

4.

HONORARY ALDERMEN

Section 249 of the Local Government Act 1972 empowers the Council to confer the title of Honorary Alderman on persons who have, in the opinion of the Council, rendered eminent service to the Council as a past member of the Council. An Honorary Alderman is invited to participate in those Civic ceremonies which the Mayor attends In State, and to which it is usual to invite Past Mayors/Lord Mayors.

The Council resolved in 2003 to alter the criteria which past Members had to meet to be considered for being conferred with the title to those who had rendered at least 20 years' service as a Councillor (this does not have to be continuous). Following a feeling that this eligibility criteria was too onerous, this matter has been considered at a meeting of the Group Leaders, and it is now suggested that the criteria be reduced to rendering at least 12 years service as a Councillor.

RECOMMENDED that the eligibility criteria for considering the bestowal of the title 'Honorary Alderman' on a past member be amended to require that person to have served a total of at least twelve years as a City Councillor.

5.

TREASURY MANAGEMENT

To consider the report of the Head of Treasury Services.

1 - 4

Scrutiny Committee – Resources considered the report at their meeting on 20 June 2007 and their comments will be reported.

(Report circulated)

6.

OVERVIEW OF REVENUE BUDGET 2006/07

To consider the report of the Head of Treasury Services.

5 - 18

Scrutiny Committee – Resources considered the report at their meeting on 20 June 2007 and their comments will be reported.

(Report circulated)

7.

CAPITAL MONITORING 2006-07 AND REVISED CAPITAL PROGRAMME FOR 2007-08 AND FUTURE YEARS

To consider the report of the Head of Treasury Services.

19 - 38

Scrutiny Committee – Resources considered the report at their meeting on 20 June 2007 and their comments will be reported.

(Report circulated)

8. **STATEMENT ON INTERNAL CONTROL**

To consider the report of the Head of Treasury Services. 39 - 44

Scrutiny Committee – Resources considered the report at their meeting on 20 June 2007 and their comments will be reported.

(Report circulated)

9. **GERSHON EFFICIENCY SAVINGS**

To consider the report of the Head of Treasury Services. 45 - 52

Scrutiny Committee – Resources considered the report at their meeting on 20 June 2007 and their comments will be reported.

(Report circulated)

10. **DIGITAL SCANNING IN HOUSING AND HUMAN RESOURCES**

To consider the report of the Director Corporate Services. 53 - 54

Scrutiny Committee – Resources considered the report at their meeting on 20 June 2007 and their comments will be reported.

(Report circulated)

11. **PUBLIC CONSULTATION ON ST LOYES DRAFT DEVELOPMENT
BRIEF**

To consider the report of the Head of Planning Services. 55 - 58

(Report circulated)

12. **DRAFT SUPPLEMENTARY PLANNING GUIDANCE - STUDENT
ACCOMMODATION DEVELOPMENTS IN RESIDENTIAL AREAS**

To consider the report of the Head of Planning Services. 59 - 66

(Report circulated)

13. **DRAFT ST LEONARD'S CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN**

To consider the report of the Head of Planning Services.

67 - 72

In view of the size of the document, the draft plan is not attached to the agenda but can be viewed on the Council's website at

www.exeter.gov.uk/supportingdocuments

If you wish to view a paper copy please contact Member Services.

(Report circulated)

14. **DRAFT NEW CONSERVATION AREA DESIGNATION AT TADDYFORDE WITH APPRAISAL AND MANAGEMENT PLAN**

To consider the report of the Head of Planning Services.

73 - 82

In view of the size of the document, the draft plan is not attached to the agenda but can be viewed on the Council's website at

www.exeter.gov.uk/supportingdocuments

If you wish to view a paper copy please contact Member Services.

(Report circulated)

15. **REVISION OF STRATEGIC OBJECTIVES AND CORPORATE PLAN**

To consider the report of the Strategic Management Team.

83 - 86

In view of the size of the document, the Corporate Plan is not attached to the agenda but can be viewed on the Council's website at

www.exeter.gov.uk/supportingdocuments

If you wish to view a paper copy please contact Member Services.

(Report circulated)

16. **BEST VALUE PERFORMANCE INDICATOR SURVEY RESULTS**

To consider the report of the Strategic Management Team.

87 - 94

(Report circulated)

17. **APPOINTMENTS TO OUTSIDE BODIES**

To consider appointments to outside bodies.

(Report to follow)

18. **EXETER CANAL BASIN REGENERATION SCHEME**

To consider the report of the Head of Estates Services and Director Economy and Development. 95 - 104

(Report circulated)

Part 11: Items suggested for discussion with the press and public excluded

19. **EXETER CANAL BASIN REGENERATION SCHEME PROVISIONAL HEADS OF TERMS**

To note the report of the Head of Estates Services on the structure of the Development Agreement and Long Leases agreed in respect of the Exeter Canal Basin regeneration scheme. 105 - 108

(Report circulated to Members)

DATE OF NEXT MEETING

The next scheduled meeting of the Executive will be held on **Tuesday 18 September 2007** at 5.30 pm. in the Civic Centre.

A statement of the executive decisions taken at this meeting will be produced and made available as soon as reasonably practicable after the meeting. It may be inspected on application to the Customer Service Centre at the Civic Centre or by direct request to the Member Services Manager on 01392 265110. Minutes of the meeting will also be published on the Council's web site as soon as possible.

Membership -

Councillors Edwards (Chair), D Baldwin, Boyle, Dixon, Mrs Henson, Mrs Morrish, Sheldon, Shepherd and P A Smith

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 Member Services Officer on (01392) 265115 for further information.

Individual reports on this agenda can be produced in large print on request to Member Services on 01392 265111.

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EXETER CITY COUNCIL

SCRUTINY COMMITTEE – RESOURCES

20 JUNE 2007

EXECUTIVE

3 JULY 2007

TREASURY MANAGEMENT

1. PURPOSE OF REPORT

- 1.1 To report the overall performance for the 2006-2007 financial year and the position regarding investments and borrowings at 31 March 2007.

2. FINAL NET INTEREST POSITION

- 2.1 The General Fund shows a small net reduction in interest receivable compared to the estimate, the position is:

	Estimate	Actual	Variation
	£	£	£
Interest paid	0	(9,597)	(9,597)
Interest earned			
Interest from portfolio	1,593,000	1,323,889	(269,111)
Temporary investment interest	200,000	438,434	238,434
Other interest earned	6,000	5,359	(641)
Less			
Interest to HRA	(337,000)	(327,860)	9,140
Interest to s106 agreements	(75,000)	(68,043)	6,957
Interest to Trust Funds	(17,000)	(14,478)	2,522
GF interest received	1,370,000	1,357,301	(12,699)
Net interest	<u>1,370,000</u>	<u>1,347,704</u>	<u>(22,296)</u>

- 2.2 The other interest earned relates principally to car loan repayments and the repayment of interest by Exeter Business Centre.

- 2.3 The reduction has been caused by Investec, the Council's fund managers, having a very poor year, with performance 0.61% below their benchmark. This has been off-set by the Council withdrawing £8 million and placing the money itself which has provided a guaranteed income at a much higher rate of interest.

3. INVESTMENT INTEREST

- 3.1 The managed cash funds have reduced during the year from £33.2 million to £26 million as at 31 March 2007. However the Council has also invested £8 million for a year itself meaning our total investment stands at £34 million.
- 3.2 The investment manager has made a poor return during the past financial year as interest rates have risen. At the start of the year Investec were still in the Gilt market and had to sell at a substantial loss which they were not able to rectify during the year. This has resulted in overall performance being lower than anticipated.
- 3.3 Interest of £1,323,889 was earned by the fund and this equates to an overall rate of return of 4.21%. This performance represents a 0.61% reduction over the 7-day benchmark of 4.82%.
- 3.4 The performance over the previous five years has fluctuated depending on the fund manager's particular view as to how the market will perform but performance has not added value over the last four years:

	Performance	Benchmark	Variation
2002-2003	5.33%	3.71%	+1.62%
2003-2004	2.73%	3.52%	-0.79%
2004-2005	4.72%	4.48%	+0.24%
2005-2006	4.57%	4.48%	+0.09%
2006-2007	4.21%	4.82%	-0.61%

- 3.5 Investec's performance over the longer term has been solid however the past few years results are of major concern and it is therefore advised that whilst Investec are retained as principal fund managers for the forthcoming year, the Head of Treasury Services should be delegated authority to consider splitting the Fund and investigating alternative fund managers to manage part of the Fund.
- 3.6 Investec have assured us that they have made changes to their strategy which will ensure that larger losses such as occurred last year will not happen in the future. It remains to be seen if this produces the level of performance that we would expect from them.

4. BORROWINGS

- 4.1 The Council has had to borrow temporarily for cashflow purposes and incurred interest of £9,597 during the year. At the 31 March the Council had £4,000,000 of borrowing which was repaid on the 2 April 2007. The Council continues to have no long term debt.

5. FUTURE POSITION

- 5.1 The fund manager is now of the view that interest rates will rise once more in 2007 to 5.75%. This means that they are currently holding certificates of deposit, which means that their performance will be solid but not spectacular. They intend to return to the Gilt market once the Bank of England stops raising rates, but as mentioned previously have introduced a limit to ensure large losses are not made. The fund managers' central expectation for returns is now 5.90% for 2007-08, which is higher than the Council's budget.
- 5.2 The Council continues to set a large capital programme and as this money is spent, it will be necessary to withdraw funds from the managers. This will impact upon interest returns, which will drop when more of our capital receipts are spent than are generated during the year. The timing of the capital expenditure will impact also on the temporary investment returns of the Council. When the money is spent later in the year, this means there is an opportunity to invest greater amounts in our day-to-day cashflow management which will lead to greater short-term returns than were anticipated.
- 5.3 It remains imperative that the fund manager performs above the benchmark to maximise the return for the Council. To this end, monthly monitoring of the performance will continue to take place and as stated above alternative managers will be investigated for part of the Fund.
- 5.4 As in previous years a note of caution is needed, because as the fund invests public money, the Council adopts an approach, which places a higher priority on asset safety than return. Therefore, investment returns excessively higher than 'normal' interest rates will not be made because of the increased risks involved.

6. RECOMMENDATION

- 6.1 That the Treasury Management report for the 2006-2007 financial year be noted.

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended)

Background papers used in compiling the report:

None

SR/TreasuryManagement
4 June 2007

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EXETER CITY COUNCIL

SCRUTINY COMMITTEE – RESOURCES

20 JUNE 2007

EXECUTIVE

3 JULY 2007

OVERVIEW OF REVENUE BUDGET 2006-2007

1. PURPOSE OF THE REPORT

- 1.1 To advise Members of the overall final financial performance of the General Fund Revenue Budget for the 2006-2007 financial year ended 31st March 2007.

2. HOUSING REVENUE ACCOUNT (Appendix A)

- 2.1 The final accounts show an overall increase in the HRA working balance from £2,754,942 to £2,843,166, an increase of £88,224 as compared with the break-even budget.
- 2.2 The net under spend of £88,224 in operating expenditure is primarily due to:
- An increase in income from rents as a result of a significant reduction in Right to Buy sales, additionally there has been a reduction in the loss of void property rent as a result of faster property turn around times. This has been mainly used to fund capital expenditure on the Exeter Standard and the government's Decent Homes Standard. The total Revenue Contribution to Capital in 2006-2007 is £1.5m.
- 2.3 The Major Repairs Allowance is 'ring fenced' for capital works and amounts to £3,096,370 and together with £1.5m as a Revenue Contribution to Capital and £1,197,954 of housing capital receipts a total of £5,794,324 was expended on the central heating programme in 186 properties, re-roofing of 123 properties, programmed rewiring in 135 properties, kitchen replacements 392 and other works to meet the government's decent homes standard.

3. GENERAL FUND (Appendix B)

- 3.1 During the financial year regular reports have been made on the estimated revenue outturn for each Scrutiny Committee. The final outturn has now been calculated and major differences from the approved annual budget are highlighted below.
- 3.2 Following changes in the revenue accounting requirements for fixed assets, CIPFA have specified that 'deferred contributions' must be released to service revenue accounts (£341,301 for 2006-2007). Deferred contributions are

government grants and external contributions received in respect of fixed assets. In order that this adjustment does not impact on the level of Council Tax, it is required that the value of deferred contributions released to revenue accounts are reversed out when accounting for total service cost.

- 3.3 A technical adjustment to the accounts in respect of Resources Committee for pension contributions (FRS17) has been made in line with required accounting practice. This amendment is reversed out to show the actual cost to the Council and therefore has no impact on the Council Tax. The treatment is similar to the way we account for capital charges.
- 3.4 Excluding Capital Charges, FRS17 Support Service adjustment and Deferred Contributions the Service Committees show an under spend of £809,256 against a revised budget of £17,152,400.
- 3.5 In addition to Service Committee net expenditure, investment interest is credited to the account 'below the line'. The interest receipts were £22,296 under budget and this is discussed in the Treasury Management report elsewhere on the agenda.
- 3.6 Additional income has been received in the form of a Business Growth Incentive Grant of £889,125. This is a Government initiative, which rewards Local Authority's economic development for increases in the rateable value of commercial properties above a floor and up to a specified maximum.
- 3.7 The main Service Committee variations for the financial year are:
 - 3.7.1 Additional rent income from commercial properties rent reviews and Land Charges fee income (£351k), and a performance related discretionary recycling credit of (£40k) was received together with a surplus on the Recycling trading account (£29k).
 - 3.7.2 There was a reduction in the cost of Asset Improvement and Maintenance (£561k), and staff savings together with additional income in Licensing, Food, Health and Safety and in Environmental Protection (£231k). Grants/ Central Support / Consultation also under spent by (£76k).
 - 3.7.3 The above additional income and savings were offset by an increase in the cost of the concessionary fare scheme £396k, the cost of undertaking the Local Government Review £168k and additional net cost of Housing Benefits payments £75k.
- 3.7.4 In addition there has been £117,632 in Revenue Contributions to Capital in respect of Disabled Facilities Grants, computer visuals at RAMM and toilets at the Matford Centre.
- 3.8 At 31 March 2006 the General Fund working balance was £4,502,131 and a further contribution of £495,212 has been made at 31st March 2007 leaving the current balance at £4,997,343.

3.9 The Council has identified at the end of the year revenue budgets that have not been spent but where a commitment is required in the following 2007/08 financial year. It is therefore proposed supplementary budgets totalling £370,670 and identified in Appendix C are approved in 2007/08: -

- Scrutiny Committee – Economy; £60,000
- Scrutiny Committee – Resources; £278,410
- Scrutiny Committee – Community; £32,260

3.10 If we take into account the proposed supplementary budgets above the uncommitted General Fund working balance at 31 March 2007 is therefore £4,626,673.

3.11 Earmarked Reserves totalling £354,416 have been created for specific schemes and purposes as summarised below: -

- Scrutiny Committee – Community: £146,233
- Scrutiny Committee – Economy: £132,393
- Net Movement on Asset Improvement Maintenance (AIM): £75,790

There has also been £184,839 transferred from Earmarked Reserves as follows:-

- Scrutiny Committee – Community: £1,355
- Scrutiny Committee – Economy: £123,596
- Scrutiny Committee – Resources: £25,555
- Revenue Contributions to Capital: £34,333

During 2006/07 there has therefore been an overall net contribution to Earmarked Reserves of £169,577.

3.12 A specific provision of £561,660 has been made within Earmarked Reserves to cover the carry forward of specific AIM schemes. These are detailed in Appendix D.

3.13 The movement on Earmarked Reserves and the balance at 31 March 2007 are:

Earmarked Reserve	Balance at 31March 2006 £'000	Balance at 31March 2007 £'000	Movement £'000
Economic Regeneration	272	207	(65)
Property Maintenance	493	569	76
Other earmarked reserves	2,138	2,297	159
Superannuation Reserve	<u>1,761</u>	<u>1,761</u>	<u>0</u>
	<u>4,664</u>	<u>4,834</u>	<u>170</u>

4. COUNCIL TAX

4.1 As at 1 April 2006, arrears amounted to £2,543m, the movements during 2006-2007 were as follows:

	£m	£m
Arrears at 1 April 2006		2,543
Add:		
2006-2007 debits raised net of discounts, benefits and transitional relief	40,796	
Less:		
Payments received	(41,229)	
Refunds and increase in pre-payments	727	
Write-offs	<u>(431)</u>	
Arrears at 31 March 2007		<u>£2,406</u>

4.2 Against the arrears of £2.406m, a bad and doubtful debt provision of £900k has been provided, calculated in accordance with the appropriate accounting guidelines.

4.3 The 'In-Year' collection rate has reduced slightly in comparison with the previous year. The collection rate for 2006/07 was 97.1% compared with 97.4% in 2005/06.

5 RECOMMENDATION

It is recommended that the report be noted and:

5.1 That the net transfer of £169,577 to Earmarked Reserves as detailed in paragraph 3.11 and 3.13 is approved.

5.2 That Supplementary budgets totalling £932,330 are approved as detailed in paragraph 3.9

5.3 That Earmarked Reserves at 31 March 2007 be noted;

5.4 That the General Fund working balance at 31 March 2007, be approved at £4,997,343;

5.5 That the Housing Revenue Account working balance at 31 March 2007, be approved at £2,843,166.

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended)

Background papers used in compiling the report:

None

SR/GF Final Overview

5 June 2007

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**EXETER CITY COUNCIL
2006-2007 REVENUE ESTIMATES - SUMMARY**

APPENDIX B

REVISED ANNUAL BUDGET	YEAR END OUTTURN	VARIANCE TO BUDGET
£	£	£
13,512,170	12,780,052	(732,118)
(239,100)	(590,742)	(351,642)
6,578,610	6,891,289	312,679
0	(403,950)	(403,950)
0	341,301	341,301
(2,699,280)	(2,674,806)	24,474
<u>17,152,400</u>	<u>16,343,144</u>	<u>(809,256)</u>
SERVICE COMMITTEE NET EXPENDITURE		
Net Interest	(1,347,704)	22,296
Trading Account Surplus	(8,135)	(8,135)
Business Growth Incentive Grant	(899,125)	(899,125)
<u>15,782,400</u>	<u>14,088,180</u>	<u>(1,694,220)</u>
GENERAL FUND EXPENDITURE		
Transfers To/From(-) Earmarked Reserves (Current Year Finance)	169,577	153,497
Transfer To/From(-) Working Balance	495,212	1,423,091
Revenue Contributions to Capital	117,632	117,632
<u>14,870,601</u>	<u>14,870,601</u>	<u>0</u>
COUNCIL TAX NET EXPENDITURE		
Formula Grant	(10,977,066)	0
<u>3,893,535</u>	<u>3,893,535</u>	<u>0</u>
Working Balance as at 31 March 2007		£4,997,343

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Economy and Development		
AFU	E&D Projects Work	15,000
Economic Partnership	Bradnich Place Radio	15,000
City Centre Management	Activities Web Site	10,000
City Centre Management	PCSOs	20,000
		60,000
Resources		
Grants	Underspend in 2006-2007	42,000
Guildhall	Conserve Cap and Sword	20,000
Human Resources	Software Acquisition	12,060
Treasury	Home Working and Office move	15,000
Democratic Process	Local Government Review	181,050
Community Consultation	Whole of Council Charter mark	8,300
		278,410
Community and Environment		
Leisure	Demolition of pavilion	5,000
Technical and Agenda 21	Climate Change Strategy	27,260
		32,260
		370,670
	Overall Total	

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Economy and Development

M15	Livestock Centre Repairs	40,000	40,000	Markets & Halls
G11	City Wall Repairs	3,300		
G11	City Wall Harlequins	27,000		
G11	Athelstans Tower	6,500		
G11	City Wall Rep/14 The Close	15,000		
G11	Repair Stonework Vicar's Choral	15,000		
G11	Masonry Repairs St Edmund Church	12,000		
G11	St Loyes Chapel Stonework	8,920	87,720	Conservation
M01	Lease Repairs	25,200	25,200	Estates - Commercial Properties
M25	Cath & Quay Car Park Repairs	38,000		
M25	Cath & Quay Car Park Graffiti Removal	20,000		
M25	Dix's Field Car Park / Redecorate	18,000		
M25	Structural Surveys to 2 MSCP's	6,000		
M25	King William MSCP Repairs	7,000		
M25	Car Park Structural Repairs	63,700		
M25	Howell Road/Triangle Car Park Lighting	4,000		
M25	Bystock Terrace Car Park lighting	7,000		
M25	Paul St Car Park Concrete Repairs	28,500	192,200	Car Parks
M92	Alter Lagoon Mincinglake Sluice For Higher Leat	3,000 6,000		9,000 Land Drainage

Total AIM

354,120

Resources

Civic Centre

Slippage from 2006-2007

16,360

Total AIM

16,360

Community and Environment

F11	Toilets	8,200
F39	Paddling Pool Refurbishment	1,600
F44	RAMM Repairs	31,200
F45	Rougemont House Works	43,690
F55	Arena Drainage Survey	11,600
F68	Landfill Gas Pumping Stations	3,000
F86	Cemeteries	91,890

Total AIM

191,180

Overall Total

561,660

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EXETER CITY COUNCIL

SCRUTINY COMMITTEE – RESOURCES

20 JUNE 2007

EXECUTIVE

3 JULY 2007

CAPITAL MONITORING 2006-07 AND REVISED CAPITAL PROGRAMME FOR 2007-08 AND FUTURE YEARS

1.0 PURPOSE OF THE REPORT

- 1.1 To advise members of the overall financial performance of the Council for the 2006-07 financial year, in respect of the annual capital programme.
- 1.2 To seek approval of the 2007-08 revised capital programme, to include commitments carried forward from 2006-07.

2.0 REVISIONS TO THE CAPITAL PROGRAMME

- 2.1 The progress of the annual capital programme was last reported to Scrutiny Committee - Resources on 14 March 2007. Since that meeting the following changes have been made that have increased the programme:

Description	£	Approval/Funding
Capital Programme, as at 14 March 2007	20,102,290	
Information Technology/ E Government	29,330	Funding allocated from the Telephony Review reserve
RAMM Re-development	8,730	Revenue contribution to capital outlay
Implementation of Document Management and Workflow	26,590	External funding secured from the Department of Work and Pensions
Warm Up Exeter	7,000	Additional allocation from the Regional Housing Pot capital grant
Disabled Facility Grants	30,000	Revenue contribution to capital outlay
National Cycle Network – Exe Estuary	7,970	External funding secured from Devon County Council
Revised Capital Programme 2006-07	20,211,910	

3.0 CAPITAL AND PROJECT EXPENDITURE 2006-07 (Appendix 1)

Performance

- 3.1 Capital expenditure in the year amounted to £17,469,757, a reduction of £2,742,153 on the planned figure of £20,211,910.
- 3.2 The actual expenditure during 2006-07 represents 86.4% of the total approved for the revised Capital Programme, which means that £3 million will need to be carried forward to be spent in future years, as indicated in Appendix 1.
- 3.3 In comparison to last financial year, performance in terms of spending the annual Capital Programme has improved with an additional £3.3 million spent this year (£14.2 million spent in 2005-06), expressed in percentage terms, spend of the revised Capital Programme increased from 81.8% to 86.4%.

Capitalisation of Staff Costs

- 3.4 In accordance with the Code of Practice on Local Authority Accounting in the United Kingdom – A Statement of Recommended Practice, any costs attributable to bringing a fixed asset into working condition for its intended use qualify as capital expenditure. Directly attributable costs include the labour costs of certain Council employees, which have been directly involved in the construction or acquisition of a specific asset.
- 3.5 During the financial year, the cost of the Council's IT developers, engineers, architects and surveyors have been treated as capital expenditure, based upon timesheet information.
- 3.6 Several large capital schemes have required a high commitment in staff time, including the re-development of the Royal Albert Memorial Museum, construction of Oakwood House, reconfiguration of St Georges Market, delivery of the kitchen replacement, central heating and bathroom replacement programmes in council dwellings, the major refurbishment of the Guildhall car park and improvements to the Council website.
- 3.7 The total value of staff time charged to capital schemes for 2006-07 amounted to £996,823.98.

4.0 COST VARIANCES

4.1 Adaptations

A higher than budgeted demand for adaptations to Council dwellings for the elderly, disabled and tenants with health issues, has led to a £69,809 overspend. However, this overspend will be met by a revenue contribution from the Housing Revenue Account, which will help to reduce the pressure on the Council's capital resources.

Works carried out during the year include, the installation of walk-in showers, ramps, grab rails and stair lifts, lowering kitchen units and widening doors.

4.2 **Low Maintenance UPVC**

This budget provides for the cost of carrying out external improvements to council dwellings including, rendering works, fitting UPVC fascia boards and guttering.

Due to having the contractor on site early in the financial year it was possible to accelerate this programme of works, which has resulted in an £115,875 overspend. However, due to the nature of the improvement works compensating revenue savings within the Housing Maintenance Programme have been achieved, as fewer council properties now require external painting to their walls, fascias and guttering.

4.3 **Implementation of Document Management and Workflow**

The implementation of document management (DIP) and workflow for the Housing Benefits service was successfully completed during the year, in accordance with the project timetable. Accessibility to information has increased as a result of the project, with the contents of over 13,000 paper files scanned for immediate retrieval. This means that officers have quick and easy access to all the necessary information when dealing with customers. Unfortunately the level of back scanning has led to an £11,289 overspend, as there were more files to scan than originally anticipated.

Housing Benefits now work as a paperless office with post being delivered to staff electronically and this has helped to pave the way for home working, which is to be piloted within the section.

4.4 **Public Toilet Refurbishment**

An overspend of £22,250 is anticipated in respect of the Public Toilet Refurbishment Programme. Following completion of the tender process in respect of the new toilet facilities at Honiton Road Park and Ride, it is projected that an additional £15,000 will be needed to complete the works, which are being jointly funded by Devon County Council.

In accordance with planning requirements and in order to save future utility costs, it is proposed that an additional £7,250 is spent on rainwater harvesting so that water can be recycled for use in the new Matford Park and Ride toilets.

4.5 **St Georges Hall – Passenger Lift Improvements**

An overspend of £58,587 has occurred in the cost of installing a new passenger lift at St Georges Hall, which is predominantly due to additional works undertaken to satisfy the Fire Safety Inspection Officer. Following an inspection of the property it was recommended that improvements needed to be made to the means of escape, especially for people with physical disabilities. Additional costs were therefore incurred in respect of widening doorways, installing new fire doors, upgrading the fire alarm and improving emergency lighting.

The new fire regulations would have reduced the legal capacity of the hall to 280 people, but this work has enabled the capacity to remain at 500 people.

4.6 **Exton Road Review**

In addition to the £69,000 overspend reported to Executive on 6 December 2005, the cost of constructing the new office accommodation, Oakwood House, is expected to exceed the revised budget by £72,488 once final account negotiations are concluded.

A combination of factors have led to the overspend including, incorporating energy saving measures into the project, using sustainable materials, additional costs associated with removing asbestos from the redundant offices, a change in the specification for the electricians workshop and additional partitioning in the new offices. A large proportion of these additional costs will contribute towards lower ongoing revenue costs in terms of maintenance and energy costs.

4.7 National Cycle Network – Exe Estuary

An overspend of £11,299 is anticipated in the cost of the National Cycle Network – Exe Estuary, which is largely due to the cost of widening a small section of access track alongside the diverted Alphin Brook between Bridge Road and the Alphin Brook Siphon, in order to satisfy the requirements for the Environment Agency.

4.8 Howell Road Car Park Drainage

A saving of £9,515 has been achieved in the cost of improving drainage at Howell Road car park, as the results of a drainage survey revealed that bore holes would provide sufficient drainage, rather than excavating trenches and laying new drainage channels to link up to the existing drain pipes.

5.0 ACHIEVEMENTS

5.1 Energy Conservation

In partnership with British Gas, the Council has insulated 75 wall cavities and 257 lofts in council dwellings during the financial year, helping to meet the Decent Homes Standard.

5.2 Kitchen Replacements

During the financial year, 266 council dwellings benefited from the kitchen refurbishment programme, helping the Council towards meeting the Exeter Standard.

5.3 Programmed Electrical Re-wiring

During the financial year, 135 council dwellings around the City were rewired, helping the Council towards meeting the Decent Homes Standard.

5.4 Central Heating

During the financial year, 244 council dwellings around the City had central heating installed, helping the Council towards meeting the Decent Homes Standard.

5.5 Civic Centre Communal Area Refurbishment

This budget forms part of a rolling programme to replace the fire doors, refurbish staff toilets, upgrade lift lobbies and replace floor coverings in communal areas throughout the Civic Centre. During the year the communal area refurbishment of Phase I, 1st and 2nd floor and Phase II, 4th floor has been completed.

5.6 Social Housing Grants

The Social Housing Grants paid during 2006-07 helped to facilitate the provision of 83 affordable homes; 73 for rent and 10 for shared ownership, built in partnership with housing associations, the Housing Corporation and developers. It also enabled sprinklers to be installed within 68 affordable homes for rent.

5.7 **RAMM Re-development**

Significant progress has been made during 2006-07 in respect of the re-development of the Royal Albert Memorial Museum, which culminated in the Heritage Lottery Fund (HLF) approving the Council's Stage II Business Plan in January 2007. This decision means that the HLF trustees are satisfied with the detailed designs and that planning permission, listed building consent and schedule monument consent has been obtained.

Following confirmation of the HLF grant funding for the full project, the consultant team has proceeded to take the project to the next stage in order to advertise for the main construction contractor.

5.8 **RAMM Off Site Store**

The Royal Albert Memorial Museum's new off site store, Exeter Ark, is critical to the main project and construction of the energy efficient, environmentally sustainable, two-storey building commenced during 2006-07. By the end of the financial year, block-work up to the first floor level, storm water drainage and underground services pipe-work to site boundaries had been completed. Despite delays relating to the discovery of material of archaeological importance, the work is progressing in accordance with the project timetable and is on schedule for completion in the Autumn, so that the decant of the museum collections can begin.

5.9 **Exton Road Review**

Ben Bradshaw MP officially opened the Council's new environmentally friendly office building, Oakwood House, on 21 July 2006. The new offices provide state of the art office accommodation for staff in the cleansing, fleet and building and electrical services departments.

5.10 **Cathedral Yard Enhancement**

Work on the first phase of Cathedral Yard Enhancement was completed in the Autumn with pedestrianisation of the area commencing in early October. Contractors are now on site for the second phase, Southernhay through to No. 10 Cathedral Close, with work expected to complete by August 2007.

5.11 **National Cycle Network – Exe Estuary**

The Council and Devon County Council officially opened a new section of the Exe Estuary Trail on 30 March 2007. The 5km stretch from Bridge Road to Turf Lock is a significant step in the £6.2 million 'National Cycle Network' project to establish walking and cycling routes from Exeter to Dawlish and Exmouth.

5.12 **St Georges Hall Tiered Seating**

Tiered seating was successfully installed at St Georges Hall in August, which has helped to provide audiences with an improved view of events and performances. The new facilities have helped to attract a range of new acts including, comedians Punt and Dennis, The Ukulele Orchestra of Great Britain and Moscow Ballet. The tiered seating has also facilitated the introduction of children's shows.

6.0 CAPITAL AND PROJECT PROGRAMME 2006-07 (Appendix 2)

- 6.1 The revised Capital Programme for 2007-08, after taking into account the carried forward requirements from 2006-07 and amounts deferred into future financial years, now totals £24,884,765.

7.0 RECOMMENDATIONS

- 7.1 It is recommended that the overall financial position for the 2006-07 annual capital programme be noted
- 7.2 That the amendments to the Council's annual capital programme for 2007-08 be approved by Executive

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended)

Background papers used in compiling this report:

1. None

SR/CapitalMonitoring
4 June 2007

CAPITAL AND PROJECT MONITORING
2006/07

LEAD OFFICER	CATEGORY	2006/07 CAPITAL PROGRAMME	2006/07 SPEND	2007/08 FORECAST SPEND	From 2008/09 FORECAST SPEND	2006/07 PROGRAMME VARIANCES UNDER ()
		£	£	£	£	£
HOUSING REVENUE ACCOUNT						
	<i>Housing in the City</i>					
SW	Sheltered Accommodation	400,000	185,575	214,425		0
SW	Adaptations	439,240	509,049			69,809
SW	Defective Properties	77,500	0	77,500		0
SW	Low Maintenance UPVC	170,000	285,875			115,875
SW	MRA Fees	284,560	314,560			30,000
SW	Environmental Improvements - Fencing	49,000	41,526	7,474		0
SW	Communal Door Entry System	14,700	14,494			(206)
SW	Environmental Improvements - General	69,620	60,785	8,835		0
SW	Upgrading Council Roads/Footpaths for Highways	40,000	41,577	(1,577)		0
SW	Programmed Re-roofing	860,690	731,386	129,304		0
SW	Housing Condition Survey	25,800	2,516	23,284		0
SW	Programmed Contingency	35,830	46,072			10,242
SW	Energy Conservation	421,710	413,708	8,002		0
SW	Asbestos Survey	100,000	77,109	22,891		0
SW	Higher Barley Mount Staircases	16,140	8,361			(7,779)
SW	External Walls	189,750	162,978	26,772		0
SW	Leypark Road Structural Defects	50,000	12,176	37,824		0
SW	Kitchen Replacements	1,951,270	1,473,988	477,282		0
SW	Bathroom Replacements - Reactive	7,760	5,499	2,261		0
SW	Asbestos Removal Works	92,100	54,782	37,318		0
SW	Bathroom Replacements - Programmed	200,000	122,955	77,045		0
SW	Communal TV Aerials	20,000	500	19,500		0
SW	Door Replacements	83,130	85,656	(2,526)		0
SW	Bank at Leypark Road	40,000	27,951	5,530		(6,519)
SW	Rifford Road Structural Repairs	0	4,979	(4,979)		0
SW	Development of HRA Land	10,900	10,900			0
SW	Programmed Electrical Re-wiring	406,560	505,450	(98,890)		0
SW	Central Heating	492,730	593,916	(101,186)		0
HOUSING REVENUE ACCOUNT TOTAL		6,548,990	5,794,323	1,064,979	(98,890)	211,422

CAPITAL AND PROJECT MONITORING
2006/07

	LEAD OFFICER	CATEGORY	2006/07 CAPITAL PROGRAMME	2006/07 SPEND	2007/08 FORECAST SPEND	From 2008/09 FORECAST SPEND	2006/07 PROGRAMME VARIANCES UNDER ()
			£	£	£	£	£
RESOURCES							
Achieving Excellence in Public Services							
	JS	C1	92,710	87,605	7,314		2,209
	JS	C1	9,000	2,408	6,592		0
	JS	C1	9,000	4,102	400		(4,498)
	JS	C1	40,000	30,958	4,500		(4,542)
	JS	C1	29,240	28,880			(360)
	JS	C1	10,000	9,957			(43)
	PE	C2	18,180	21,416			3,236
	JS	C1	23,840	23,841			1
	JS	C1	16,020	13,700	2,320		0
	JS	C2	50,000	50,000			0
	PM	C1	40,310	20,924	19,386		0
	JS	C1	16,930	981	15,949		0
	JS	C1	178,530	162,914	15,616		1
	JS	C1	1,080	1,061			(19)
	JS	C1	5,500	5,498			(2)
Environment Cared For							
	JS	C2	25,400	0	25,400		0
	JS	C1	8,000	1,440	6,560		0
Electronic City							
	PE	C1	1,058,620	906,487	117,411		(34,722)
	PE	C2	57,420	11,215	41,867		(4,338)
	AS	C1	169,620	180,909			11,289
Accessible City							
	PM	C1	79,400	54,788	24,616		4
RESOURCES TOTAL							
			1,938,800	1,619,084	287,931	0	(31,785)

CAPITAL AND PROJECT MONITORING
2006/07

	LEAD OFFICER	CATEGORY	2006/07 CAPITAL PROGRAMME	2006/07 SPEND	2007/08 FORECAST SPEND	From 2008/09 FORECAST SPEND	2006/07 PROGRAMME VARIANCES UNDER ()
			£	£	£	£	£
COMMUNITY SERVICES							
Healthy and Active City							
	RN	C1	628,040	698,954	(3,671)		67,244
Disabled Facilities Grants							
Housing in the City							
	RN	C1	500,000	327,289	105,467		(67,244)
	RN	C2	117,000	117,000			0
	RN	C2	120,000	112,585	7,415		0
	SW	C2	2,440,000	1,891,252	548,748		0
	SW	C2	29,100	4,175	18,965		(5,960)
	RN	C1	3,830	0	3,830		0
	C2	C2	65,000	60,451	4,549		0
Accessible City							
	PM	C1	65,000	49,411	15,589		0
	AC	C2	4,670	1,673	2,997		0
Riverside Valley Park Enhancement Luggs Farm Footpath Link							
Environment Cared For							
	RN	C1	69,260	65,237	4,023		0
	RN	C1	145,140	57	145,083		0
	PM	C1	117,210	30,749	108,711		22,250
	PM	C2	33,400	51,666	(18,266)		0
	HOA&BS	C1	3,000	2,999	1		0
	HOA&BS	C2	8,370	0	8,370		0
	HOA&BS	C1	43,110	40,278	2,832		0
	RN	C2	10,000	0	10,000		0
	AC	C2	22,110	22,111			1
	PM	C2	20,000	27,440	(7,440)		0
	RN	C1	10,000	2,333			(7,667)
	HOA&BS	C2	50,000	0	50,000		0
	HOA&BS	C1	27,320	26,612	708		0
	RN	C1	16,890	16,837			(53)
	RN	C1	20,390	24,588			4,198
Inspection and Improvement to Cemetery Road and Pathways Investigation and Remediation of Contaminated Land Replacement of Air Quality Monitors at RAMM Energy Projects Signage for MRF Cemeteries and Churches Storage Improvements Cemetery Sites - Litter Bins, Benches and Noticeboards New Recycling Van New Van for Cleansing Services							

CAPITAL AND PROJECT MONITORING
2006/07

	LEAD OFFICER	CATEGORY	2006/07 CAPITAL PROGRAMME	2006/07 SPEND	2007/08 FORECAST SPEND	From 2008/09 FORECAST SPEND	2006/07 PROGRAMME VARIANCES UNDER ()
			£	£	£	£	£
ECONOMY							
	RC	C2	6,000	6,921			921
Holman Way Car Park Ticket Machine	RS	C1	74,470	58,260	16,210		0
Signage/Pedestrian Interpretation	RS	C2	55,000	55,000			0
"	RC	C2	15,000	5,485			(9,515)
Howell Road Car Park Drainage	DH	C2	99,610	87,710	11,900		0
Implementation of Council Walking Strategy	RC	C2	274,660	639,400	(364,740)		0
Guildhall Car Park - Major Refurbishment & Installation of Pay on Foot	RC	C2	30,000	24,073	5,927		0
Mary Arches Street Car Park Structural Repairs and Improvements							
Cultural and Fun Place To Be							
St Georges Tiered Seating	DP	C1	54,000	53,046			(954)
Northcott Theatre	RB	C2	0	550,000	(550,000)		0
Floodlighting	RS	C1	620	620			0
"	RS	C2	16,380	1,441	14,939		0
Heritage Centre	RB	C1	0	3,339	(3,339)		0
Achieving Excellence in Public Services							
Matford Park and Ride Resurfacing	RC	C1	140,760	140,903			143
Bradinch Place Basement Area	DP	C1	2,020	2,017			(3)
Matford Centre Toilets	DP	C1	26,000	24,572	1,428		0
Livestock Centre 6 Ambrad Heaters in Roof	DP	C2	19,000	13,500	5,500		0
Leighton Terrace Car Park Fencing	RC	C2	20,000	11,111	8,889		0
Pressure Washer for Car Parks	RC	C1	6,000	3,283	1,500		(1,217)
St Georges Market Reconfiguration Works	DP	C1	226,190	212,708	13,482		0
Resurfacing works at Bartholomew Street Car Park	RC	C1	8,000	0	8,000		0
Resurfacing works at Triangle Car Park	RC	C1	46,500	38,483			(8,017)
Beacon Lane Shops	DP	C2	97,990	17,754	80,236		0
Planning Delivery Grant	RS	C2	40,000	23,921	16,079		0
Prosperous City							
Basin/Quayside	DP	C2	299,420	84,021	215,399		0
Science Park	RB	C2	99,910	0	99,910		0
Met Office Relocation	JR	C1	60,000	51,250		8,750	0

CAPITAL AND PROJECT MONITORING
2006/07

LEAD OFFICER	CATEGORY	2006/07 CAPITAL PROGRAMME	2006/07 SPEND	2007/08 FORECAST SPEND	From 2008/09 FORECAST SPEND	2006/07 PROGRAMME VARIANCES UNDER ()
		£	£	£	£	£
		14,820	13,921			(899)
		35,000	11,855	23,145		0
		3,160	0	3,160		0
		15,000	12,000	3,000		0
		77,110	73,157	3,953		0
		12,580	12,583			3
		3,350,660	3,252,297	97,381	8,750	7,768
ECONOMY TOTAL						
	AS	59,140	0			(59,140)
CAPITAL AND PROJECT EXPENDITURE TOTAL						

CATEGORY	2006/07 CAPITAL PROGRAMME	2006/07 SPEND	2007/08 FORECAST SPEND	From 2008/09 FORECAST SPEND	2006/07 PROGRAMME VARIANCES UNDER ()
	£	£	£	£	£
N/A	6,548,990	5,794,323	1,064,979	(98,890)	211,422
C1	8,134,640	6,885,064	1,290,131	8,750	49,306
C2	5,528,280	4,790,369	744,805	0	6,895
	20,211,910	17,469,757	3,099,916	(90,140)	267,622
CAPITAL AND PROJECT EXPENDITURE TOTAL					

CATEGORY	2006/07 CAPITAL PROGRAMME	2006/07 SPEND	2007/08 FORECAST SPEND	From 2008/09 FORECAST SPEND	2006/07 PROGRAMME VARIANCES UNDER ()
	£	£	£	£	£
N/A	6,548,990	5,794,323	1,064,979	(98,890)	211,422
C1	8,134,640	6,885,064	1,290,131	8,750	49,306
C2	5,528,280	4,790,369	744,805	0	6,895
	20,211,910	17,469,757	3,099,916	(90,140)	267,622
CAPITAL AND PROJECT EXPENDITURE TOTAL					

**CAPITAL AND PROJECT MONITORING
2006/07**

LEAD OFFICER	CATEGORY	2006/07 CAPITAL PROGRAMME	2006/07 SPEND	2007/08 FORECAST SPEND	From 2008/09 FORECAST SPEND	2006/07 PROGRAMME VARIANCES UNDER ()
		£	£	£	£	£

Lead Officer Key Table	
AC	Head of Leisure and Museums
AS	Head of Treasury Services
DH	Engineering and Construction Manager
DP	Head of Estates Services
RN	Head of Environmental Health Services
JR	Director of Economy and Development
JS	Head of Corporate Customer Services
HOA&BS	Head of Administration and Bereavement Services
PE	Head of IT Services
PM	Head of Contracts and Direct Services
RB	Head of Economy and Tourism
RC	Head of Administration and Parking Services
RS	Head of Planning Services
SW	Head of Housing and Social Inclusion

REVISED CAPITAL PROGRAMME 2007/08 AND BEYOND

APPENDIX 2

LEAD OFFICER	CATEGORY	B/FWD 2006-2007	NEW STARTS 2007-2008	REVISED PROGRAMME 2007-2008	DEFERRED TO FUTURE YEARS	FUNDING APPROVED IN FUTURE CAPITAL PROGRAMME	TOTAL FUNDING REMAINING
		£	£	£	£	£	£
HOUSING REVENUE ACCOUNT							
Adaptations	SW		600,000	600,000		1,200,000	1,800,000
Asbestos Removal Works	SW	37,320	25,000	62,320		75,000	137,320
Asbestos Survey	SW	22,890	106,080	128,970			128,970
Bank at Leypark Road	SW	5,530		5,530			5,530
Bathroom Replacements Programmed	SW	77,050	517,910	594,960		1,084,880	1,679,840
Bathroom Replacements Reactive	SW	2,260		2,260			2,260
Central Heating	SW	(101,190)	382,530	281,340		1,137,700	1,419,040
Communal Door Entry Systems	SW		10,000	10,000		30,000	40,000
Communal TV Aerials	SW	19,500	10,000	29,500			29,500
Defective Properties	SW	77,500	417,700	495,200		779,010	1,274,210
Door Replacements	SW	(2,530)	73,500	70,970		75,750	146,720
Electrical Rewires Programmed	SW	(98,890)	530,400	530,400	(98,890)	1,252,270	1,683,780
Energy Conservation	SW	8,000	141,890	149,890		150,000	299,890
Environmental Improvements - Fencing	SW	7,470	49,000	56,470		147,000	203,470
Environmental Improvements - General	SW	8,840	51,000	59,840		153,000	212,840
External Walls	SW	26,770	53,030	79,800		112,560	192,360
Housing Condition Survey	SW	23,290	125,000	148,290		150,000	298,290
Kitchen Replacements	SW	477,280	952,000	1,429,280		3,030,280	4,459,560
Leypark Road Structural Defects	SW	37,820	324,420	362,240			362,240
Low Maintenance & Painting Programme	SW		450,000	450,000		900,000	1,350,000
Major Repairs Allowance Fees	SW		326,490	326,490		858,000	1,184,490
Plastic Windows/Doors	SW			0		88,960	88,960
Programmed Contingency	SW		15,000	15,000			15,000
Programmed Re-Roofing	SW	129,300	900,000	1,029,300		2,433,030	3,462,330
Rifford Road Structural Defects	SW	(4,980)	60,000	55,020			55,020
Rennes House / Faraday House Fire Alarm Upgrade	SW		40,000	40,000			40,000
Sheltered Accommodation	SW	214,430	640,000	854,430		1,450,000	2,304,430
Three Bedroom Converted To Four Bedroom Properties	SW		50,000	50,000			50,000
Upgrade Council Roads/Footpaths	SW	(1,580)	40,000	38,420		120,000	158,420
Warden System Calibration	SW		36,000	36,000			36,000
TOTAL HOUSING REVENUE ACCOUNT PROGRAMME		966,080	6,926,950	7,991,920	(98,890)	15,227,440	23,120,470

REVISED CAPITAL PROGRAMME 2007/08 AND BEYOND

APPENDIX 2

LEAD OFFICER	CATEGORY	B/FWD 2006-2007	NEW STARTS 2007-2008	REVISED PROGRAMME 2007-2008	DEFERRED TO FUTURE YEARS	FUNDING APPROVED IN FUTURE CAPITAL PROGRAMME	TOTAL FUNDING REMAINING
		£	£	£	£	£	£
GENERAL FUND SCHEMES							
	PM		28,000	28,000			28,000
Access Platform	C1			3,160			3,160
Bartholomew Terrace Retaining Wall	RC	3,160		636,920			636,920
Basin/Quayside	DP	215,400	421,520	100,240			100,240
Beacon Lane Shops	DP	80,240	20,000	102,740			102,740
Belle Isle Nursery Various Improvements	PM	14,740	88,000	67,470			67,470
Belle Isle Pellet Boiler	PM	67,470		30,000			30,000
Bradninch Place Basement Area Improvement	DP		30,000	249,800			249,800
Bromhams Farm - Replace Changing Rooms	PM	(200)	250,000	370,000			370,000
Capitalised Staff Costs	AS		370,000	70,750			70,750
Cathedral Yard Enhancement	JR	70,750		60,000			60,000
CCTV at Haven Road Car Park and Boat Storage Area	RC		60,000	18,000		30,000	48,000
CCTV Consultancy - System Enhancements	JR	3,000	15,000	3,950			3,950
CCTV Improvements in Car Parks	RC	3,950		40,190			40,190
Cctv System Enhancements	RN	(13,810)	54,000	3,730			3,730
Cemeteries - General Improvements	HOA&BS	(18,270)	22,000	50,000			50,000
Cemeteries and Churches Storage Improvements	HOA&BS	50,000		710			710
Cemetery Sites - Litter Bins, Benches and Noticeboards	HOA&BS	710		0			0
Central Station Gateway Enhancement	RS			467,660		281,520	281,520
City Centre Enhancements	JR	51,340	416,320	38,590		400,000	867,660
Civic Centre Additional Electrical Sockets	JS	6,590	32,000	496,620			38,590
Civic Centre Communal Area Refurbishment	JS	15,620	149,000	25,400	(332,000)	332,000	496,620
Civic Centre Conversion of Boiler to Dual Fuel	JS	25,400		4,500			25,400
Civic Centre External Security CCTV and Low Level Lighting	JS	4,500		31,390			4,500
Civic Centre Installation of Building Management System	PM	19,390	12,000	7,310			31,390
Civic Centre Phase 2 Re-Roofing	JS	7,310		10,000			7,310
Civic Centre Refurbish Link Bridge	JS		10,000	67,320			10,000
Civic Centre Renew Electrical Distribution Boards	JS	2,320	65,000	0		48,000	67,320
Civic Centre Replace Lift Control Panels and Drives	JS	15,950		15,950			48,000
Civic Centre Upgrade Mini Kitchens	JS	6,560		6,560			15,950
Civic Centre Wind Turbines	JS	46,000		86,000			6,560
Conservation Area Grants	RS	4,020	40,000	4,020			86,000
Continue Roll Out Of Home Recycling Scheme	RS	84,800		84,800			4,020
Cricklepit	RS	84,800		337,370			84,800
Custom House	DP	172,370	165,000	22,500			337,370
Custom House Optic Fibre Link	DH		22,500	125,000			22,500
Customer Service Centre - Phase 2	JS		125,000	18,970		125,000	250,000
Development of Council Owned Land	SW	18,970		446,330			18,970
Disabled Facilities Grants	RN	(3,670)	450,000	37,560		900,000	1,346,330
Energy Projects	PM	(7,440)	45,000	5,870		110,000	147,560
Enhancement of Chill Zone	AC	5,870		165,620			5,870
Equal Opportunities Improvements	PM	24,620	141,000			150,000	315,620

REVISED CAPITAL PROGRAMME 2007/08 AND BEYOND

APPENDIX 2

LEAD OFFICER	CATEGORY	B/FWD 2006-2007	NEW STARTS 2007-2008	REVISED PROGRAMME 2007-2008	DEFERRED TO FUTURE YEARS	FUNDING APPROVED IN FUTURE CAPITAL PROGRAMME	TOTAL FUNDING REMAINING
		£	£	£	£	£	£
Essential Mif Capacity Works	RN	145,080	94,920	240,000			240,000
Exeter Foyer Grant	SW		10,000	10,000			10,000
Exhibition Fields - New Storage Sheds	AC	85,250		85,250		50,000	135,250
External Professional Support - Architects, Surveyors etc	PM		300,000	300,000			300,000
Exton Road Review	C1	63,500		63,500			63,500
Exton Road Weighbridge - Extension to Fencing	PM	(160)	20,000	19,840			19,840
Exwick Cemetery - Create New Burial Area	C1		20,000	20,000			20,000
Exwick Cemetery - Fencing to Boundary	HOA&BS			0		27,000	27,000
Exwick Community Centre	HOA&BS						
Exwick Retaining Walls	AC	7,600	43,900	51,500			51,500
Floodlighting	DH	19,400	41,450	60,850			60,850
Floodlighting for Skateboard Park	RS	14,940	63,620	78,560			78,560
Fore Street, Heavitree - Environmental Enhancement	AC		45,000	45,000			45,000
Furbish New Tourist Information Centre	C2		100,000	100,000		200,000	300,000
Gateway Features	C1	10,000	27,000	27,000			27,000
General Open Spaces Improvements	RS		42,130	42,130			42,130
Guildhall Car Park - Major Refurbishment and Improvement	PM		213,510	213,510			213,510
Guildhall Refurbish Regalia Cabinet	RC	(364,740)	1,000,000	635,260			635,260
Hamiln Lane Changing Rooms	JS	400		400			400
Hamiln Lane New Path Link	PM	(3,280)	150,000	146,720		10,000	146,720
Heritage Centre	PM			0			0
Higher Cemetery New Storage Yard and Buildings	RB	(3,340)	203,500	200,160			200,160
Ibstock Environmental Improvements	HOA&BS	(12,620)	65,000	52,380			52,380
Image Recording and Processing Equipment	DP	4,450		4,450			4,450
Implementation of Walking Strategy	HOEHS			66,000			66,000
Information Technology / Authentication Module	DH	11,900	43,200	55,100			55,100
Information Technology / Box Office System	PE	10,000	40,000	50,000			50,000
Information Technology / Committee Minutes Management	RB	19,500		19,500			19,500
Information Technology / Contaminated Land System	BA	15,000		15,000			15,000
Information Technology / Continuation Of GIS Strategy	RN	4,130		4,130			4,130
Information Technology / Contract Management System	JS	18,820	65,000	83,820			83,820
Information Technology / Corporate Debtor System	PM	15,000		15,000			15,000
Information Technology / Corporate Network Infrastructure	AS	2,000	30,000	2,000			2,000
Information Technology / E Payment System	PE	2,630		32,630			32,630
Information Technology / Elections System Upgrade	AS	6,700		6,700			6,700
Information Technology / Electronic Document Management	JS		10,000	10,000			10,000
Information Technology / Electronic Records Management	JS		83,000	83,000			83,000
Information Technology / Enabling Technologies	JS		65,650	65,650			65,650
Information Technology / Environmental Health System	AS	4,000		4,000			4,000
Information Technology / Feasibility Of Mobile Devices	RN	850		850			850
Information Technology / FIMS Replacement	PE	3,220		3,220			3,220
Information Technology / Helpdesk Development	AS	8,870	210,000	218,870		100,000	318,870
Information Technology / Information Asset Register	PE	7,500		7,500			7,500
Information Technology / Information Asset Register	JS		10,000	10,000			10,000

REVISED CAPITAL PROGRAMME 2007/08 AND BEYOND

APPENDIX 2

LEAD OFFICER	CATEGORY	B/FWD 2006-2007	NEW STARTS 2007-2008	REVISED PROGRAMME 2007-2008	DEFERRED TO FUTURE YEARS	FUNDING APPROVED IN FUTURE CAPITAL PROGRAMME	TOTAL FUNDING REMAINING
		£	£	£	£	£	£
Information Technology / IT Accommodation Enhancements	C1	3,120		3,120			3,120
Information Technology / IT Development Staff Recharges	C1		200,000	200,000			200,000
Information Technology / Microsoft Desktop Upgrade	C1	16,300		16,300			16,300
Information Technology / Module To HR ResourceLink System	C1		14,000	14,000			14,000
Information Technology / Parking Fines System	C2		65,000	65,000			65,000
Information Technology / PC Replacement Programme	C1		120,000	120,000			120,000
Information Technology / Security Systems	C1	6,210		6,210			6,210
Information Technology / Server and Storage Strategy	C1		24,000	24,000			24,000
Information Technology / Website and Intranet Development	C1	15,430	40,000	55,430			55,430
Inspection & Improvement to Cemetery Road & Pathways	C1	2,830	25,000	27,830			27,830
Investigation and Remediation of Contaminated Land	C2	10,000	30,000	40,000			40,000
Leighton Terrace Car Park Fencing	C1	8,890		8,890			8,890
Leisure Management Contract	C2	660	68,240	68,900		40,000	108,900
Livestock Centre 6 Ambrad Heaters in Roof	C1	5,500		5,500			5,500
Luggs Farm Footpath Link	C2	3,000	18,000	21,000			21,000
Mary Arches Structural Improvements	C2	5,930		5,930			5,930
Material Recycling Facility - Sprinkler System	C2			0		100,000	100,000
Matford Centre Toilets	C1	1,430		1,430			1,430
Memorial Safety Programme	C2	8,370		8,370			8,370
Met Office Relocation	C1	8,750	35,000	35,000	8,750		43,750
National Cycle Network - Exe Estuary	C1	18,700		18,700			18,700
New Community Centre For Countess Wear	C2		220,000	0	220,000		220,000
New Stalls For Farmers Market	C2		70,000	70,000			70,000
New Wheelie Bins	C1		40,000	40,000			40,000
Northbrook Public Open Space Remedial Repairs	C2	9,810		9,810			9,810
Northcott Theatre	C2	(550,000)	550,000	0			0
Old Paper Mill Countess Weir	C2	34,720	48,000	82,720			82,720
Parks and Open Spaces Signage	C2	10,000	10,000	20,000			20,000
Parks Improvements	C2	(81,420)	110,000	28,580		120,000	148,580
Planning Delivery Grant Schemes	C2	16,080	107,000	123,080		70,970	194,050
Planting Improvements in Riverside Valley Park	C2	5,000	4,700	9,700			9,700
Play Area Refurbishments	C1/C2	12,140	158,830	170,970		240,000	410,970
Playing Fields - General Improvements	C1/C2	(29,930)	210,000	180,070		100,000	280,070
Pressure Washer for Car Parks	C1	1,500		1,500			1,500
Private Landlord Energy Action (PLEA) Scheme	C2	7,420		7,420			7,420
Private Sector Renewal Scheme	C2	8,380	135,000	143,380			143,380
Public Toilet Refurbishment	C1	108,710	80,000	188,710			188,710
Purchase of Midl Recycling Banks	C1	4,910		4,910			4,910
RAM Museum Off Site Store	C1	376,020	1,119,460	1,422,207	73,273		1,495,480
RAM Museum Redevelopment	C1	28,050	1,141,098	1,169,148		12,531,493	13,700,641
Renovation Grants	C1	105,470	747,320	852,790		1,000,000	1,852,790
Repairs to Cricklepit Street Wall	C2		90,000	90,000			90,000
Replace Microphone System in Committee Rooms	C1		18,000	18,000			18,000

REVISED CAPITAL PROGRAMME 2007/08 AND BEYOND

APPENDIX 2

LEAD OFFICER	CATEGORY	B/FWD 2006-2007	NEW STARTS 2007-2008	REVISED PROGRAMME 2007-2008	DEFERRED TO FUTURE YEARS	FUNDING APPROVED IN FUTURE CAPITAL PROGRAMME	TOTAL FUNDING REMAINING
		£	£	£	£	£	£
Replacement of Tractor Sheds	C1	9,980	140,000	149,980			149,980
Resurfacing Works at Bartholomew Street Car Park	C1	8,000		8,000			8,000
Riverside Valley Park Enhancement	PM	15,590	187,170	202,760		50,000	252,760
Safety Fencing at King William Street	C2	23,150		23,150			23,150
Science Park	RB	99,910		99,910			99,910
Security Measures for Riverside Valley Park	DH		60,000	60,000			60,000
Skating Area Exhibition Fields	AC	24,000		24,000			24,000
Social Housing Grants	SW	548,750	1,670,000	2,218,750		2,895,750	5,114,500
Sports Facilities Refurbishment	AC	11,790	50,000	61,790		100,000	161,790
St Georges Market Reconfiguration Works	C1		10,000	10,000			10,000
St Georges Hall Upgrade Goods Lift	DP	13,480		13,480			13,480
St Nicholas Priory Upgrade	AC	(2,410)	176,960	174,550			174,550
Strategic Signage / Pedestrian Interpretation Phase 2	RS	16,210	65,000	81,210		65,000	146,210
Topsham Ferry to Carry Bicycles	C1		20,000	20,000			20,000
Topsham Quay Landing Stage	AC		5,000	5,000			5,000
Upgrade Solo Sweepers Storage Facilities	HOEHS		10,000	10,000			10,000
Vehicle Replacement Programme	PM	19,030	832,150	851,180		1,400,000	2,251,180
TOTAL GENERAL FUND SCHEMES		2,043,720	14,819,148	16,892,845	(29,977)	21,476,733	38,339,601
TOTAL CAPITAL PROGRAMME		3,009,800	21,746,098	24,884,765	(128,867)	36,704,173	61,460,071

2006/07 Capital Programme Reconciliation

Category 'C1' Schemes	9,168,775
Category 'C2' Schemes	7,724,070
HRA Capital Programme	7,991,920
Total	24,884,765

Category 1

Is for those schemes that the Council is reasonably certain of being able to deliver within planned timescales

Category 2

Is for those schemes that the Council is less certain of being able to deliver, primarily due to factors outside the control of the Council

LEAD OFFICER CATEGORY B/FWD NEW STARTS REVISED DEFERRED FUNDING TOTAL

2006-2007 2007-2008 PROGRAMME TO FUTURE 2007-2008 TO FUTURE APPROVED IN FUNDING

£ £ £ YEARS £ £ FUTURE CAPITAL REMAINING

£ £ £ £ £ £ PROGRAMME £

LEAD OFFICER	CATEGORY	B/FWD 2006-2007	NEW STARTS 2007-2008	REVISED PROGRAMME 2007-2008	DEFERRED TO FUTURE YEARS	FUNDING APPROVED IN FUTURE CAPITAL PROGRAMME	TOTAL FUNDING REMAINING
Lead Officer Key Table							
Head of Leisure and Museums							
Head of Treasury Services							
Assistant Chief Executive							
Engineering and Construction Manager							
Head of Estates Services							
Head of Environmental Health Services							
Director of Economy and Development							
Head of Corporate Customer Services							
Head of Administration and Bereavement Services							
Head of IT Services							
Head of Contracts and Direct Services							
Head of Economy and Tourism							
Head of Administration and Parking Services							
Head of Planning Services							
Head of Housing and Social Inclusion							

EXETER CITY COUNCIL

SCRUTINY COMMITTEE - RESOURCES

20 JUNE 2007

EXECUTIVE

3 JULY 2007

STATEMENT ON INTERNAL CONTROL

1. PURPOSE OF THE REPORT

- 1.1 This report sets out the proposed Statement on Internal Control to be included within the Council's Annual Accounts for 2006/07.

2. BACKGROUND

- 2.1 Included within the Accounts and Audit Regulations 2003 are requirements related to systems of internal control, and the review and reporting of those systems. As a result, the Council is required each year to publish a Statement on Internal Control (SIC) within the Annual Accounts. The SIC is much broader than just financial control and management, and therefore also encompasses Performance and Risk Management, Corporate Governance, and a general review on the effectiveness of the systems of internal control within the Council. As part of the normal annual audit process Councils are also expected to provide evidence to support the assurances contained within their SICs.

3. THE STATEMENT ON INTERNAL CONTROL

- 3.1 A draft Statement on Internal Control for inclusion in the Council's Final accounts for 2006/07 is attached to this report.

- 3.2 The SIC must include the following:

- A statement on the scope of responsibility of the Council
- A statement on the purpose of the system of internal control and confirmation that the system has been in place during the financial year
- A statement on the internal control environment that sets out the key elements of control upon which the Council relies to ensure the achievement of its objectives and the management of principal risks
- Significant control issues that have arisen through the review process together with an action plan to address these.

- 3.3 The Statement on Internal Control for this Council also has included within it a section that outlines the Corporate Governance arrangements.

4. RECOMMENDATIONS

It is recommended that:

- 4.1 Scrutiny Committee Resources supports the Statement on Internal Control to be included within the Council's Annual Final Accounts for 2006/07.

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended)

Background papers used in compiling this report:

None

SR/SIC Cover Report
4 June 2007

EXETER CITY COUNCIL

STATEMENT ON INTERNAL CONTROL

1. SCOPE OF RESPONSIBILITY

Exeter City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Exeter City Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to an acceptable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can, therefore, only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Exeter City Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place at Exeter City Council throughout the year ended 31st March 2006 and up to the date of approval of the annual report and accounts.

3. THE INTERNAL CONTROL ENVIRONMENT

The key elements of Exeter City Council's internal control environment are:

Performance Management

The Council has a comprehensive performance management framework that supports the effective monitoring and management of performance, the main elements of this framework are: -

- Exeter's national and local priorities are reflected in the Exeter Vision which, combined with political priorities, translates into the Council's Mission Statement, Strategic, and Service Objectives. The appraisal process disseminates these objectives, and translates Service Objectives into personal objectives and targets.
- A comprehensive range of strategies provides clear direction for the Council and these are accessible to officers, Councillors, partners and the public. The strategies are supported by Action Plans with targets. Progress is monitored by regular reporting to Scrutiny Committees and actions and targets are reflected in appropriate Service Improvement Portfolios.
- Service Improvement Portfolios are designed to focus on outcomes and service priorities to ensure that work is targeted and meaningful. Service Improvement Portfolios identify key performance indicators, illustrate how services contribute to Strategic Objectives, and

identify ways of increasing service contribution to corporate priorities such as sustainability, e-government, community safety and social inclusion.

- The Council has effective mechanisms for ensuring that performance issues can be communicated and addressed across the authority. Objectives, targets and action plans are publicised in accessible formats through articles in the Exeter Citizen, the Council Tax booklet, the Corporate Plan and the Council's website and intranet.
- All significant policy-related proposals and service reviews are reported to Scrutiny Committees, ensuring that Councillors are made aware of key actions of the Council. The scrutiny process ensures that Councillors have the opportunity to discuss or challenge the performance of the Council. Portfolio Holders gain a detailed understanding of the services they are responsible for, are consulted on delegated decisions, and discuss performance at regular briefings with Directors.
- The Council uses a comprehensive performance management system that contains details of Performance Indicator results and targets, which is available to all managers and Councillors. Performance Indicator results, and progress against planned actions, are reviewed regularly by Directors, and by Scrutiny Committees every six months.

Financial Management

A range of financial management measures are in place to ensure the effective use and management of resources including: -

- A medium-term financial plan covering both revenue and capital spend which provides a framework for the planning and monitoring of resource requirements.
- Operation of the Capital Strategy aims to ensure that investment is linked to Strategic Objectives. Bids for capital and other asset management funding require an effective 'business case' linked to Strategic Objectives, and progress in delivering projects is formally monitored by Councillors and Directorate Management Teams.
- Financial stewardship is reported to Councillors quarterly, and is considered regularly by Directorate Management Teams. This is supported by an established budget monitoring process by managers and Accountancy staff.
- Standing Orders and Financial Regulations contained within the Council's Constitution set out the overall framework that governs the management of the Council's finances.

Risk Management

The Council has various mechanisms in place that help it to identify, assess and control risk throughout the entire organisation. The main mechanisms that are in place include: -

- Having a Risk Management Policy that identifies the benefits of active risk management, the process for ongoing risk management and the responsibilities of the Strategic Management Team (SMT) and senior managers
- Full support of Councillors and SMT signified by the Leader of the Council and the Council's Chief Executive signatures on the Policy
- A Risk Management Group (RMG) established in 2003/04 with responsibility for monitoring and reviewing the risk management process and the Corporate Risk Register (CRR)

- Risk Management integration with Service Improvement Portfolios to identify and analyse all Service risks
- A reporting process which enhances risk analysis and ensures that the CRR is a 'living document' through quarterly reviews
- The development of strong links between the RMG and the Health and Safety Group – Key Partners (KPG)
- Reports are made by the Director of Corporate Services to SMT and to Scrutiny Committee - Resources on the CRR and action plan progress
- Responsibility of the RMG and KPG for training and communication of risk management and Health and Safety

4. REVIEW OF EFFECTIVENESS

Exeter City Council has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of the Internal Auditors and the Managers within the Council who have responsibility for the development and maintenance of the internal control environment, and also by comments made by the External Auditors and other review agencies and inspectorates.

The processes for maintaining and reviewing the effectiveness of the system of internal control are: -

- Annual reviews of the Council's key financial and non financial systems by Internal Audit against known and evolving risks
- Cyclical reviews by Internal Audit of internal controls in operation within each service area against known and evolving risks
- Annual service planning to align service development against Strategic Objectives
- Ongoing review of the business of and the decisions taken by the Council by the Monitoring Officer (Head of Legal Services) which include an assurance that the Council has acted lawfully and that agreed standards have been met
- Half-yearly reports to the Council's Scrutiny Committee - Resources on the work of and recommendations made by the Internal and the External Auditors
- Annual reviews of the Council's financial accounts and records by the External Auditors leading to their opinion as published in the year end statements
- Ongoing reviews of strategic and operational risks in each service area and the conduct of risk analysis and management in respect of major projects undertaken by the Council
- Reviews and, where appropriate, update of the Council's Financial Regulations and Standing Orders

5. CORPORATE GOVERNANCE

Corporate Governance is concerned with the procedures associated with the decision-making, performance and control of the Council and with providing structures to give overall direction to the organisation and to satisfy reasonable expectations of accountability to those outside. To this end we have to make sure that appropriate arrangements are in place to safeguard both the Council's resources and the way in which decisions are made and communicated.

This has resulted in the adoption of a Local Code of Corporate Governance that is in line with suggested best practice principles. The Council currently reports on a review of its corporate governance requirements through the Corporate Plan. The Director of Corporate Services has been given the task of ensuring that these reviews take place, that the Code is operating effectively and is reporting the results to the Council.

The following steps have been undertaken during the year to further improve our Corporate Governance arrangements: -

- Produced and implemented an action plan arising from the findings of the inspection carried out by the Benefit Fraud Inspectorate
- Reviewed the process for declaring receipts of gifts and hospitality
- Implemented the recommendations contained in the Audit Commission's Regularity Audit Report for 2004/05

As a result of a review of our overall arrangements, the following have been identified as actions over the coming year.

- Address the recommendations made by the Audit Commission in their Use of Resources and Data Quality audit reports
- Continue to develop the risk assessment for the re-organisation of local government and plan for all outcomes
- Embedding and rolling out of the new performance management software
- Procuring and implementing a new financial management system

6. SIGNIFICANT INTERNAL CONTROL ISSUES

There are no significant internal control issues to report.

Signed :

Signed :

Date:

Date:

Chief Executive

Leader of the Council

EXETER CITY COUNCIL

SCRUTINY RESOURCES

20 JUNE 2007

EXECUTIVE

3 JULY 2007

“GERSHON” EFFICIENCY SAVINGS

1. PURPOSE OF THE REPORT

- 1.1 To provide an overview on how the Council is proposing to meet its efficiency savings targets by 2007/08 including the submission of the backward-looking Annual Efficiency Statement for 2006/07.

2. BACKGROUND

- 2.1 The Government has set every local authority a target for efficiency gains of 2.5 per cent for each of the 3 years from 2005/06 to 2007/08 – with the 2004/05 year acting as the baseline. Local Government has been set an overall target of achieving efficiency savings of £6.45 billion by 2007/08. A key point with the overall target is that at least one-half of efficiency gains should be “cashable”. These can be defined as those where there is a direct financial saving or benefit, with money released that can be spent elsewhere or recycled within a service to deliver better results. The remainder of the gains are “non-cashable” where the gains do not necessarily lead to lower costs, but which lead to improved performance for the resources used.
- 2.2 The 2006/07 backward-looking Annual Efficiency Statement (AES) is due to be submitted by 5 July.
- 2.3 The Department for Communities and Local Government has recently issued new guidance in March 2007 for ‘Measuring and Reporting Efficiency Gains’. This consolidates previous guidance by offering advice on the key points that need to be considered when implementing effective management arrangements to deliver efficiencies and by explaining the requirements of the AES scrutiny process. Finally, it sets out the basic principles that underpin the measurement of efficiency gains along with more technical detail on the more difficult areas of measurement and information about how to complete an AES.
- 2.4 The Council has previously been given a revised efficiency target based on its revenue and capital outturn for 2004/05. The revised cumulative efficiency target to be achieved by the city council is £1,476,000, of which at least £738,000 should be ‘cashable’ efficiency gains.

3. MEASURING AND ASSESSING EFFICIENCY GAINS

- 3.1 The Government is continuing to develop suitable mechanisms to help measure efficiency gains and information on the process for measuring efficiency has been set out in the Efficiency Technical Note for Local Government and various toolkits.

Each local authority is expected to produce a self-assessed Annual Efficiency Statement (AES) for each financial year.

3.2 Efficiency gains can be achieved in the following ways:

- reduced inputs (money, people, assets, etc) for same outputs
- reduced prices (procurement, labour costs, etc.) for same outputs
- additional outputs or improved quality (extra service, productivity, etc) for same inputs
- improved ratios of cost/output (unit costs, etc)

3.3 The Council has previously submitted a Backward Look AES for 2004/05 and 2005/06, a Mid Year Update AES for 2006/07, and a Forward Look AES for 2007/08. These identified cumulative savings of £2,826,552 of which £2,541,028 was cashable, and a summary of these is shown in Appendix 1.

4. BACKWARD LOOK ANNUAL EFFICIENCY STATEMENT 2006/07

4.1 The Annual Efficiency Statement for 2006/07 has to be submitted electronically using a prescribed proforma. The 2006/07 backward-look AES will set out the actual impact of any efficiency gains made during the 2006/07 financial year and should only include those efficiency gains that are anticipated to last through to 2007/08.

4.2 The AES includes narrative on the activities undertaken that have resulted in efficiencies being achieved. Alongside this the AES must include quality cross-checks to provide assurance to Government that the quality of service delivery is maintained and hence that true increases in efficiency are being maintained.

4.3 Work is currently being done up to the submission date of 5th July to try to identify and maximise efficiencies achieved during 2006/07. A draft backward-looking AES is attached in Appendix 2 and this shows that efficiency savings of £1,058,000 in respect of 2006/07 have currently been identified. The savings identified for 2006/07 are £605,000 more than had been identified in the 2006/07 Mid Year Update and as a result the revised cumulative savings will also increase from £2,826,552 (as shown in Appendix 1) to £3,431,552. The Council will therefore significantly exceeded its overall cumulative efficiency target of £1,476,000. The overall revised position is shown in Appendix 3.

5. RECOMMENDATION

It is recommended that:

5.1 The contents of this report are noted and the identified savings in the draft 2006/07 Annual Efficiency Statement are approved as part of the Council's overall submission.

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended)

Background papers used in compiling this report:

None

7 June 2007

SUMMARY OF EFFICIENCY SAVINGS

	Backward Look AES 2004/05	Backward Look AES 2005/06	Forward Look AES 2006/07	Forward Look AES 2007/08	Forecast Cumulative Efficiency	... of which cashable
Culture and Sport						
Transfer of Dual Use Sporting facility to new PFI contract		32,200			32,200	32,200
Local Transport						
Admin and Car Parks - Staff savings		800	36,000		36,800	36,800
Re-designation of Transport Strategy Officer Post			9,000		9,000	9,000
Environment						
More efficient recycling		171,500		70,000	241,500	241,500
Restructuring of Licensing Unit				19,100	19,100	19,100
Local Authority Social Housing						
Reduction of reactive housing mtce budget	45,941	118,000	25,000		163,941	163,941
Setting up new partnership agreement for Home Aid Service					25,000	25,000
Homelessness						
Reduced cost of homelessness	427,859	21,900	80,000		529,759	529,759
Procurement						
Telephones - new scale of call charges		2,000			2,000	2,000
Copy Centre - New Equipment Leases		16,200			16,200	16,200
Full inflation not allocated to budgets		31,500	40,000	40,000	111,500	111,500
Productive time						
Increased productivity - absence management	118,832	49,900	100,000		268,732	0
Transactions						
Reduced cost of Housing Benefit Subsidy	440,212	(20,100)		192,200	612,312	612,312
Reduced cost of administering Housing Benefits	97,496	69,000	80,000		246,496	246,496
Increased in-year collection of council tax	7,554	8,800			16,354	16,354
Reduced bad debt provision for council tax	51,045	100,000			151,045	151,045
Increased take up of direct debits	9,392	3,400		4,000	16,792	
Miscellaneous efficiencies						
Public Conveniences - Reduced water usage	14,803	77,500	19,000		111,303	111,303
Review of E & D Administration		53,500	24,000		77,500	77,500
Interest on Capital Receipts	3,062	1,600			4,662	4,662
Reduction in cost of C and E Admin	14,803	700			15,503	15,503
Reduction in cost of Planning Admin	46,553	32,300	40,000		118,853	118,853
TOTAL	1,277,552	770,700	453,000	325,300	2,826,552	2,541,028

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Description	Type of Saving	Identified Savings £	Quality Crosscheck
<p>Social Housing - HRA Reduced cost in respect of managing the Councils housing stock</p> <p>New partnership arrangement for Home Aid Service</p> <p>Homelessness Reduced cost of Housing Advisory Services and Strategic Housing including Homelessness</p> <p>Productive Time Reduced sickness days per fte</p> <p>Transactions Reduced in-year Council Tax Collection</p> <p>Reduced bad debt provision for council tax</p> <p>Increased direct debit payments for council tax as a result of campaign</p> <p>Reduced cost of Housing Benefit Subsidy</p> <p>Reduced cost of Administering Housing Benefits</p> <p>Miscellaneous Reduced cost of the same number of Public Conveniences</p> <p>Development Control – Dealing with more planning applications at a reduced unit cost of service</p>	<p>Cashable</p> <p>Cashable</p> <p>Cashable</p> <p>Non-Cashable</p> <p>Cashable</p> <p>Cashable</p> <p>Non-Cashable</p> <p>Cashable</p> <p>Cashable</p> <p>Cashable</p> <p>Cashable</p> <p>Cashable</p>	<p>£66,100</p> <p>£20,200</p> <p>£54,200</p> <p>£33,300</p> <p>£(5,200)</p> <p>£100,000</p> <p>£4,400</p> <p>£32,300</p> <p>£215,800</p> <p>£52,700</p> <p>£44,100</p>	<p>LPI HO5 Percentage of responsive repairs completed within target timescales has increased from 88.0% to 90.8%</p> <p>BV183a Average length of stay in bed and breakfast accommodation has reduced from 10 to 6 weeks</p> <p>BV12 The number of working days lost to sickness has improved from 9.43 to 9.12 days</p> <p>BV9 Percentage of council tax collected has reduced from 97.4% to 97.1%</p> <p>BV78a Average time to process new claims was 24.75 days (upper quartile and significantly better than national performance standard of 36 days)</p> <p>BV109a Percentage of major applications determined within set govt. targets has increased from 72.4% to 75.4%</p>

Description	Type of Saving	Identified Savings £	Quality Crosscheck
Miscellaneous (continued)			
Reduced cost of administering car parks	Cashable	£24,600	
Review of Economy and Development Admin Arrangements	Cashable	£(5,900)	
Culture and Sport Revised contract arrangements for Dual Use Sporting Facility	Cashable	£79,000	
Procurement Telephones – savings arising from renegotiation of call charges	Cashable	£11,500	
Copy Centre – New Equipment Lease	Cashable	£(3,400)	
Full inflation not allocated to supplies and services budgets	Cashable	£31,800	
Environment More efficient recycling	Cashable	£302,500	BV82aii Percentage of household waste recycled has increased from 25.36% to 28.73% BV82aii Tonnes of household waste recycled has increased from 9,927 tonnes to 11,281
TOTAL EFFICIENCY SAVING		£1,058,000	
	Cashable Non-Cashable	£1,020,300 £37,700	

SUMMARY OF EFFICIENCY SAVINGS

	Backward Look AES 2004/05	Backward Look AES 2005/06	Backward Look AES 2006/07	Forward Look AES 2007/08	Forecast Cumulative Efficiency	... of which cashable
Culture and Sport						
Transfer of Dual Use Sporting facility to new PFI contract		32,200	79,000		111,200	111,200
Local Transport						
Admin and Car Parks - Staff savings		800	24,600		25,400	25,400
Environment						
More efficient recycling		171,500	302,500	70,000	544,000	544,000
Restructuring of Licensing Unit				19,100	19,100	19,100
Local Authority Social Housing						
Reduction of reactive housing mtce budget	45,941	118,000	66,100		230,041	230,041
Setting up new partnership agreement for Home Aid Service			20,200		20,200	20,200
Homelessness						
Reduced cost of homelessness	427,859	21,900	54,200		503,959	503,959
Procurement						
Telephones - new scale of call charges		2,000	11,500		13,500	13,500
Copy Centre - New Equipment Leases		16,200	(3,400)		12,800	12,800
Full inflation not allocated to budgets		31,500	31,800	40,000	103,300	103,300
Productive time						
Increased productivity - absence management	118,832	49,900	33,300		202,032	0
Transactions						
Reduced cost of Housing Benefit Subsidy	440,212	(20,100)	32,300	192,200	644,612	644,612
Reduced cost of administering Housing Benefits	97,496	69,000	215,800		382,296	382,296
Increased in-year collection of council tax	7,554	8,800	(5,200)		11,154	11,154
Reduced bad debt provision for council tax	51,045	100,000	100,000		251,045	251,045
Increased take up of direct debits	9,392	3,400	4,400	4,000	21,192	
Miscellaneous efficiencies						
Public Conveniences - Reduced water usage	14,803	77,500	52,700		145,003	145,003
Review of E & D Administration	3,062	53,500	(5,900)		47,600	47,600
Interest on Capital Receipts	14,803	1,600			4,662	4,662
Reduction in cost of C and E Admin	46,553	700			15,503	15,503
Reduction in cost of Planning Admin		32,300	44,100		122,953	122,953
TOTAL	1,277,552	770,700	1,058,000	325,300	3,431,552	3,208,328

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EXETER CITY COUNCIL

SCRUTINY COMMITTEE – RESOURCES

20 JUNE 2007

EXECUTIVE

3 JULY 2007

DIGITAL SCANNING IN HOUSING AND HUMAN RESOURCES

1 PURPOSE OF REPORT

- 1.1 Request approval of budget for digital scanning of files in the Housing and Human Resources Services.

2 BACKGROUND

- 2.1 The Information Management Strategy 2006 set out a plan for improving the way the Council handles information. The corporate electronic document and records management (EDRM) project seeks to improve the way that the lifecycle of documents and records is managed. It supports better creation, retrieval and security of important records and offers services the opportunity to improve the business processes that underpin records management. It brings cost reductions related to more efficient working methods as well as a reduced demand for storage space.

3 OTHER RELEVANT PARAGRAPHS

- 3.1 Housing and Human Resources have been prioritised for the introduction of EDRM. Both services have high volumes of records in their filing systems¹. This report outlines the resources that will be needed to outsource the digital scanning of these files. After the files have been scanned, the digital images that are created will be easy to load into our existing corporate EDRM system, making them more accessible to staff. The option of carrying out this large scale scanning in-house was considered, but found to be less cost-efficient than outsourcing.
- 3.2 Human Resources presents a particular challenge because other service managers and administration units across the organisation hold files relating to members of staff. These contain duplicate and additional information to those files held in HR. This exercise will also seek to de-duplicate and ‘weed’ files to produce a single record. Due to the specialist nature of the files, it is considered that an HR administrative officer should do this weeding. Their day-to-day work would need to be back-filled for this period.

¹ Housing hold 5100 tenancy files and HR hold 1000 staff member files and 900 post-related files. This runs to an estimated 561,000 scans in Housing and 340,000 scans in HR.

4 PROPOSAL

- 4.1 That the digital scanning of files in the Housing and HR Services be undertaken as a priority and an additional budget agreed for this purpose.

5 RESOURCE IMPLICATIONS

- 5.1 Based on estimations from local suppliers, the budget requested is £53,000. This covers the scanning exercise in Housing and HR as well as the provision of casual staff to HR during the period of file de-duplication and weeding.

6 RECOMMENDED

- 6.1 That Scrutiny Committee Resources recommends approval of the additional budget in the current financial year.

DIRECTOR CORPORATE SERVICES

CORPORATE SERVICES DIRECTORATE

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

Background papers used in compiling this report:

Information Management Strategy 2006

SR/Scrutiny_Scanning
4 June 2007

EXETER CITY COUNCIL

EXECUTIVE

3 JULY 2007

PUBLIC CONSULTATION ON ST LOYES DRAFT DEVELOPMENT BRIEF

1 PURPOSE OF REPORT

- 1.1 To consider representations received in relation to the draft St Loyes development brief and proposed amendments to the document for adoption.

2 BACKGROUND

- 2.1 In February 2007, the Executive agreed the draft St Loyes development brief for public consultation.
- 2.2 Copies of the document were made available from the Civic Centre and on the Council Website. A display was placed in customer first.
- 2.3 Seven written comments have been received.

3 CONSULTATION RESPONSES

- 3.1 A schedule of the comments received and the proposed responses is included at Appendix I.
- 3.2 English Heritage and The Environment Agency are positive about the document. English Heritage particularly welcome the sensitive approach the brief has taken.
- 3.3 Other interested parties express security concerns about the existing footpath running through the site and through the adjoining crematorium, and about traffic generation from new development.

4 CONCLUSION

- 4.1 There are no comments which demand major changes to the nature of the brief although minor amendments have been made to address some of the concerns raised.
- 4.2 The site is now being marketed with advice that a brief is being prepared and that interested parties should make planning enquiries of Exeter City Council.

5 RECOMMENDATION

- 5.1 That Executive adopts the St Loyes Brief as supplementary planning guidance.
- 5.2 A copy of the amended brief is available in the Members' Room.

**JOHN RIGBY
DIRECTOR**

ECONOMY AND DEVELOPMENT DIRECTORATE

Local Government (Access to information) Act 1985 (as amended)

Background Papers used in compiling the report:-

None

APPENDIX I

**SCHEDULE OF COMMENTS RECEIVED DURING PUBLIC
CONSULTATION, ST. LOYES DRAFT DEVELOPMENT BRIEF**

Proposed response in italics.

Name	Comments
English Heritage	<p>Welcome brief and the sensitive approach it takes. They mention the need for recording remains and ask that important internal features of buildings be retained.</p> <p><i>There is no statutory control over internal features of buildings which are not listed although best endeavours will be taken to negotiate their retention.</i></p>
Environment Agency	<p>The brief is satisfactory. It should incorporate the requirement that foul drainage be kept separate. The need for pollution prevention measures as part of development should be made clear. The flood protection zone is part of the Exeter biodiversity network and this should be acknowledged.</p> <p><i>The brief will be amended.</i></p>
Devon and Cornwall Police	<p>Consider that the existing footpath breaches guidelines for crime prevention and request that it be diverted or be part of the main access and egress.</p> <p><i>The footpath is a valuable feature in encouraging walking and cycling. Any possible security issues should be dealt with by appropriate design measures rather than by preventing convenient pedestrian access.</i></p>
Dignity Funerals	<p>Consider that the “opening up” of this area will lead to conflict between users of the existing footpath and the use of the crematorium. They also consider that limiting car parking on the site will lead to people seeking parking in the crematorium. They support the retention of the tree screen and would like this amenity enhanced.</p> <p><i>The existing footpath is a valuable feature which should be retained. Development of the site has the potential to enhance security, rather than reduce it. Limiting car parking is required by government policy.</i></p>
St Loyes Foundation	<p>Do not consider Buller House worthy of retention. Retention of trees to the east of Millbrook Cottage is not necessary. Further consideration of Topsham Road frontage is required. Flexibility on the orientation of the sports pitch should not be ruled out.</p>

	<p><i>Buller House makes a positive contribution to the character of the site and its conversion would be a sustainable approach to development. The trees mentioned make a positive contribution and should be retained. The landscaped nature of the Topsham Road frontage is characteristic of much of Topsham Road. The space provides a good setting for historic buildings and contains trees which should be retained. The brief requires the space occupied by the sports pitch to be retained as a focal point open space for development. There is no requirement for retaining its orientation unless this proves to be a critical factor in its retention.</i></p>
<p>Occupier 30 Hamilton Avenue</p>	<p>Would like the frontage to remain the same. That all the old and historic buildings be retained. No new buildings higher than existing. The trees and gardens to be kept. Concerns about vehicular access and the potential for conflict at the light controlled junction. <i>The brief has been formulated to retain the essential character of the site whilst allowing new development to take place. The brief requires an access strategy which minimises car trips and also requires improvements to the junction with Topsham Road.</i></p>
<p>Occupier 207 Topsham Road</p>	<p>Traffic using Millbrook Lane, including headlights shining into front windows will reduce amenity. Increased use of the footbridge, which is directly beside property will cause extra disturbance. Construction will disturb. The view from window would be lost. <i>The brief will require development to minimise car traffic and hence the impact on amenity. The footbridge is a useful facility which helps pedestrians cross a busy main road safely. A certain amount of disturbance during construction is inevitable although this will be minimised by planning conditions as far as possible. The brief requires the frontage to be retained, therefore reducing the impact on outlook. There is no right to a view, however.</i></p>

EXETER CITY COUNCIL

EXECUTIVE

3 JULY 2007

DRAFT SUPPLEMENTARY PLANNING GUIDANCE STUDENT ACCOMMODATION DEVELOPMENTS IN RESIDENTIAL AREAS

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek Members' approval of draft supplementary planning guidance for the purpose of public consultation. The draft guidance is on issues relating to the interpretation of local plan policies regarding over concentration of student accommodation in certain parts of the Exeter.

2 BACKGROUND

- 2.1 Members will recall that a report to Planning Committee in December 2006 identified that the University of Exeter has proposals to expand from about 11,000 to about 15,000 students (Full Time Equivalents) by 2016. The University envisages that about 700 additional students would live at home, about 900 in the private rented sector and about 2,600 in purpose built student accommodation of the University or private sector providers, of which about half is likely to be on sites that can already be identified. The Committee report also included a list of streets in Exeter with the highest concentrations of students based upon University and Council tax records.
- 2.2 The Council subsequently consulted upon and adopted supplementary planning guidance relating to proposed University related developments. The guidance listed nine principles including student numbers only increasing proportionate to additional purpose built student accommodation, provision of as much purpose built accommodation as possible to reduce pressures on the private housing market and the identification of the City Centre, St David's Station/ Cowley Bridge Road areas and Duryard campus as favoured general locations.
- 2.3 The Planning Committee has also noted that it is intended to separately bring forward supplementary planning guidance to seek to control further concentrations of students in areas where they would give rise to unacceptable impacts. This guidance may later be reviewed and form statutory planning policies in the 'Generic Development Control Policies development plan document of the Local Development Framework that is due to be subject to Issues and Options stage consultation in Autumn 2008.
- 2.4 A petition with about 150 signatures was presented to Council on 17 April and reported to Planning Committee on 21 May 2007 calling on the City

Council to restrict further multi-occupancy accommodation within various streets in St James ward.

3 LIMITATIONS OF PLANNING CONTROLS

- 3.1 There are limitations to the ability of the planning system to control the occupancy of properties by students. Up to six people can live in a house as a single household without the need for planning permission. The Council cannot control the acquisition of homes and their use as such student accommodation.
- 3.2 The Council does have planning control over material changes of use of homes to other forms of accommodation such as houses in multi occupation (HMOs). These may be occupied by students or other low income or transient people. Only a small proportion of HMOs that are three or more storeys high, have five or more people in one household and share amenities such as bathrooms, toilets and cooking facilities are required by law to be licensed by the Head of Environmental Health Services. Licences are granted on the basis of standards relating to issues such as safety and cannot be refused on grounds of the concentration in an area.
- 3.3 New purpose built student accommodation is normally in the form of cluster flats that share communal kitchen/lounge facilities or studios. These are usually limited to occupation by students only and may have lower standards of residential amenity than properties designed for longer term occupation.
- 3.4 The development, conversion or extension of ordinary dwellings may be in a form that is clearly intended for student use, such as extensions to provide a large number of bedrooms, with or without en suite facilities and proposals for very large rooms that are capable of future subdivision.

4 JUSTIFICATION FOR PLANNING CONTROLS

- 4.1 Local residents frequently express concerns about late night noise and disturbance and car parking associated with students, such problems are however not unique to this sector of the population. The presence of a proportion of students can contribute to the diversity of local communities, however, there may be occasions where there are concentrations in such numbers that may have adverse effects on the mix and balance of a community. For example, large numbers of properties may be vacant outside of term times.
- 4.2 It is proposed that any policy be justified on grounds of maintaining a mixed community throughout the year rather than problems such noise, rubbish and car parking that are not unique to students.
- 4.3 Any proposed restriction needs to link to policies in the Exeter Local Plan First Review and be subject to public consultation if it is to carry weight as a material consideration in the determination of planning applications.

Policy H5 of the Local Plan states:

H5: THE CONVERSION OF DWELLINGS TO FLATS, SELF-CONTAINED BEDSITTERS OR HOUSES IN MULTIPLE OCCUPATION AND THE DEVELOPMENT OF SPECIAL NEEDS OR STUDENT HOUSING WILL BE PERMITTED PROVIDED THAT:

(a) THE SCALE AND INTENSITY OF USE WILL NOT HARM THE CHARACTER OF THE BUILDING AND LOCALITY AND WILL NOT CAUSE AN UNACCEPTABLE REDUCTION IN THE AMENITY OF NEIGHBOURING OCCUPIERS OR RESULT IN ON-STREET PARKING PROBLEMS;

(b) THE PROPOSAL WILL NOT CREATE AN OVER CONCENTRATION OF THE USE IN ANY ONE AREA OF THE CITY WHICH WOULD CHANGE THE CHARACTER OF THE NEIGHBOURHOOD OR CREATE AN IMBALANCE IN THE LOCAL COMMUNITY;

(c) SPECIAL NEEDS HOUSING IS LOCATED CLOSE TO LOCAL SHOPS AND SERVICES, COMMUNITY FACILITIES AND BUS ROUTES;

(d) STUDENT ACCOMMODATION IS LOCATED SO AS TO LIMIT THE NEED TO TRAVEL TO THE CAMPUS BY CAR.

4.4 The proposed guidance will amplify the interpretation of criterion (b) of the policy as to which areas are considered to experience an over concentration of students. In formulating proposals it is also important to have regard to criterion (d) regarding proximity to campuses and accessibility to bus routes.

4.5 The proposed policy clarification only relates to the issue of students, it does not deal with flats and HMOs in non-student occupation that have different distributions around the City. For example, licensed HMOs are concentrated in streets of larger properties such as Mount Pleasant Road, Old Tiverton Road and Portland Street, albeit about 70% of licensed HMOs are entirely occupied by students.

5 POLICY ISSUES

- 5.1 There are three main dimensions to the interpretation of policy H5(b):
- What categories of accommodation should be restricted
 - Character and imbalance, and the threshold at which the restriction

will apply

- The area for calculation such as whether it should be broad brush such as wards or at a more localised level of individual streets

5.2 Categories of accommodation

Proposals that require planning permission may take the following forms:

- New developments, extensions or conversions into student hall accommodation
- Construction, extension or changes of use to HMO accommodation.
- New dwellings, conversions or changes of use to dwellings that have an internal design that may be intended for student occupation.
- Extensions of existing dwellings where there is evidence of occupation by students.

5.3 Changes of use from family dwellings to student occupation is likely to have most impact upon the character and balance of a community because of the loss of other age groups as well as the introduction of more students. It is proposed to restrict further student accommodation in all these forms in the areas set out below.

5.4 Character and imbalance, threshold for imposition of control

There are, or will be, large numbers of students in some areas due to the presence of off-campus purpose built halls such as James Owen Court (c 250 students). These have relatively less impact upon a community than similar numbers of students living in ordinary private housing. There are seven streets in Exeter where the number of properties exempt from Council Tax exceeded 50% at April 2007: five of these are in the area between Old Tiverton Road, Pennsylvania Road, Union Road and the railway line. The area where proportions of properties exceed 25% extends more widely from Monks Road in the east to Danes Road in the west through the older suburbs to the north of the City Centre.

5.5 The policy test in H5(B) is that proposals would change the character of an area or create an imbalance. Existing concentrations of students will already have changed the character and balance in some areas, however, it is important that the situation is not exacerbated. Survey work in Loughborough indicated that 68% of respondents considered that the balance of a community was adversely affected by student numbers above 20% and about half above 10%. Nottingham City Council is understood to impose restrictions above 25% based upon the level experienced in areas where student numbers are perceived as an issue. It is proposed to apply a restriction in three areas where the proportion of properties presently exempt from Council Tax exceeds 25% calculated on that area as a whole.

5.6 Area for analysis

The distribution of students in private housing is influenced both by proximity to the University and characteristics of the housing stock. For example, Victoria Street, a terrace of small Victorian homes has over 65% of properties exempt from Council tax due to full student occupation. In the adjoining Devonshire Place, which is primarily more substantial Victorian

semi detached housing, the proportion of student properties appears to be negligible. Similarly, Danes Road has over 60 % of properties exempt from Council tax but the proportion in the adjoining Hoopern Street is much less at a little over 20%. Communities also operate at various levels from individual streets up to larger neighbourhoods. A more localised analysis by street will provide a finer grained analysis of impact upon localised communities than a more broad brush approach based upon large areas. The area to be subject to proposed restriction therefore excludes streets such as Devonshire Place where there is no localised problem.

- 5.7 The number of students in areas is not expected to change significantly from year to year. The appropriateness of controls will be reviewed if there are any radical changes in student numbers.

6 CONCLUSIONS

- 6.1 A plan is attached showing three areas where the proportion of students is already significant and where it is considered that further student developments should be restricted. A draft SPG will be prepared indicating that in these areas all forms of new student accommodation will be considered contrary to policy H5 (b).

- 6.2 The effectiveness of the approach will be monitored to inform decisions on policies for eventual inclusion in Local Development Framework development plan documents. The approach of restricting additional student accommodation in parts of the City does need to be balanced by a positive approach in the areas already identified as potentially suitable, the City Centre and St David's Station / Cowley Bridge Road. This is reflected in the nine principles on university related development that were adopted by Executive at the last meeting.

- 6.3 The draft SPG will be subject to public consultation in a form to be agreed by the Portfolio Holder Sustainable Development and Transport. The results of the consultation will be reported back to Planning Member Working Group and Executive with a view to adoption of the guidance. It will then form a material consideration in the determination of planning applications.

7 PLANNING MEMBER WORKING GROUP

- 7.1 Planning Member Working Group on 12 June supported the proposed approach noting that it was important for the University to provide high quality accommodation for students at low cost otherwise there would be adverse effects on rental levels in the private sector.

8 RECOMMENDATION

- 81 Executive is recommended to agree the preparation of supplementary planning guidance as a basis for public consultation that amplifies the interpretation of Local Plan policy H5 (b) seeking to limit all further forms

of additional student related accommodation in the areas shown on the attached plan.

JOHN RIGBY
DIRECTOR OF ECONOMY AND DEVELOPMENT

ECONOMY & DEVELOPMENT DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended):

Background Papers used in compiling this report:

None

%

Proportion of student
properties exempt
from Council Tax
(April 2007)

Title:
Student Control
Policy Area

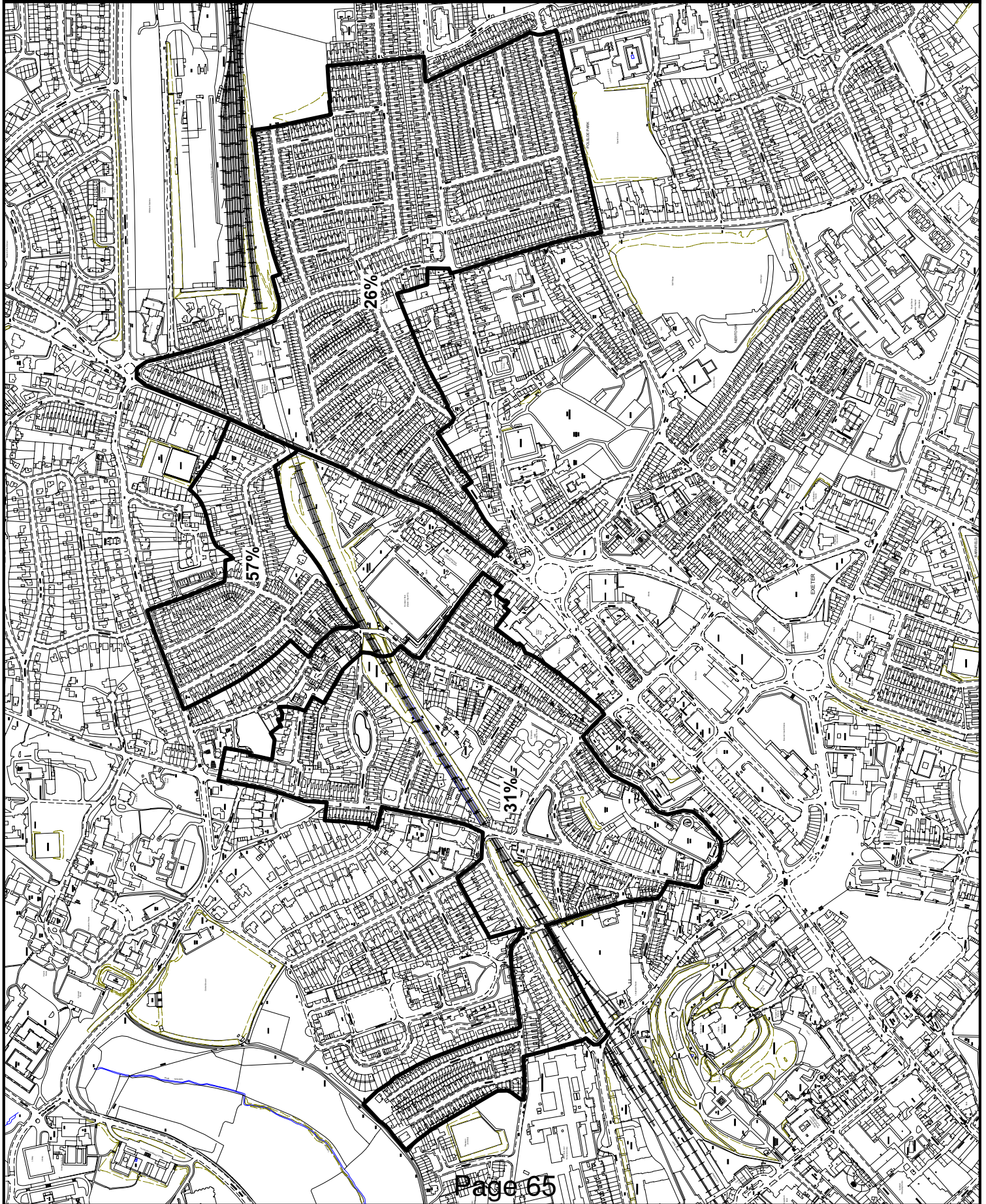
Scale:
Not to scale

Date: 14/05/2007

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Planning Services, Exeter City Council, Civic Centre, Park Street,
EXETER, EX1 1HN

Information provided for the purposes of the Freedom of Information Act 2000



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EXETER CITY COUNCIL

EXECUTIVE
03 JULY 2007

DRAFT ST LEONARD'S CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

1 PURPOSE OF REPORT

- 1.1 To agree the draft St Leonard's Conservation Area appraisal and management plan for the purpose of public consultation.

2 BACKGROUND

- 2.1 Exeter has seventeen conservation areas that have been designated because of their special architectural or historic interest. The Council has a duty to preserve and enhance the character of these areas. Fourteen conservation areas in Exeter currently have adopted appraisals.
- 2.2 The Government and English Heritage recommend the preparation of appraisals and management plans to identify what contributes to the character of Conservation Areas. The documents assist development control and facilitate a programme of environmental enhancements.
- 2.3 There is a national performance indicator to measure the percentage of Conservation Areas that have adopted appraisals.
- 2.4 The appraisal document has been prepared on the basis of the existing designated conservation area. Proposed amendments to the boundary are listed below; the final document will incorporate adopted amendments.

3 CONSULTATION

- 3.1 Executive is asked to agree the draft document as a basis for consultation. There will be a period of about six weeks for public comment and a small exhibition will be staged at an appropriate local venue, which will be advertised through posters and in the local press. Additionally, all residents affected by any of the boundary amendments will be individually consulted by letter. The consultation will enable the appraisal of the character of the area to be finalised and additional ideas for the enhancement of the area to be identified and formulated into the management plan. Residents have shown an interest in similar exercises conducted elsewhere.
- 3.2 The results of the consultation will be reported to back to Planning Member Working Group for comment and then to Executive for adoption and will include a more detailed management and enhancement programme.

- 3.3 The draft document in black and white is attached. The published document will include colour plans that will be easier to interpret.

4 PROPOSED AMENDMENTS TO BOUNDARY

- 4.1 A set of criteria has been developed to ensure consistency in the evaluation of changes to the boundaries of Conservation Areas. These are attached at Appendix One.
- 4.2 The following amendments to the boundary of the Conservation Area are proposed, these are shown on the attached plan:

Inclusions:

- Area 1 - St Luke's College; The rear wings of the main building, the stone boundary wall to College Road, the central quadrangle and all its surrounding buildings, and all buildings fronting Heavitree Road as far as Baring Crescent should be included.
- Area 2 - Where Barnfield Road and Barnfield Hill cross Denmark Road, the northwestern corner lies just outside the Conservation Area. It is the location of a memorial to the last martyrs to be executed in Exeter and is an important focal point on the crossroad. With some modest improvements it could make a positive contribution to the area and it is therefore recommended for inclusion.
- Area 3 - Between Bull Meadow and Fair Park Road stand three blocks of unspoilt 1928 Hurst's Almshouses. Their state of preservation with all original joinery work intact and the neatly maintained garden areas make them clear candidates for inclusion in the area. Also on the west side of Fair Park Road are several Edwardian houses of substantial and attractive appearance recommended for inclusion. (26, 34-44). To the rear of Fair Park Road and fronting Bull Meadow is a terrace of two storey 19th Century bay fronted houses, the majority of which retain their original horned sash bay windows and wooden panelled doors as well as contrasting cream brickwork details. The terrace displays a delightful architectural integrity and should be included as a good example of late 19th Century terraced housing. (4- 38 Temple Road).
- Area 4 – Barnardo Road; Constructed on Mount Radford land when the grand house was demolished in 1902 the three storey terraced villas of the northwest side of Barnardo Road are good quality early 20th Century properties. They have a pleasing symmetry running along the terrace, with two brick followed by two rendered houses, the brick properties set slightly forward with square bays at ground floor and splayed bays above. The rendered properties have splayed bays and diamond relief patterns above the front doors. Most retain at least some of their original joinery as well as the small front gardens with low brick boundary walls.

- Area 5 - Matford Avenue, Matford Road, Wonford Road and County Hall. Historic brick walls and gate piers enclose well-planted front gardens. The combination of mature trees, shrubs and old brick walls lends design continuity to the street scene and provides an attractive setting for many Edwardian detached properties that make a positive contribution to the area. There has been later infill, but some of these buildings are very good examples of the architecture of their time and contribute positively to the townscape. The County Hall site includes the Grade II* County Hall building itself; the original villa, Bellair (Grade II*) and the locally listed Coaver Club building. These buildings are set within superb landscaped grounds, including mature Lucombe oaks and sweeping lawns, providing an exceptional setting for the historic buildings. The Heavitree stone wall to Topsham Road is a reminder of the original enclosure of this area.

Deletions:

- Area 6 – Wonford Road; The Church of Jesus Christ and the Latter Day Saints has been constructed astride the boundary. The building together with its car park is not considered to be particularly characteristic of the area.
- Area 7 - Barrack Road; The multi storey red brick blocks of Geneva Close and the harsh security of the Exeter School playing fields have a negative impact on the appearance of the Conservation Area.

5 PLANNING MEMBER WORKING GROUP

- 5.1 On 12 June, Planning Member Working Group discussed the issues raised in the appraisal, particularly the proposed boundary alterations. Area 5 was added as a proposed amendment following discussion by Members.

6 RECOMMENDED

- 6.1 Members are recommended to agree the proposed boundary amendments outlined in section 4 above and the draft Conservation Area Appraisal and Management Plan for public consultation.

JOHN RIGBY
DIRECTOR OF ECONOMY AND DEVELOPMENT

ECONOMY AND DEVELOPMENT DIRECTORATE

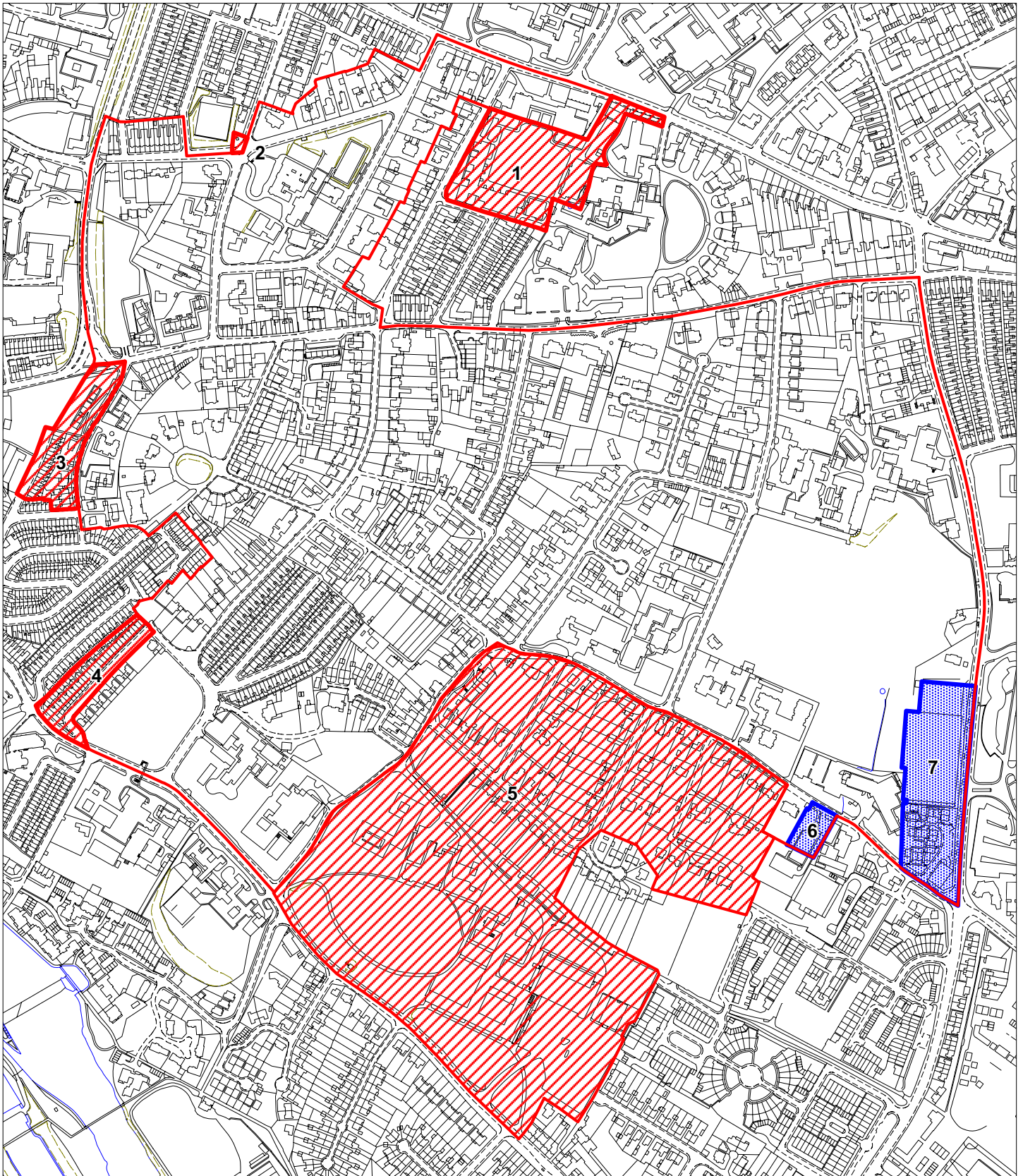
Local Government (Access to information) Act 1985 (as amended)
Background Papers used in compiling the report:-
None

APPENDIX I

CONSERVATION AREA APPRAISALS CRITERIA FOR PROPOSED BOUNDARY AMENDMENTS

The starting point should be a presumption against altering boundaries unless there is a strong case based upon the appraisal.

1	Conservation Area boundaries should be drawn to include relevant building groups that have coherence and similarities in either materials, periods or styles and open spaces surrounding these that form an integral part of the building groups (with regard to the fact that CA's are primarily about buildings and their related land not open spaces).
2	Boundaries should still exist on the ground and make sense.
3	The setting of important features should be adequately protected.
4	Changes in attitude to architecture and history should be addressed.
5	The impact of any changes in legislation should be addressed.
6	There must be a compelling case for deleting areas that were previously designated.
7	Areas that lack character (holes) lying within the proposed Conservation Area may be included where there is a reasonable probability that a substantial part of the area will be redeveloped within 5-10 years and the designation can therefore influence the quality of development. (It is assumed that CA's will have a life of 5-10 years between reviews). Where a substantial redevelopment scheme has already been approved and is likely to proceed, the decision should rest on whether there is a clear case that the approved scheme will enhance the character of the area.
8	Holes characterised by substantial areas of relatively modern or mundane development where redevelopment is unlikely should be excluded.
9	Where existing areas of a Conservation Area are considered in the appraisal to have more in common with an adjoining Conservation Area, it should generally be removed from the area being appraised and appended to the adjoining area in order to be fully appraised when that area undergoes its next appraisal.
10	Existing Conservation Areas should only be amalgamated or subdivided if there is a clear case that the proposed amendment more accurately reflects the appraised character.



Scale 1:6000



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13th June 2007

St Leonards Conservation Area Appraisal Boundary Alterations

Plan 8



Area to be deleted



Area to be included

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EXETER CITY COUNCIL

EXECUTIVE
03 JULY 2007

DRAFT NEW CONSERVATION AREA DESIGNATION AT TADDYFORDE WITH APPRAISAL AND MANAGEMENT PLAN

1 PURPOSE OF REPORT

- 1.1 To consider draft proposals for designation of the area of Taddyforde (as shown on the Plan in Appendix 3) as a Conservation Area and the principle of the application of an Article 4(2) Direction.

2 BACKGROUND

- 2.1 Exeter has seventeen Conservation Areas that have been designated because of their special architectural or historic interest. The Council has a duty to preserve and enhance the character of these areas. Fourteen Conservation Areas in Exeter currently have adopted appraisals.
- 2.2 The Government and English Heritage recommend the preparation of appraisals and management plans to identify what contributes to the character of Conservation Areas. The documents assist development control and facilitate a programme of environmental enhancements.
- 2.3 There is a national performance indicator to measure the percentage of Conservation Areas that have adopted appraisals.
- 2.4 The proposal to designate this area as a Conservation Area came about through the consideration of plans to develop Wembury, New North Road, and the effect that would have on this important historical area.

3 CONSULTATION

- 3.1 Executive is asked to agree the draft document as a basis for consultation on the proposed conservation area. There will be a period of about six weeks for public comment and due to the small scale of the proposed area and lack of suitable venue, all residents will receive a copy of the draft appraisal. The consultation will enable the appraisal of the character of the area to be finalised and any additional ideas for the enhancement of the area to be identified and formulated into the management plan. Residents have shown an interest in similar exercises conducted elsewhere.
- 3.2 The results of the consultation will be reported to back to Planning Member Working Group for comment and then to Executive for adoption.

- 3.3 Whilst concurrent consultation may be carried out on the intention to place an Article 4(2) Direction, a further period of 21 days consultation on this aspect will be required after formal adoption of the conservation area because the Direction may only be placed on designated conservation areas.

4.0 KEY CONSIDERATIONS

4.1 Conservation Area Designation.

As defined by the Planning (Listed Buildings and Conservation Areas) Act 1990, a Conservation Area is “an area of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance, to ensure its value is retained for future generations to enjoy.” Local planning authorities have a duty under the Act to designate such areas.

- 4.2 Within Conservation Areas, it is not so much the individual buildings that are important, but rather the character of the area as a whole and, unlike listed buildings where the decision to list lies with the Secretary of State, judgement is made by the Local Planning Authority on the basis of local and not national criteria. In setting these criteria, it is essential that the “specialness”, in the local or regional context, is recognised and local authorities should seek to establish a consistent and responsible approach when considering the extent of designation and its adequacy across the whole of the city. Failure to do so can seriously devalue the status of Conservation Areas and whilst designation can be a legitimate response to a real or perceived threat to the character or appearance of an area, it is still essential to consider first whether an area is of sufficient architectural or historical interest to warrant designation.

4.3 Application of Article 4 Direction

Article 4 of the Town and Country Planning (General Permitted Development) Order 1995 allows local authorities to restrict permitted development rights on groups of buildings or areas for particular proposals such as replacement windows and doors, chimneys, demolitions etc. There are two types of Article 4 Directions; the most common type employed in Conservation Areas being Article 4 (2), which restricts the stated development only if fronting a “relevant location” (a highway, waterway or open space) and which can be designated by the Council rather than necessitating a report to the Secretary of State for approval, as do Article 4(1) Directions, which are more stringent in their restrictions.

- 4.4 The procedure for making Article 4(2) Directions involves advertising it both locally and nationally and serving a notice on the affected residents.
- 4.5 The Direction comes into effect on the day the notice is served, however the authority must then confirm the Direction within six months, during which time it must have had a public consultation period of not less than 21 days and comments from this must be taken into account in the final Direction wording.

- 4.6 Any planning applications made in respect of works the Article 4(2) Direction restrict do not attract a fee.
- 4.7 Section 108 of the Town and Country Planning Act 1990 makes provision for compensation to be paid by the local planning authority only if an application for development is refused which would normally have been permitted development before the Article 4(2) Direction was introduced. However, Section 107 sets out the method for assessing such compensation, which is strictly limited to the abortive costs associated with the planning application and any other loss that is directly attributable to the Article 4(2) Direction being made. It should be noted that no claim of compensation has ever been made on those properties where the Council's Article 4 Directions apply. The claim period is restricted to twelve months from when the Direction was made and is intended to ensure that the right to compensation does not exist in perpetuity.
- 4.8 The benefits of introducing such a Direction are:
- Retention of original or replica features helps maintain the appearance of both the buildings and the area overall.
 - The use of natural materials in place of man made alternatives has significant aesthetic and environmental advantages and helps keep traditional crafts alive.
 - The preservation of historic features is encouraged, along with the replacement of those that have been lost.

It is essential to produce guidance notes for residents to make them aware of why the Direction is being considered, how they will be affected and what procedures they may then need to follow if the Direction is confirmed. In accordance with best practice recommendation, the City Council would prepare and distribute a leaflet to all residents in the area, which would outline the alterations that can be made without the need for planning permission and provides guidance on appropriate design, materials and features that would be considered sympathetic to the area, a draft of the contents of this leaflet can be found at Appendix 2.

5.0 FINANCIAL IMPLICATIONS

- 5.1 Should the area be designated as a Conservation Area, it is anticipated that there would be no increase in applications to the City Council to approve Conservation Area Consents, as major demolitions would be no more likely. There would be a small increase in notifications of works affecting trees in the area and the cost of publicising these applications.
- 5.2 If the Article 4(2) Direction were approved, there may be a small increase in planning applications, which do not attract a fee, although it is expected that through negotiation with owners most of these potential applications would be avoided.

6.0 CONCLUSIONS

- 6.1 Through the appraisal, it has been recognised that this area is a distinctive estate development, centred around the imposing Taddyforde House, but with many properties of their own special architectural character forming the infill development of the grounds, as well as some development that continues along New North Road of similar styles. It has an identified special character and is considered to be worthy of designation as a Conservation Area.
- 6.2 The application of an Article 4(2) Direction will strengthen existing Conservation Area legislation and protect the character of the properties therein.

7.0 PLANNING MEMBER WORKING GROUP

- 7.1 On 12 June, Planning Member Working Group discussed and agreed the proposed designation, draft appraisal and proposed Article 4(2) Direction.

8.0 RECOMMENDED

- 8.1 Members are recommended to agree the proposed conservation area designation, the application of an Article 4(2) Direction and the draft Conservation Area Appraisal and Management Plan as a basis for public consultation.

JOHN RIGBY
DIRECTOR OF ECONOMY AND DEVELOPMENT

ECONOMY AND DEVELOPMENT DIRECTORATE

Local Government (Access to information) Act 1985 (as amended)
Background Papers used in compiling the report:-
None

APPENDIX I

CONSERVATION AREA APPRAISALS CRITERIA FOR PROPOSED BOUNDARY AMENDMENTS

The starting point should be a presumption against altering boundaries unless there is a strong case based upon the appraisal.

1	Conservation Area boundaries should be drawn to include relevant building groups that have coherence and similarities in either materials, periods or styles and open spaces surrounding these that form an integral part of the building groups (with regard to the fact that CA's are primarily about buildings and their related land not open spaces).
2	Boundaries should still exist on the ground and make sense.
3	The setting of important features should be adequately protected.
4	Changes in attitude to architecture and history should be addressed.
5	The impact of any changes in legislation should be addressed.
6	There must be a compelling case for deleting areas that were previously designated.
7	Areas that lack character (holes) lying within the proposed Conservation Area may be included where there is a reasonable probability that a substantial part of the area will be redeveloped within 5-10 years and the designation can therefore influence the quality of development. (It is assumed that CA's will have a life of 5-10 years between reviews). Where a substantial redevelopment scheme has already been approved and is likely to proceed, the decision should rest on whether there is a clear case that the approved scheme will enhance the character of the area.
8	Holes characterised by substantial areas of relatively modern or mundane development where redevelopment is unlikely should be excluded.
9	Where existing areas of a Conservation Area are considered in the appraisal to have more in common with an adjoining Conservation Area, it should generally be removed from the area being appraised and appended to the adjoining area in order to be fully appraised when that area undergoes its next appraisal.
10	Existing Conservation Areas should only be amalgamated or subdivided if there is a clear case that the proposed amendment more accurately reflects the appraised character.

APPENDIX 2

ARTICLE 4(2) DIRECTIONS - GUIDANCE FOR RESIDENTS

The Value of Historic Detail in Conservation Areas

In most cases, it is relatively easy to identify the elements that make up the character of a Conservation Area. The listed buildings, open spaces, large trees or squares are all obvious contributors. However, the details of the buildings, whether listed or not, make a subtle but important contribution. The survival of original doors, windows, walls, railings, chimneys and chimney pots collectively reinforce the historic character of the area. In some cases, particularly where the housing is terraced, for example, the repetition of these features from house to house is the very essence of the character.

The historic interest and character of many conservation areas has sadly already been partly eroded by small changes resulting in the loss of traditional building details, such alterations include the replacement of traditional doors and windows, removal of chimneystacks, painting of brickwork, removing boundary walls. Although individually minor, cumulatively these alterations significantly detract from the quality of the conservation area. Normal conservation area legislation currently make it impossible for this to be adequately controlled and according to current law, the only way that such harmful effects can be controlled is for the Council to serve what is known as an Article 4(2) Direction.

What it means.

Normally a householder can make modest changes to their property without first having to apply for planning permission. This is known as “Permitted Development Rights”.

The purpose of an Article 4(2) Direction is to restrict these permitted development rights to ensure that traditional details, which contribute greatly to the character of a Conservation Area, are not removed or altered without prior reference to the Council as the Local Planning Authority.

Such a Direction only affects houses in single occupation. Flats, houses of multiple occupation, shops, offices and other commercial buildings do not have the benefit of permitted development rights and so are already required to apply for planning permission for works such as those listed below.

With an Article 4(2) Direction in place, Planning Permission will be required for:

- Extensions including porches
- Alterations to roofs including alterations to chimneys
- Construction of hard standing
- Alterations to windows and doors
- Demolitions, including boundary walls

All of the above apply ONLY where the alteration is to the face of the building fronting a highway, waterway or open space (normally the front of the building, but not always).

As a general guide, planning permission will not normally be given to replace traditional features with modern replicas in alternative materials, such as aluminium or plastic windows, or artificial roof slates or to demolish or removed original items, such as chimneys, porches and boundary walls.

No planning fees are payable when you submit a planning application which is required as a result of an Article 4(2) Direction.

When the Direction is made, you will be notified and precise details of the permitted development rights that are to be removed will be fully outlined, however if you wish to consult this information at any time, is available from the Planning Office, details below.

Further information and contacts:

Further information and advice may be obtained from Development Control or via the Council's website (www.exeter.gov.uk, follow the links to Conservation Areas)

Telephone: 01392 265223

Email: planning@exeter.gov.uk

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EXETER CITY COUNCIL

EXECUTIVE

3 JULY 2007

REVISION OF STRATEGIC OBJECTIVES AND CORPORATE PLAN

1 PURPOSE OF REPORT

- 1.1 To present the revised strategic objectives and seek Members approval of the Corporate Plan 2007-10.

2 BACKGROUND

- 2.1 The Council's strategic objectives were set for five years in 2003 and were formulated on the basis of: the Exeter Vision; shared Local Government Association (LGA)/government priorities; and guidance from the Audit Commission, particularly in respect of comprehensive performance assessment (CPA) requirements.
- 2.2 One of the Chief Executive's organisational objectives for 2006/07 was "to formally review our priority strategic objectives for the next five years, to ensure that our efforts and resources are directed to the most important and relevant purposes."
- 2.3 The Council's Best Value Performance Plan currently embodies much of the content that would be found in a Corporate Plan, including the Council's strategic objectives. However, the focus of a performance plan is on the reporting of performance. Revised guidance on Best Value Performance Plans¹ now presents an opportunity to develop the Performance Plan as a Corporate Plan and to re-launch the Council's revised strategic objectives. By creating a new Corporate Plan, the Council has the opportunity to set out more clearly the direction in which it intends to travel, recognising that the Council's priorities may need to be adjusted in the autumn.

3 REVIEWING THE STRATEGIC OBJECTIVES

- 3.1 In November 2006, two externally facilitated workshops were held - one with Heads of Service and one with Directors and Portfolio Holders. The purpose of the workshops was to review the existing strategic objectives and set out where the Council wants to be in the future. During this process attendees took account of all the key challenges faced by the Council over the next three years and those issues that are of particular importance to the community. A "State of Exeter" report² on the social, economic and environmental issues facing the city informed this piece of work.

¹ The Government has reviewed the requirements 'better performing' authorities must adhere to in their Best Value Performance Plans. For authorities that are categorised in CPA as excellent the Government will accept their annual corporate plan as meeting the statutory requirement to prepare a Performance Plan - providing that it is identified as such and contains the information set out in para 4.2, necessary for Government to monitor performance.

² Available at www.exeter.gov.uk

3.2 The Corporate Plan has been built around the key priorities that we have set for the next three years. These are:

- a) working with partners to improve the quality of life in Exeter
- b) working with partners to improve the city
- c) improving the Council

There are 14 strategic objectives that fit beneath these three key priorities and these can be found on page 4 of the Corporate Plan.

3.3 The number of strategic objectives has been reduced from 36 to 14 and the focus of the revised objectives not only reflect the priorities of the Exeter Vision but also take account of the many new challenges faced by the Council, for example, community involvement, place shaping and efficiency savings.

3.4 Following publication of the Plan the Policy Unit will undertake a range of promotional activity to ensure that all officers and Members are aware of the revised strategic objectives and the role they have to play in helping to deliver them.

4 DEVELOPING THE CORPORATE PLAN

4.1 The aims of developing the Corporate Plan are:

- To promote understanding and ownership of the Council's priorities and to enable a more effective link between strategic objectives, SIPs and appraisal objectives (the new Performance Management system will enable more effective, accessible visualisation of this framework)
- To set out the annual priorities for the Council under each of the strategic objectives
- To shift to a focus on outcomes and evidence of how the Council is making a difference to the people of Exeter
- To set out a clear rationale behind the Council's priorities
- To explain how the Council is responding to community need
- To provide an accessible document for the public, members, stakeholders and staff
- To provide a useful tool for auditors reviewing the Council's CPA and Direction of Travel judgements
- To enable the Council's BVPI and other performance data to be annexed to the plan before the end of June each year.

4.2 Although the Corporate Plan will replace the Best Value Performance Plan, there are still certain requirements set out in Section 6 of the Local Government Act 1999 to which the Council must comply. A summary of these is set out below:

- A summary of the Council's strategic objectives and priorities for improvement
- Details of past, current and planned performance (to include all of the BVPIs, including targets for current and subsequent two years)
- Briefing statement on contracts awarded during the past year involving the transfer of staff (this will be included in the financial summary)
- Corporate Plan to be published by 30 June 2007
- Corporate Plan to be approved by Members before publication

4.3 All of the above requirements will be met by 30 June 2007.

5 CONTENT, FORMAT AND AUDIENCE OF THE CORPORATE PLAN

5.1 The Corporate Plan is organised around the Council's revised strategic objectives. It sets out the challenges faced by the Council over the next three years, the Council's recent key achievements and what it will achieve in the future, an overview of the Council's finances, an outline of the performance management framework and an overview of how the Council manages its risks.

5.2 The achievements and planned actions contained in the Corporate Plan are set at a high, over-arching level and responsibility for achieving the planned actions has been allocated to Directors. This is so that the Plan maintains a strategic focus. Service Improvement Plans will provide an overview of achievements and actions at a service level.

5.3 Achievements against the planned actions in last year's Performance Plan and the performance indicator results will be attached as appendices to the Corporate Plan. In subsequent years, progress against the Council's Corporate Equality Scheme will also be reported as an appendix to the Corporate Plan.

5.4 As with last year, the Corporate Plan will be primarily web-based and published on the Council's website for easier access and navigation. The Plan will also be available in bound hard copies in libraries and at Council receptions. Council Members will be sent a hard copy on request.

5.5 The target audience will be elected members, SMT, heads of service, auditors, inspectors and grant/award providers, staff, together with external audiences (central government, local government organisations, other local authorities, partners and local businesses). Whilst the plan would also be available for residents, the summary document which accompanies Council Tax Bills will continue to relay summary information about the Council's priorities, performance and value for money.

6 RECOMMENDATIONS

6.1 That the draft Corporate Plan 2007-10 be endorsed and that any necessary drafting amendments before publication be delegated to the Chief Executive, in consultation with the Leader of the Council.

STRATEGIC MANAGEMENT TEAM
June 2007

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EXETER CITY COUNCIL

EXECUTIVE

3 July 2007

BEST VALUE PERFORMANCE INDICATOR SURVEY RESULTS

1.0 BACKGROUND

- 1.1 A postal survey was conducted during September to November 2006 in accordance with the DCLG guidelines for measuring Best Value Performance Indicators. A copy of the survey is included in the full report.
- 1.2 The objective of the survey was to measure satisfaction with a range of services provided by the City Council, and with the Council's performance overall. All local authorities were required to undertake this survey.
- 1.3 The Council sent out 4,000 surveys to addresses selected at random across the city. The total number of completed questionnaires was 1,772 out of 4,000 giving a response rate of 44% this is slightly lower than the 52% achieved in 2003 and the 54% achieved in 2000.
- 1.4 This report focuses on the findings for Exeter City Council only. The full report compares the findings with previous data, where comparable, from the 2003 and 2000 surveys. The satisfaction scores quoted in this report correspond to the percentage sum of the people who were either very satisfied or satisfied with the service provided.
- 1.5 The survey provides the data for a number of the statutory performance indicators and DCLG have produced national league tables for this data. The Council's performance on these measures is included in Appendix 1
- 1.6 Comparative data for all the survey questions with similar councils is not available as yet. The Devon Consultation group plan to do a benchmarking exercise to share data on quality of life questions and other areas.

2.0 SUMMARY OF RESULTS

2.1 Statutory Performance Indicators

A number of statutory performance indicators are drawn from this survey. The method of calculation for the indicators varies and can exclude "don't know" results and can be the product of cross tabulations.

The government has produced national league tables for these indicators and Exeter was placed 19th nationally for its overall satisfaction score.

Appendix 1 shows how the Council has performed against the following:

- The national average score of all councils (including districts, unitaries, metropolitans, London boroughs and county councils)
- The average score for district councils
- The average score for all council in Devon
- The average score for the audit family group of councils similar to Exeter
- The average score for councils in the South West
- The score for the 75% point above which put the council in the highest performing councils

It is noted that Exeter outperforms the national average easily and in fact in nearly all cases is one of the top performing authorities.

2.2 Overall trends

There are some overall trends, which run throughout the survey when analysis is conducted by gender, ward and age. The details of these can be seen in full report but can be summed up very broadly as follows:

- Women are more likely to be satisfied with the Council and its services than men
- People over 65 are more likely to be satisfied with the Council and its services and those under 34 less satisfied
- People in the central city wards and those with higher proportions of social housing and houses of multiple occupation tend to suffer more from a range of quality of life issues and feel less positively about some Council services

It is not clear whether these trends are just specific to the Council or may be typical of the demographic profile across public sector or in fact all service sector organisations

2.3 Council services and overall satisfaction

When asked about overall satisfaction with the authority, 64% were satisfied. This was 9% higher than in 2003. On the BV3 indicator (Appendix 1) Exeter appears in the top quartile of all authorities and has bucked the national trend, which has shown a fall in satisfaction.

Respondents were asked to indicate whether they had used Housing or Planning services in the last 12 months, 15% had used planning and 16% housing. People were then asked to indicate how satisfied they were with the service regardless of whether they had used it or not the results were planning 25% and housing 24%. This shows a slight fall in satisfaction in housing and planning since 2003.

When people were asked whether they felt the way the Council was running things was better or worse over the last three years 67% said it was better or had stayed the same an increase of 10% on 2003.

When asked to comment on whether specific aspects of the Council's service had got better or worse they said the following had got better or stayed the same

- ❑ Keeping public land clear of litter and refuse 73%
- ❑ Collection of household waste 80%
- ❑ Local recycling facilities 84%
- ❑ Doorstep collection of recycling 73%
- ❑ Sport and leisure facilities 63%
- ❑ Museums and galleries 66%
- ❑ Theatres and concert halls 60%
- ❑ Parks and open spaces 73%

2.4 **Overall performance**

This was a new section in the 2006 survey.

When asked about Council performance across a range of factors the highest scores were for:

Making Exeter a better place to live 71%

Making Exeter cleaner and greener 70%

Making areas safer 59%

This links in closely to the DCLG's Cleaner, Greener, Safer agenda.

Overall, 67% of respondents said they thought performance was improving across all factors.

2.5 **Quality of Life**

Respondents were asked to note their top five factors that made a place somewhere good to live. The top five responses were as follows:

- Low crime rate 52%
- Clean streets 40%
- Affordable decent housing 39%
- Good health services 38%
- Education 28%

When people were asked the top five aspects, which needed improving they said:

- Traffic congestion 51%
- Activities for teenagers 35%

- Road and pavement repairs 34%
- Affordable housing 33%
- Level of crime 28%
- Wage levels both 28%

2.6 **Overall satisfaction with area**

Overall, 82% of respondents were satisfied with Exeter as a place to live.

2.7 **Antisocial behaviour**

People were asked to consider their local area or neighbourhood and identify which of a list of types of antisocial behaviour they found a problem and to indicate the level of the problem

The figures below show the top five things people quoted as a big or fairly big problem

- ❑ Parents not being made to take responsibility for their children's behaviour 52%
- ❑ Teenagers hanging about on the streets 48%
- ❑ Rubbish or litter lying around 44%
- ❑ People not treating others with respect or consideration 42%
- ❑ People being drunk or rowdy in public spaces 38%

2.8 **Community cohesion**

People were asked to indicate whether they felt that their local area was one where people from different backgrounds get on together and 50% of people felt this was the case.

2.9 **Waste collection and recycling**

When asked about a number of aspects of the refuse collection service the results were as follows:

- Keeping land clear of litter and refuse 68%
- The bin provided for general household waste 73%
- How clean and tidy the street are following waste collection 78%
- Collection of bulky waste 41%
- Waste collection overall 80%

When the results are compared with those for 2003 there has been significant improvement across the board in satisfaction rates and most notably keeping land clear of litter and refuse which is up by 12%.

People were then asked for their views on aspects of the Recycle from Home service:

- The container provided for items of recycling 81%
- How clean and tidy the street is after collection 84%
- The service for collection of recycling overall 85%

This service shows huge improvements over 2003 with all factors rated over 16% higher.

When asked about the “bring” recycling facilities answers were as follows:

- Location of recycling facilities 79%
- The items you can deposit for recycling 80%
- How clean and tidy the site is 62%
- Provision of recycling facilities 78%

When compared to 2003 there is general improvement across all factors.

2.10 **Leisure facilities**

People were asked how often they used a range of leisure facilities. If regular users are considered to be those who use the facilities more frequently than once a month then 53% use sports/leisure facilities or events, 16% museums and galleries, 11% theatres and concert halls, 71% parks and open spaces. Usage of all facilities with the exception of theatres has risen since 2003.

People were then asked regardless of whether they had used the facilities or not to give their satisfaction with them. Sports and leisure facilities received 68%, museums and galleries 75%, theatres and concert halls 58% and parks and open spaces 80%. A major increase with satisfaction is shown for the museum with a rise of 12% in satisfaction since 2003.

2.11 **Information**

The next question looked to establish how well informed people felt the Council kept them about services and benefits. This was a more expansive question than in previous years and looked at what types of things people felt informed about.

The highest scoring elements were Paying bills 83%, Electoral registration and voting 84%, Spending 46%, Service standards 44% and How to complain 44%. However despite this and most of the other factors exceeding 40% those who overall felt very well informed or fairly well informed accounted for 43% a fall of 9% from 2003.

2.12 **Complaints**

Of the respondents 19% (315) had made a complaint to the Council in the last 12 months. Of those who had complained to the Council 39% were satisfied with way the Council had dealt with the complaint.

2.11 **Customer care**

This was a new section for the 2006 survey. Although similar questions have been used in the Council's Wavelength surveys.

People were asked why they had contacted the Council. The main reason 23% was to ask for advice or information. When asked how they contacted the Council 36% used the telephone, 21% visited in person with 8% using letters and only 4% email.

Overall satisfaction with the way enquiries were dealt with was 66%.

When asked about their satisfaction with opportunities to take part in decision-making and the extent to which they could influence decision making 22% and 29% were satisfied respectively. However, when asked whether they would like to be more involved with the Council 25% said they would and 56% said they would depending on the issue.

3.0 **NEXT STEPS**

- 3.1 SMT and Heads of Service should review the Council results in the light of results from the Council's benchmarking group and other Devon authorities when available during the summer and consider what action needs to be taken.

4.0 **RECOMMENDATIONS**

- 4.1 That the results are noted and the action proposed be endorsed.

SMT

Local Government (Access to Information) Act 1985 (as amended):

Background Papers used in compiling this report:

BVPI full report. A copy is available in the Members' room and on the intranet and website.

BVPI GENERAL SURVEY 2006-2007 - 5080 Exeter District Council	ECC 2006	National average	District average	Devon average including DCC and unitaries)	Audit family group averag	SW averagge	75th percentile
BVPI Scores							
WEIGHTED							
Base	1772						
Sample for BVPI BV 3	1721						
BV 3 Overall satisfaction	64	54	55	49	57	54	58
BV 3 CI	2						
Sample for BVPI BV 4	302						
BV 4 Satisfaction with complaint handling	40	34	35	33	40	34	37
BV 4 CI	6						
Sample for BVPI BV 89	1713						
BV 89 Satisfaction with cleanliness	69	68	69	69	72	70	73
BV 89 CI	2						
<u>BV 90 - satisfaction with:</u>							
Sample for BVPI BV 90A	1712						
BV 90A Waste collection	80	79	79	79	86	81	85
BV 90A CI	2						
Sample for BVPI BV 90B	1665						
BV 90B Waste recycling (local facilities)	78	70	72	73	74	73	75
BV 90B CI	2						

BV 119 - satisfaction with cultural and recreational activities:							
Sample for BVPI BV 119A	1689						
BV 119A Sports/leisure facilities	68	58	60	60	66	60	63
BV 119A CI	2						
Sample for BVPI BV 119B	1702						
BV 119B Libraries	71	73	74	73	75	75	77
BV 119B CI	2						
Sample for BVPI BV 119C	1699						
BV 119C Museums/galleries	75	41	39	50	65	46	51
BV 119C CI	2						
Sample for BVPI BV 119D	1693						
BV 119D Theatres/concert halls	57	41	39	47	59	43	52
BV 119D CI	2						
Sample for BVPI BV 119E	1711						
BV 119E Parks and open spaces	80	73	73	75	83	74	77
BV 119E CI 1.87 2	2						
Satisfaction with place to live	82	75	77	N/a	N/a	81	81

EXETER CITY COUNCIL

**EXECUTIVE
03 JULY 2007**

EXETER CANAL BASIN REGENERATION SCHEME

1.0 PURPOSE OF REPORT

- 1.1 To inform Members of progress in bringing forward the regeneration proposals for the Canal Basin area; to advise on funding implications and to seek authority to amend the provisional agreement with the Sutton Harbour Company and the Exeter Canal and Quay Trust to enable the initial development agreements to proceed.

2.0 REGENERATION AND DELIVERY STRATEGY

- 2.1 Executive adopted the Exeter Canal Basin Regeneration Delivery Strategy at its meeting of 14 September 2004. Subsequent update reports have been considered on 4 July 2005 and 21 November 2006. Essentially the strategy proposed the phased delivery of the overall scheme for the Canal Basin area, proposing four stages for the period up to 2012. This report sets out the progress that has been made in delivering that strategy.

2.2 Phase 1

- i) Refurbishment of the Old Electricity Building (Site H on the plan annexed) in association with the adjoining site G: the purchaser of the adjoining site G, Mill House Partnership is well advanced in the construction of a new building adjoining the Old Electricity Building comprising residential apartments with a delicatessen/café and parking on the ground floor. This scheme should be completed by autumn 2007. The Development Agreement and Long Lease for the Old Electricity Building itself have been agreed and are in the hands of solicitors. The final detailed scheme drawings needs to be approved before the Development Agreement can be completed. It is hoped that this will happen imminently.
- ii) Refurbishment of 60 Haven Road (Site I), Refurbishment of the Maclaines Warehouse (Site J) and the development of Sites A and B: as reported to Executive on the 21 November 2006 there were initially some difficulties involved in delivering planning consents for these sites. With the appointment of a new firm of architects, planning consent has been achieved for these sites, and the terms for the necessary Agreements for Lease and 150 year Long Leases with Sutton Harbour have also been agreed and are with solicitors. Again, once the final details of the scheme have been approved, the development agreements should be completed, and work can begin on site. As part of the planning negotiations it had been agreed to include an element of affordable housing within the scheme (6 units

of the 26 in total). We have sought to ensure that this element at least meets the Council's standard Affordable Housing Policy. In this particular instance, however, an opportunity has arisen to deliver in excess of the standard affordable housing requirement and it is now proposed that rather than entering into an Agreement for Lease and Lease on the site adjoining 60 Haven Road (Site A) with Sutton Harbour we will contract directly with Signpost Housing who will deliver affordable accommodation on the upper floors of this new build (14 units) and let back the ground floor to Sutton Harbour, who will deliver a restaurant/retail use on the ground floor. It should be noted that the final design has resulted in a reduction in developable floor space and in the inclusion of the affordable element, and this has inevitably had an impact on the consideration to be received by the Exeter Canal & Quay Trust and the City Council for these sites. The financial implications are dealt with later in this report and are set out in a confidential report also on the Agenda.

- iii) Improvements to the Smaller Haven Road Car Park: Terms have been agreed for the letting of 30 spaces in this car park to Sutton Harbour subject to the carrying out of a programme of improvements to the car park itself.
- iv) New Boardwalk in the Canal Basin in front of 60 Haven Road: a planning application for this feature was submitted alongside the Sutton Harbour proposals. Planning consent has been granted and we will look to deliver the Boardwalk with conjunction with Sutton Harbour once construction starts on site.
- v) Public Realm Improvements around Sites A, B, I and J: all of the planning consents for these sites require the provision of public realm improvements in accordance with the Exeter Canal Basin Public Realm Plan. These improvements will therefore come forward as each site is regenerated by Sutton Harbour/Signpost.
- vi) Section 106 Contributions Towards Public Realm Improvements in the Canal Basin Area: the planning consents granted for all of the sites are conditional upon the developers entering into Section 106 Agreements securing financial contributions to the areas of the Public Realm Plan that are not directly provided by those developers. The identified items are the creation of a new public courtyard as part of Site D, improvements to the foot/cycleway between Haven Road and the Haven Road Car Parks and the provision of a bus stop in the Piazza Terracina area. The City Council will look to improve the path once the development of Site G has been completed in conjunction with the improvements to the smaller Haven Road Car Park. A new courtyard is scheduled for the Phase III of the scheme and will be very much dependent upon the eventual design for the new Haven Banks Outdoor Education Centre. The bus stop will await the delivery of a bus service in consultation with the Highway Authority.

- vii) Affordable Housing Provision in accordance with Local Planning Authority Policy: As described above it is now intended to produce an affordable housing scheme in excess of planned policy in conjunction with Signpost Housing.
- viii) Contributions towards the construction of the Water Lane Link Road: the planning consents granted include for contributions of £7,500 per residential unit.
- ix) Construction of a new Roadway through the Haven Road Car Park and a new junction on to Water Lane: in developing a design for this new link road with the Highway Authority the fact that the Haven Road car park site is heavily contaminated has been a major constraint. We are currently in discussions with the Environment Agency about the need for any remediation of the site. A programme of site investigations and Risk Assessment work is in hand and it is anticipated that a determination will be made on this in July 2007. Depending on the outcome of those discussions, we hope to be able to finalise our design proposals in conjunction with the Highway Authority and submit a planning application in the autumn of 2007. Tender documentation will be prepared alongside the planning application so as to reduce the impact of the delays that have occurred on this project.
- x) Creation of a New Winter Boat Storage Area in the Haven Road Car Park: the creation of this new winter boat storage/summer pay and display car park, has been delayed together with the new roadway as described above.
- xi) Construction of a New Chandlery in the Haven Road Car Park: as with the roadway and boat storage/car park area, the delivery of a new Chandlery by Bridger Marine, to replace their existing facility alongside the Basin, is held up by discussions with the Environment Agency. However, subject to the requirements of the Environment Agency it is still very much Bridger Marine's intention to commence on site as soon as possible so that they can move their business from its current location, freeing up that site for the proposed new Watersports Centre.

Phase 2

- i) Construction of a new Watersports Centre on part of Site C: Officers have had useful discussions with Sport England on the possibility of securing funding for this facility. Officers are now working in conjunction with the Exe Watersports Association to prepared a detailed submission to Sport England for this part of the project. The eventual funding scenario will be dependent upon the additional sources of funds identified.

- ii) Construction of a new Haven Bank Outdoor Education Centre on part of Site D: Devon County Council have carried out some design work for a new Outdoor Education Centre, but the scale and massing of the building have increased considerably from that originally anticipated, and this is causing some difficulties in planning terms. Meetings between the respective officers have been arranged and it is hoped that we will be able to come to a satisfactory resolution of these issues, thereby enabling the County Council to submit its proposals at an early date.
- iii) Construction of a New Canal Management/Visiting Boat Facility on Site D: no work has yet been done in this area and, depending on the eventual size of the new Haven Banks Outdoor Education Centre it may be necessary to identify an alternative location for this facility.
- iv) Development of the Remaining area of Site D: again no work has been done on this until such time as the size of the new Outdoor Education Centre is confirmed.
- v) Confirmation of the New Harbour Revision Order Designating a new Public Quay Area: the proposed Harbour Revision Order designates an open Quay frontage to Haven Road adjoining the small slipway in the Basin. Designation of this area maintains public Quay status in part of the Basin while not compromising the regeneration proposals set out in the Canal Basin Master Plan. It is understood that there is likely to be a Public Inquiry on the Harbour Revision Order and that this should be held sometime in 2007.
- vi) Improvements to retained boat laying up areas around the Basin: No work has yet been done in these areas.
- vii) Delivery of a Bus Service to the Canal Basin area: The delivery of a link road through the Haven Road Car Park will facilitate the operation of the TIF bus to provide a high quality link to the City Centre should funding for this proposal ultimately be approved.

Phases 3 and 4

- i) Officers have not yet begun to focus on the later stages of delivery. However, proposals have been brought forward for the installation of public art and interpretation facilities on Site F: (the Kings Arms Isthmus) as part of the wider scheme of improvements to the Riverside Valley Park. As part of these plans the Old Harbour Buoy (currently next to the Maclaines Warehouse) will be re-sited to a new location at the head of the Kings Arms Isthmus. A scheme of improved lighting has also been agreed for the riverside walkway. Both of these schemes were approved by Executive in March 2007 and will be implemented in 2007/08.

3.0 OUTLINE FUNDING IMPLICATIONS

- 3.1 Now that Heads of Terms have been agreed with the Phase 1 Developers, and planning consents have been granted identifying Section 106 contributions, the revised anticipated receipts and funding sources are as follows:-

2007/08

Remaining Capital Programme Allocation (March 2007)	£558,500
Receipts from Development Agreements and Lease restructuring for Phase 1 sites	£352,500
Section 106 Contributions to Water Lane Link Road	£255,000
Section 106 Contributions to Public Realm Improvements	£63,000
Total anticipated receipts (2007/08)	£1,229,000

2008/09

Receipts on grant of Long Leases for Phase 1 sites	£1,400,000
Total anticipated receipts (2007/09)	<u>£2,629,000</u>

- 3.2 There will be further receipts in later phases for the development of Site C, D and E, but it is not possible to quantify these at this stage.
- 3.3 Set against these anticipated receipts are a number of projects which the City Council is intending to delivery or fund:

2007/08

Payment on surrender of Lease of 60 Haven Road	£125,000
Haven Road Car Park Scheme (design and enabling works)	£100,000
Total costs (2007/08)	£225,000

2008/09

Canal Basin Boardwalk	£45,000
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Kings Arms Isthmus Improvements	£30,000
Optic Fibre Cable Link	£90,000
Street Light Improvements on Riverside Walk	£30,000
Public Realm Improvements in the Canal Basin area (link path to Haven Road Car Park)	£52,000
Haven Road Car Park Scheme (new road, boat storage and car park areas)	£900,000
Total Costs (2008/09)	£1,147,000
<u>2009/10</u>	
New Water Sports Facility (funding contribution)	£275,000
Public Realm Improvements in the Canal Basin area (courtyard at Site D)	£60,000
New Canal Management and Visiting Boat Facilities	£250,000
Improvements to retained boat laying up areas/pontoons	£110,000
Bus Stop	£10,000
Total Costs (2009/10)	£705,000
Total identified costs (2007/10)	<u>£2,077,000</u>

3.4 Members' attention is again drawn to the fact that there is an unknown element in the Haven Road Car Park scheme in that there is the possibility that further costs could be incurred to address any requirements for remediation or special ground works that the Environment Agency may require in this area.

3.5 In future years, as the later stages of the regeneration scheme are delivered, there will be additional spend on public realm improvements, largely on the riverside walkway from the Piazza Terracina to the swing bridge. The Council will also need to acquire the County Council's existing Lease of the Haven Banks Outdoor Education Centre. The level of consideration for this cannot be predicted at this stage.

4.0 OVERRIDING LEASES TO THE EXETER CANAL AND QUAY TRUST

4.1 At previous meetings, the Executive has resolved that the two Long Leases held by the Exeter Canal & Quay Trust from the City Council, of respectively, 60 Haven Road and the Maclaines Warehouse and its adjoining site would be restructured to facilitate the regeneration schemes proposed for those sites. On the advice of the Trust's solicitors (agreed in conjunction with the City Council's solicitors) it has been decided that the optimum structure for such a transaction would be to grant two new 150-year (plus 3 days) Overriding Leases, one covering 60 Haven Road and the other covering the Maclaines Warehouse and the adjoining site (including a small area of additional City Council land).

4.2 Executive is asked to approve this variation to the structuring arrangements previously agreed so as to facilitate the Sutton Harbour proposals for these sites. The financial details are set out in a confidential report on the Agenda.

5.0 NEW PROPOSALS FOR THE DISPOSAL OF THE SITE ADJOINING 60 HAVEN ROAD (SITE A)

5.1 In negotiating the Affordable Housing contribution for the Sutton Harbour schemes it has been possible to involve the Signpost Housing Association directly in discussions regarding the provision of affordable housing on the upper two floors of Site A. There are obvious advantages in securing a significant affordable housing element early in the Canal Basin regeneration. During the discussions between Sutton Harbour, Signpost and the City Council it has become clear that it might be preferable for transactional reasons to grant the Agreement for Lease and 150 year Long Lease arrangements previously negotiated with Sutton Harbour directly to Signpost with Sutton Harbour undertaking to Lease back the ground floor for restaurant/shop use once the scheme has been constructed. Executive is therefore requested to agree that the transaction can be entered into directly with the Signpost Housing Association.

6.0 RECOMMENDED that:-

1. Progress to date on delivery of the Exeter Canal Basin Regeneration Delivery Strategy be noted;
2. The revisions to the financial implications of the project, including the recycling of receipts into expenditure within the scheme be noted;
3. The amended transaction arrangements for the re-structuring of the Exeter Canal and Quay Trust Long Leases by way of overriding Leases and the terms thereof as set out in the Part 2 report be approved; and

4. That it be agreed that the City Council transact directly with the Signpost Housing Association on Site A on the terms set out in this report and in the Part 2 report.

DAVID PROSSER
HEAD OF ESTATES

ECONOMY & DEVELOPMENT DIRECTORATE

JOHN RIGBY
DIRECTOR

12 June 2007

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

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