or, as the case may be, flat is situated;
- *For example, ramping and/or handrails to the main external door.*
- 15.2.4 Making the dwelling safe for the disabled occupant and other persons residing with them;
- *For example, upgrading of the electrical installation, where the current installation is considered unsafe for the disabled occupant.*
- 15.2.5 Facilitating access by the disabled occupant to a room used or usable as the principal family room;
- *For example, alterations to facilitate wheelchair access to a living room.*
- 15.2.6 Facilitating access by the disabled occupant to, or providing for the disabled occupant, a room used or usable for sleeping;
- *For example, alterations to facilitate wheelchair access to a bedroom.*

- 15.2.7 Facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a lavatory, or facilitating the use by the disabled occupant of such a facility;
- *For example, installation of a stairlift to facilitate access to a first floor WC.*
- 15.2.8 Facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a bath or shower (or both), or facilitating the use by the disabled occupant of such a facility;
- For example, installation of a level-access shower.
- 15.2.9 Facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a wash hand basin, or facilitating the use by the disabled occupant of such a facility;
- *For example, provision of an accessible wash hand basin, including any alterations necessary to facilitate access.*
- 15.2.10 Facilitating the preparation and cooking of food by the disabled occupant;
- *For example, installing low-level food preparation areas.*
- 15.2.11 Improving any heating system in the dwelling to meet the needs of the disabled occupant or, if there is no existing heating system there or any such system is unsuitable for use by the disabled occupant, providing a heating system suitable to meet his needs;
- *For example, upgrading/replacing of boilers/radiators where the property has been extended as part of a wider adaptation.*
- 15.2.12 Facilitating the use by the disabled occupant of a source of power, light or heat by altering the position of one or more means of access to or control of that source or by providing additional means of control;
- *For example, alterations to the height and/or position of light switches and power points to make them accessible to the disabled person.*
- 15.2.13 Facilitating access and movement by the disabled occupant around the dwelling in order to enable them to care for a person who is normally resident there and is in need of such care;
- *For example, widening of doorways.*
- 15.2.14 Facilitating access to and from a garden by a disabled occupant; or making access to a garden safe for a disabled occupant;
- *For example, providing level access to an existing/provided paved area of suitable size.*
-

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Equality Impact Assessment: Financial Assistance Policy for the Better Care Fund

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 & date:	Report Title	Decisions being recommended:	People with protected characteristics potentially impacted by the decisions to be made:
Executive 4 April 2023 Council 18 April 2023	Financial Assistance Policy for the Better Care Fund	Adoption of policy	<p>The Financial Assistance Policy for the Better Care Fund is primarily concerned with the provision of mandatory Disabled Facilities Grants. Therefore, the protected characteristics falling within the disability group are most likely to be impacted, although it is recognised that there are potential impacts across all protected characteristics.</p> <p>The policy provides for financial assistance to low-income households, households in fuel poverty, and to those whose dwelling poses a risk to their health and safety. For this reason, there is potential to impact all groups.</p>

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		There is no evidence that this will impact on any specific person based on this characteristic beyond the statutory provisions of the Disabled Facilities Grant, which state that a “person from abroad” is not able to apply for such. This statutory provision might apply to asylum seekers or migrant workers if they have no recourse to public funds. In such cases, other funding streams are usually available for housing.
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	High	<p>The Financial Assistance Policy will have a positive impact on this protected characteristic through provision of adaptations and home improvements for disabled persons.</p> <p>There are additional provisions in this policy to address the issue of delayed discharges. This is not only tackled by the Disabled Facilities Grant, but also the Healthy Homes Grant; addressing issues with the dwelling to ensure a property is suitable to return to.</p> <p>With regard to the Disabled Facilities Grant, reasonable adjustments are made by allowing for discretionary funding to be used to check feasibility of proposed schemes prior to application. These funds can also be used to help put together the valid application.</p>

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
			<p>Grants for adaptations as described in the Housing Grants, Construction and Regeneration Act 1996 are more accessible due to the alignment of the Accessible Homes Grant assessment with the DFG means test. This means more individuals and families will benefit from this assistance, which has become more vital as costs increase.</p> <p>Where grants for adaptations are not available due to finances (identified through means testing), we are able to offer a 0% loan, subject to available BCF funding in the Lendology loan pot. This increases the availability of adaptations to those who need them, but whose financial circumstances are not favoured by the means test.</p>
Sex/Gender	Neutral		There is no evidence that this will impact on any specific person based on this characteristic.
Gender reassignment	Neutral		There is no evidence that this will impact on any specific person based on this characteristic.
Religion and belief (includes no belief, some philosophical beliefs such as Buddhism and sects within religions).	Negative	Low	<p>Cultural and religious diversity mean that people use their homes in different ways. When looking at whether proposed adaptations are reasonable and practicable, the Council has regard to how the dwelling is used. Among other things, the assessment will look at the space available, the mandatory/statutory needs of the household and the cost of the adaptation. In certain cases, where space is at a premium, adaptations may impact on prayer/worship spaces.</p> <p>The Council will work with applicants to ensure the impact is as low as possible, retaining spaces, or part thereof where possible, but grant funding is not available to replace or construct such spaces if adaptation necessitates using the space.</p>

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
			<p>The availability of low costs loans, provided under this policy, gives an option for households to undertake wider works in conjunction with DFG funding if they want to keep or create spaces for these purposes. This includes availability of BCF loans at 0%, subject to available funding.</p> <p>Loan funding at 0% (no interest) is sharia-compliant, thus lowering the impact of this aspect of the policy on those requiring sharia-compliant products.</p>
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	Neutral		There is no evidence that this will impact on any specific person based on this characteristic.
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	Low	<p>The Financial Assistance Policy will have a positive impact on this protected characteristic through provision of adaptations and home improvements for elderly residents.</p> <p>The policy also has specific provisions for adaptations for children, in that the mandatory Disabled Facilities Grant is not means tested for those under 18.</p> <p>In many other cases, the means test has been removed to ensure that access to these essential adaptations does not pose a high administrative burden on those applying.</p> <p>The removal of the means test for certain adaptations and for child cases for the Accessible Homes Grant is beneficial for those of working age who are applying for a Disabled Facilities Grant, as the DFG means test is not favourable to those with a regular income.</p>

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
Pregnancy and maternity including new and breast feeding mothers	Positive	Low	The policy aims to provide financial assistance to vulnerable groups and to those who may need adaptations to properly undertake or access care. This includes adaptations for new mothers of children with disabilities.
Marriage and civil partnership status	Neutral		There is no evidence that this will impact on any specific person based on this characteristic.

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

The Council will consider Equalities and protected characteristics at all stages of any financial assistance being offered.

Any adverse impact will be judged and mitigated as far as possible in the early stages of an application. This will ensure that the policy is applied in line with the Equality Act 2010 and the Human Rights Act 1998.

All Authorised Officers processing applications for financial assistance will ensure that all persons dealt with receive fair and equitable treatment irrespective of their background or protected characteristics, as defined by the Equality Act 2010.

Officer: Simon Lane - Service Lead – Environmental Health and Community Safety
Philip Gilbert – Environmental Health and Community Safety Manager

Date: 2 March 2023

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REPORT TO EXECUTIVE

Date of Meeting: 4 April 2023

REPORT TO COUNCIL

Date of Meeting: 18 April 2023

Report of: Director of Culture, Leisure and Tourism

Title: Proposal to establish an Oversight Panel to monitor the Royal Albert Museum & Art Gallery's delivery against the funding agreement made between Exeter City Council and Arts Council England for period 2023-26.

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

This report recommends establishing a new Oversight Panel to provide Arts Council England (ACE) with monitoring, evaluation and reporting information, relating to the City Council's receipt of National Portfolio Organisation funding for the Royal Albert Memorial Museum & Art Gallery (RAMM). An Oversight Panel is a requirement of the national funding programme, made in circumstances where there is no dedicated board solely focussed on a cultural organisation's governance. The Oversight Panel provides ACE with the assurance of the governing body's engagement with the funding programme and also surety around an appropriate level of scrutiny that extends beyond the officers directly involved in delivery of the programme's outputs. The City Council remains the accountable body for the funding agreement with ACE and the outputs it specifies. The Arts Council England's offer covering the period 2023-6 is for £618,000 per annum (subject to the settlement it receives from Government for this period).

2. Recommendations:

That Executive recommend to Council:-

- (1) to agree to establish a new Oversight Panel, as it is a prerequisite of the Funding Agreement that the Council will make with Arts Council England, in connection with its receipt of National Portfolio Organisation Funding 23-26; and
- (2) agree the Terms of the Reference for the Oversight Panel.

3. Reasons for the recommendation:

This is a new funding agreement requirement from Arts Council England, relating to its offer of investment in 2023-26 National Portfolio Organisations. The partnership funding RAMM has in the past been fortunate to receive through this route, is now critical to its continued delivery of ambitious and inclusive museum services.

The per annum award of £618,000 is based on the submission made to the Arts Council England in May 22 which resulted in an 'in principle' offer. A second stage of planning review submitted earlier this year forms the basis of the funding. Submission were made under the authority delegated to Director and Portfolio Holder.

4. What are the resource implications including non financial resources

It is proposed that the Panel meet quarterly. Additionally members may need to commit time to reading papers and preparing for meetings. They will also need to attend briefing and training sessions to enable their full understanding of the programme and ACE priorities. Members of the Oversight Panel will also be invited to visit the museum, see its work and attend events in order to familiarise themselves with the activity they are monitoring.

Administrative support for meetings will be provided by a member of RAMM staff.

5. Section 151 Officer comments:

The very small financial implications are to be funded from the Arts Council contribution, therefore there are no additional financial implications for Council to consider.

6. What are the legal aspects?

The receipt of grant funding from Arts Council England is conditional upon the Council establishing an 'Oversight Panel' in order to monitor and report on the application of the grant funding against the targets and measure set out in the Arts Council England funding agreement. Arts Council England regards the use of oversight Panels as essential in ensuring accountability and transparency of its public investments and that reporting and monitoring will enable it to keep track of its investment programmes. The role of the Oversight Panel is limited to an oversight role and will not be responsible for operational issues concerning the RAMM. Members will particularly note the attached document 'Background to RAMM Oversight Panel formation and function which sets out further detailed information and the draft Terms of Reference which set out the responsibilities of the Oversight Panel.

7. Monitoring Officer's comments:

These are proposed in order to comply with the conditions of grant which requires a degree of independent monitoring, evaluation and reporting information, relating to the grant spend. As a tool aiming for good governance, the Monitoring officer has no objection to the proposal.

8. Report details:

The National Portfolio Organisation programme is based on 'Let's Create', Arts Council England's ten year strategy and a suite of supporting documents and guidance including a Relationship Framework setting out its expectations of the organisations it will fund. This covers the requirement for an Oversight Panel in circumstances where there is currently no governing body solely focussed on the cultural organisation. This has informed the Terms of Reference in draft, attached.

This proposal outlines a strong relationship between the Oversight Panel and the City Council's wider democratic structures, ensuring the flow of information and minimising potential for duplication or confusion around responsibilities and accountabilities. The Oversight Panel will be chaired by the Portfolio Holder for Arts & Culture and Democratic Services with the Portfolio Holder for Communities as vice chair and further membership of four non- Executive Committee councillors. In total, the six councillors will reflect the current political balance of the full Council to ensure appropriate challenge, engagement and representation. Subject to the view of the Independent Remuneration Panel (IRP), the participation of Chair and Vice Chair is covered by Members' Special Responsibility Allowance and other councillors through the basic allowance. Councillors' role as elected public representatives, reflecting a breadth of opinion, meets an important ACE concern that governance of cultural organisation should reflect the community served. This is embodied in their 'Let's Create' Investment Principle focussed on Inclusivity and Relevance. Further information is available in the attached 'Background document'.

To support the work of the Oversight Panel and enhance the transparency and connection it represents, two further members are proposed; a member of Exeter Cultural Partnership and a member of RAMM's Youth Panel. As invited external representatives, these panel members will be remunerated for their time and support, with an estimated total cost of £600pa, which will be met from the ACE award. (This is also subject to review by the Independent Remuneration Panel).

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

Establishing an Oversight Panel enables the Council to commit to a Funding Agreement with ACE that triggers substantial investment in the city's cultural offer, in the form of RAMM. This makes a direct contribution to several corporate priorities but particularly a 'Thriving culture and heritage'.

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

Arts Council England has confirmed its offer of funding to RAMM for the 2023-6 period but is an offer dependent on meeting their funding requirements which include the need for an Oversight Panel. Potential investment of £1,854,000 is at risk without ECC's appointment of an Oversight Panel.

11. Equality Act 2010 (The Act)

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

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

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

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

11.4 In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because this relates to monitoring of a funding agreement.

12. Carbon Footprint (Environmental) Implications:

No direct carbon/environmental impacts arising from the recommendations because this proposal relates to monitoring of a funding agreement.

13. Are there any other options?

No. This is an ACE funding requirement applied nationally to cultural organisations without their own dedicated governing body.

Director of Culture, Leisure and Tourism, Jon- Paul Hedge

Author: Camilla Hampshire, Museums Manager, RAMM

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

Background papers used in compiling this report:-

None

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

Background to RAMM Oversight Panel formation and function

New governance arrangements specified by Arts Council England

RAMM has received a provisional grant fund from Arts Council England (ACE), which is dependent on new governing arrangements in the form of an Oversight Panel being in place.

The Oversight Panel will be responsible for monitoring and reporting on the progress of RAMM in meeting its delivery against targets and success measures set out in the ACE funding agreement while following Arts Council England's National Portfolio Organisation 2023-26 relationship framework as far as is appropriate.

ACE will then use the reports to help identify any risks that they believe exist in relation to RAMM delivering its funding agreement with them.

The Oversight Panel will *not* be responsible for operational functions, policies and procedures and any other functions of RAMM already managed and overseen by Exeter City Council.

From Arts Council England: 'How Arts Council England works with National Portfolio Organisations' 2023-6 Investment Programme

"Accountability and transparency are core components of our public investment, both for us and for the organisations we invest in. To deliver on these expectations, IPSOs will be expected to meet specific requirements for reporting and monitoring..... This enables us to track the progress of our investment programmes and the strategic contributions they are making to Let's Create, our stakeholders and the wider public."

[NPO Relationship Framework 2023-26 Investment Programme.pdf](#)

(Document continues next page)

Existing governance arrangements for RAMM within Exeter City Council

As a public service provided by Exeter City Council (ECC), RAMM's local authority governance provides the context for its engagement within its setting and the wider environment. It is one of a portfolio of district council (second tier) place-based services that include growth and economic development, environment, communities and culture, leisure and well-being and housing. Local democratic systems and accountability ensure RAMM's services connect closely to community need.

The democratic and political planning cycles that shape ECC's services and engagement with communities means that RAMM's business plans receive regular scrutiny as part of the wider council service portfolio. RAMM benefits from HR support and IT systems that come along with its role as a council service.

The checks and balances built into ECC's democratic system offer high levels of assurance and accountability through Scrutiny Committees, Executive Committee and full Council, each consisting of community representatives in the form of elected ward Cllrs. The museum's financial scale and significance within the council's overall expenditure and budget setting means that it is able to secure strategic focus from senior officers and Executive members.

The Portfolio Holder for Arts & Culture and Democratic Services currently plays an instrumental role in the relationship. Exercising designated authority for the museum, she is also the principal link in the chain of accountability that leads to the Executive Committee through to Council. The Portfolio Holder is empowered to bring political direction, challenge, knowledge and advice to RAMM's work. The decisions of the portfolio Holder and Executive Committee can be scrutinised by the Scrutiny Committees which can call for reports from the Portfolio Holder and from RAMM for information and debate and for recommendation to the Executive Committee and/or the full Council. In the setting of RAMM, the Portfolio Holder is RAMM's governing body lead and as such is regularly involved at an operational level in public and media presentation of exhibitions and events.

In summary, the Portfolio Holder has a central role in RAMM's governance at strategic level, in monitoring, reporting and representation. The current ECC Democratic structure does not provide for a dedicated 'Museum committee', Subgroup or Advisory Panel, that might otherwise share responsibilities and disseminate information.

In 2021 discussions began with ECC to address how an Oversight Panel might be accommodated within the democratic structure and its potential role in performance monitoring and supporting the work of officers. The Oversight Panel would look to extend Councillors' understanding of museum outcomes and the Investment Principles connected to Arts Council England grant funding.

Proposed arrangements

To maintain clarity around ECC's responsibilities and accountabilities for ACE Investment and also to ensure an Oversight Panel connects into wider democratic structures, the Oversight Panel will be Chaired by the Portfolio Holder for Arts & Culture and Democratic Services, with the Portfolio Holder for Communities as Vice Chair and further membership of four non-Executive Committee councillors. In total, the six councillors should reflect the current political balance of the full Council to ensure appropriate challenge, engagement and representation.

In addition, one member of the Exeter Cultural Partnership and one from the RAMM's Youth Panel will be invited to complete the Board.

Administrative support will be provided by a member of RAMM staff.

The work of the Oversight Panel will be defined by Terms of Reference which will include role definitions, and the scope of its decision making within the agreed framework of ACE investment. The Oversight Panel will be compliant with ECC policies that support transparency, openness in public decision making, Equality and Diversity impact assessment and addressing any conflicts of interest. The balance of the board and its membership will be reviewed on an annual basis in line with the full Council Committee membership placement decisions at full Council AGM.

Members will be briefed on the NPO 2023-26 plans and the detail of 2023/23 activity and Investment Principles activity. They will be provided with documents including expected targets and outcomes, together with associated financial planning with regard to the ACE Investment principles. They will receive quarterly reports, progress updates and a risk register using the RAG rating to monitor progress. Members will also have access to RAMM's management dashboard showing progress against key targets. Feedback from RAMM's Community Advisory Panel will also be shared with the Oversight Board ensuring that diverse voices from the local community are represented and heard at a strategic level.

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Exeter City Council Royal Albert Memorial Museum Oversight Panel

Terms of Reference

PURPOSE

The purpose of the RAMM Oversight Panel is to monitor, evaluate and report on the progress of RAMM in meeting its delivery targets and success measures as set out in the Arts Council England National Portfolio Organisation (NPO) funding agreement, acting independently of the RAMM operational management leadership.

MEMBERSHIP

The Oversight Panel will be appointed by Exeter City Council and will comprise of eight members, six of whom will be elected members of the Council (councillors), one member from the Exeter Cultural Partnership and one from the RAMM's Youth Panel.

The Oversight Panel will be Chaired by the ECC Portfolio Holder for Arts & Culture and Democratic Services, with the Portfolio Holder for Communities as Vice Chair.

In the absence of the Chair and Vice-Chair at any meeting, the Oversight Panel may elect a temporary Chair for that meeting.

MEETINGS

Meetings will be held with the Museum Manager on a quarterly basis in line with RAMM quarterly reporting schedule, with capacity to convene extra-ordinary meetings in addition if circumstances dictate.

AUTHORITY

The RAMM Oversight Panel is authorised by Exeter City Council to:

1. Request supporting information, data and reports as required from the Museum Manager

RESPONSIBILITIES

The RAMM Oversight Panel is responsible for:

1. monitoring, evaluating and reporting on the progress of RAMM in meeting its delivery targets and success measures as set out in the Arts Council England National Portfolio Organisation (NPO) funding agreement.
2. ensuring that these reports are forwarded to the Arts Council on a timely basis as appropriate to the NPO agreement.
3. ensuring appropriate policies and procedures are in place and regularly reviewed
4. ensuring that the Arts Council England four investment Principles (IP's) of
 - Ambition and Quality,
 - Dynamism
 - Environmental Responsibility
 - Inclusivity and Relevance

are embedded in the culture and working practices of the RAMM.

5. regularly reviewing the performance of the board as a whole and evaluating the contribution of individual members.
6. reviewing risk and highlighting areas of concern
7. meeting and communicating directly with the Arts Council, independent of the RAMM Manager if required

EDUCATION

Exeter City Council will ensure that there are effective induction and mentoring processes for Oversight Panel members and that they have the necessary knowledge to be able to discuss, debate and report on the following:

RAMM's performance against the Arts Council England NPO funding agreement targets with understanding and knowledge of RAMM's Activity schedule.

ACCOUNTABILITY

The RAMM Oversight Panel is accountable to Exeter City Council for the following tasks:

- _Responsibilities outlined above, items 1-7
- Annual assessment of the Panel's performance, including strengths, weaknesses, and skills of the board as a whole
- Recommending a plan for Panel development based on the annual Panel assessment
- Mentoring new Panel members to develop their skills as Panel members
- Monitoring the attendance and contribution of Panel members
- Keeping and up-dating records of recruitment history (e.g. names suggested, who was approached, what happened) and other relevant recruitment documents

Minutes of the RAMM Oversight Panel will be circulated to ECC Senior Management Board and the Executive Committee and further where considered useful.

FURTHER INFORMATION

Arts Council England Relationship Framework for NPOs 2023-26

[NPO Relationship Framework 2023-26 Investment Programme.pdf](#)

ACE Four Investment Principles [Investment Principles | Arts Council England](#)

ACE -The importance of good governance [NPOs and the Importance of Good Governance.pdf \(artscouncil.org.uk\)](#)

Equality Impact Assessment:

Proposal to establish an Oversight Panel to monitor the Royal Albert Museum & Art Gallery's delivery against the funding agreement made between ECC and Arts Council England for period 2023-26.

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 4 April 23 Council 18 April 23	Proposal to establish an Oversight Panel to monitor the Royal Albert Museum & Art Gallery's delivery against the	(1) to agree to establish a new Oversight Panel, as it is a prerequisite of the Funding Agreement that the Council will	None. These proposals relate to the monitoring of a funding agreement.

Committee name and date:	Report Title	Decisions being recommended:	People with protected characteristics potentially impacted by the decisions to be made:
	funding agreement made between ECC and Arts Council England for period 2023-26.	make with Arts Council England, in connection with its receipt of National Portfolio Organisation Funding 23-26; and (2) agree the Terms of the Reference for the Oversight Panel.	

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).	No impact		
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	No impact		

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
adverse impact on their ability to carry out normal day-to-day activities.			
Sex/Gender	No impact		
Gender reassignment	No impact		
Religion and belief (includes no belief, some philosophical beliefs such as Buddhism and sects within religions).	No impact		
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	No impact		
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).	No impact		
Pregnancy and maternity including new and breast feeding mothers	No impact		
Marriage and civil partnership status	No impact		

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

Officer: Camilla Hampshire

Date: 15 March 23

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