



## Exeter City Council

Philip Bostock, Chief Executive

Bindu Arjoon, Assistant Chief Executive

Civic Centre, Paris Street, Exeter, EX1 1JN

Tel: 01392 277888      www.exeter.gov.uk

To the Chair and Members  
of the Executive

Direct dial: 01392 265110

Fax: 01392 265265

email: rowena.whiter@exeter.gov.uk

Our ref:

Your ref:

A meeting of the **EXECUTIVE** will be held in the Rennes Room, Civic Centre, Paris Street, Exeter at **5.30 pm** on **TUESDAY 20 NOVEMBER 2007** to consider the following business. If you have an enquiry regarding any items on this agenda, please contact Rowena Whiter, Member Services Manager on **Exeter 265110**.

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

Pages

### A G E N D A

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

1. MINUTES

To sign the minutes of the meetings held on 18 September and 2 October 2007.

2. DECLARATIONS OF INTEREST

Councillors are reminded of the need to declare personal and prejudicial interests, including the nature and extent of such interests, in relation to business on the agenda, before any discussion takes place on the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

3. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 -  
EXCLUSION OF PRESS AND PUBLIC

**RESOLVED** that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of items 14 and 15 on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1,2 and 3 of Part I, Schedule 12A of the Act.

4. **CAR PARKING TARIFFS**
- To consider the report of the Head of Administration and Parking Services. 1 - 6
- (Report circulated)
5. **2008-2009 BUDGET STRATEGY**
- To consider the report of the Head of Treasury Services. 7 - 18
- (Report circulated)
6. **STATEMENT OF LICENSING POLICY - RESULTS OF CONSULTATION**
- To consider the report of the Head of Environmental Health Services. 19 - 28
- Scrutiny Committee – Community considered the report at their meeting on 6 November and their comments will be reported.
- (Report circulated)
7. **NEW SWIMMING POOL AT CLIFTON HILL**
- To consider the report of the Head of Leisure and Museums. 29 - 34
- Scrutiny Committee – Community considered the report at their meeting on 6 November and their comments will be reported.
- (Report circulated)
8. **PROPOSAL TO PURCHASE GLENCOE, ALPHINGTON STREET, EXETER**
- To consider the report of the Head of Housing Services. 35 - 38
- Scrutiny Committee – Community considered the report at their meeting on 6 November and their comments will be reported.
- (Report circulated)

9. **REVIEW OF DISABLED ADAPTATIONS POLICY AND PROCEDURE  
(COUNCIL PROPERTIES)**

To consider the report of the Head of Housing Services. 39 - 40

Scrutiny Committee – Community considered the report at their meeting on 6 November and their comments will be reported.

(Report circulated)

10. **TEMPORARY ACCOMMODATION MANAGER POST**

To consider the report of the Head of Housing Services. 41 - 44

Scrutiny Committee – Community considered the report at their meeting on 6 November and their comments will be reported.

(Report circulated)

11. **CIVIL PARKING ENFORCEMENT**

To consider the report of the Head of Administration and Parking Services. 45 - 48

(Report circulated)

12. **DESIGNATION OF NEW CONSERVATION AREA AT TADDYFORDE  
AND ADOPTION OF CONSERVATION AREA APPRAISAL AND  
MANAGEMENT PLAN**

To consider the report of the Head of Planning Services. 49 - 52

(Report circulated)

13. **APPOINTMENTS TO OUTSIDE BODIES**

To consider appointments to outside bodies. 53 - 54

(Schedule attached)

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

14. **EXTENDING GAS CENTRAL HEATING SERVICING REPAIRS AND MAINTENANCE CONTRACT**

To consider the report of the Head of Housing Services and the Head of Contracts and Direct Services seeking approval to waive Contract Regulation C2.4 in relation to the gas central heating servicing repairs and maintenance contract. 55 - 58

(Report circulated to Members)

15. **ADMINISTRATION AND BEREAVEMENT SERVICES RESTRUCTURE**

To consider the report of the Head of Administration and Bereavement Services on a proposed restructure of the service. 59 - 74

(Report circulated to Members)

**DATE OF NEXT MEETING**

The next scheduled meeting of the Executive will be held on **Tuesday 4 December 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.**

## EXETER CITY COUNCIL

EXECUTIVE  
20 November 2007

### CAR PARKING TARIFFS

#### 1.0 PURPOSE OF REPORT

- 1.1 To seek Member approval for the revisions to car parking tariffs and tariff policy set out in this report.

#### 2.0 BACKGROUND

- 2.1 Executive reviews car parking tariffs annually in November with any changes coming into effect the following January. Last year, Members agreed a freeze in all car parking charges in light of the scale of works being undertaken to redevelop and improve the City Centre which, it was recognised, could potentially impinge on its attractiveness to shoppers and visitors. In the previous year, Monday to Saturday tariffs were increased by an average of 2.2%. There has been no increase in Sunday parking tariffs since January 2005.
- 2.2 The longstanding advice of the Audit Commission is that decisions on car park tariffs need to take account of the strategic context in which they are applied. For the Council these will include the overall financial needs and objectives of the authority (in particular the delivery of a sustainable balanced budget and low level of Council Tax), the robustness of the City Centre retail economy, and wider environmental and transportation objectives.
- 2.3 Budgeted income from car parks in the current financial year is £5,048,650, excluding rents and other miscellaneous items. Set against this is expenditure of £2,491,360 incurred in operating and developing the parking service. There has been substantial ongoing investment in car parking facilities over recent years, the most recent example being the major refurbishment of Guildhall Car Park which was successfully delivered, with the minimum of disruption to local residents and businesses, on time and on budget. The Council is also one of the most successful authorities in the country in terms of the number of Safer Parking Awards it holds, a testament both to the high standards of maintenance and investment in car parks and our training and management practices.

#### 3.0 PROPOSALS

- 3.1 Over the last two years, increases in parking tariffs have not kept pace with inflation. At the same time, there has continued to be substantial investment in parking facilities, the redevelopment of Princesshay has been successfully completed with the result that the City Centre is now a major attraction for shoppers and visitors, and the Council has begun the process of developing a climate change strategy which calls for an appropriate policy response in a

number of areas. In this context, officers are recommending an increase in tariff levels for 2008 as detailed in Annex 1. In City Centre car parks especially, the proposed tariff increases will impact most on long stay parking and least on short stay shopper parking, which is consistent with the established policy of the Council in supporting the City Centre retail economy, whilst at the same time delivering on wider environmental objectives.

- 3.2 In recommending new tariff levels, the following elements need to be taken into account. To cover inflation over the last two years, tariffs should rise so as to generate a 6% increase in income. It is also recommended that a further 2% be added which would be specifically ringfenced for climate change initiatives. The overall effect of the recommended tariff changes will be to increase car park fee income by approximately 8% in 2008/09, allowing for some customer resistance to the tariff increases.
- 3.3 It is also proposed that Members review the current policy of allowing disabled Blue Badge holders to park without charge in all City Council car parks. This practice is out of step with the policies that apply in most neighbouring authorities and with commercial operators such as NCP, with whom the Council is in effective competition for City Centre parking spaces. Given that NCP currently operate three car parks in the City, this may well have a negative impact on the income the Council receives from its own car parks, since they will obviously become more attractive to those customers who are able to park for free. The level of Blue Badge use in Council car parks is considerable and is now costing the Council an estimated £200,000 a year in potential lost income, which is difficult to justify given the overall pressures on the budget. Against this, it has to be recognised that the Council has a broader set of social objectives which go beyond purely commercial concerns. Officers therefore recommend that from January 2008, charging for Blue Badge holders be introduced at Guildhall and Mary Arches Street car parks only, at the full tariff levels detailed in Annex 1. This will significantly reduce the potential level of income the Council is currently foregoing while retaining free parking for Blue Badge holders in all other Council car parks, which remains a very significant concession.
- 3.4 Members will recall that last year a decision was made to introduce charging at Holman Way car park in Topsham and it was agreed that the impact of this would subsequently be reviewed. In the view of officers, the introduction of charging has successfully achieved what it was designed to do, namely increase 'turnover' in the car park. There are now spaces regularly available for shoppers and visitors, the car park is no longer occupied for extended periods by the same vehicle, the Council is no longer receiving complaints about suspected abandoned vehicles and income from the car park indicates that it is well used. In light of this, it is recommended that the pay and display system at Holman Way remains in place and the tariff be increased in line with the general level of increases being proposed.
- 3.5 It is recommended that the revised tariffs detailed in Annex 1, and the introduction of charges for Blue Badge holders in Guildhall and Mary Arches Street car parks, be implemented with effect from 7 January 2008. An amendment proposing a variation to the Parking Places Order will need to be

advertised for a period of three weeks, and as in previous years it is recommended that authority to consider any objections be delegated to the Director Economy & Development in consultation with the Leader of the Council and Portfolio Holder for Sustainable Development and Transport.

- 3.6 There is no proposal to increase standard charge costs (the penalty paid by motorists for breaching parking regulations) at this stage. The scheduled introduction of Civil Parking Enforcement in May 2008 will bring in a new system of penalty charge notices at a level which will be prescribed by legislation.
- 3.7 As part of the second stage of the strategic signing project, it is intended that new City Centre Plans to help orientate visitors are provided in all car parks. The estimated costs of this are £30,000 which can be funded from the additional revenue generated in 2007/08.

#### **4.0 FINANCIAL IMPLICATIONS**

- 4.1 The recommended increases in tariffs and charges detailed in Annex 1 will produced estimated car parking income of £5,419,320 in 2008/09.

#### **5.0 RECOMMENDATION**

- 5.1 It is recommended that:
- (i) Notice of intention be given to make a Parking Places Amendment Order to revise the City of Exeter (off street parking places) Order 1991 to enable the changes proposed in this report to come into effect from 7 January 2008;
  - (ii) Authority to consider any objections be delegated to the Director Economy and Development in consultation with the Leader of the Council and Portfolio Holder for Sustainable Development and Transport;
  - (iii) Subject to consideration of any objections, the Order be made and sealed.

**ROGER COOMBES**  
**HEAD OF ADMINISTRATION AND PARKING SERVICES**

**JOHN RIGBY**  
**DIRECTOR**

#### **ECONOMY & DEVELOPMENT DIRECTORATE**

**Local Government (Access to Information) Act 1985 (as amended)**  
Background papers used in compiling the report: None.

**EXETER CITY COUNCIL**  
**EXISTING (2007) AND PROPOSED (2008) CHARGES – CAR PARKS**

Charges apply 7 days a week 8am–6pm (Topsham car parks 9am-5pm)

1.	<u>SHORT STAY PAY &amp; DISPLAY</u>	<i>Length of Stay</i>	<u>Mon – Sat</u>		<u>Sunday</u>	
			Existing	Proposed	Existing	Proposed
(a)	Guildhall	} 0-1 hour	£1.40	£1.50	£1.40	£1.50
		} 1-2 hours	£2.00	£2.20	£2.00	£2.20
		} 2-3 hours	£2.70	£2.90	£2.60	£2.80
		} 3-4 hours	£5.10	£5.60	£2.60	£2.80
		} 4-5 hours	£7.00	£7.60	£2.60	£2.80
		} Over 5 hrs	£9.20	£10.00	£2.60	£2.80
(b)	Bampfylde Street † Mary Arches Street Harlequin Centre Broadwalk House Smythen Street * Bartholomew Terrace	} 0-1 hour	£0.90	£1.00	£0.80	£0.90
		} 1-2 hours	£1.70	£1.90	£1.70	£1.90
		} 2-3 hours	£2.70	£2.90	£2.60	£2.80
		} 3-4 hours	£4.60	£5.00	£2.60	£2.80
		} 4-5 hours	£6.20	£6.80	£2.60	£2.80
		} Over 5 hrs	£8.70	£9.50	£2.60	£2.80
(c)	Civic Centre King William St (Dks A-I) ‡ Magdalen Street	} 0-1 hour	£0.70	£0.80	£0.70	£0.80
		} 1-2 hours	£1.20	£1.30	£1.20	£1.30
		} 2-3 hours	£1.90	£2.10	£1.90	£2.10
		} 3-4 hours	£4.00	£4.40	£1.90	£2.10
		} 4-5 hours	£5.50	£6.00	£1.90	£2.10
		} Over 5 hrs	£8.70	£9.50	£1.90	£2.10
(d)	King William Street (Decks J to K after 10am)	} 0-1 hour	£0.70	£0.80	£0.70	£0.80
		} 1-2 hours	£1.20	£1.30	£1.20	£1.30
		} 2-3 hours	£1.90	£2.10	£1.90	£2.10
		} 3-4 hours	£2.10	£2.30	£1.90	£2.10
		} 4-5 hours	£3.00	£3.30	£1.90	£2.10
		} 5-6 hours	£3.50	£3.80	£1.90	£2.10
(e)	Fore Street Heavitree (Max stay 3 hours)	} 0-1 hour	£0.30	£0.30	Free	Free
		} 1-2 hours	£0.60	£0.70	Free	Free
		} 2-3 hours	£0.80	£0.90	Free	Free

† 6pm–11.30pm staffed- £1

‡ Free on Sundays

\* Reserved for residents after 6pm

2.	<u>MEDIUM STAY PAY &amp; DISPLAY</u>	<i>Length of Stay</i>	<u>Mon – Sat</u>		<u>Sunday</u>	
			Existing	Proposed	Existing	Proposed
(a)	Topsham Quay Charging period 9am-5pm	} 0-1 hour	£0.60	£0.70	£0.60	£0.70
		} 1-2 hours	£0.70	£0.80	£0.60	£0.70
		} 2-3 hours	£0.80	£0.90	£0.60	£0.70
		} 3-4 hours	£1.00	£1.10	£0.60	£0.70
		} Over 4 hrs	£1.50	£1.60	£0.60	£0.70
		(b)	Matthews Hall Topsham Charging period 9am-5pm	} 0-1 hour	£0.60	£0.70
} 1-2 hours	£0.80			£0.90	£1.20	£1.30
} 2-3 hours	£1.20			£1.30	£1.20	£1.30
} 3-4 hours	£3.50			£3.80	£1.20	£1.30
} Over 4 hrs	£5.80			£6.30	£1.20	£1.30
(c)	Holman Way			} Up to 2 hrs	£0.60	£0.70
		} 2-4 hours	£0.80	£0.90	£0.60	£0.70
		} Over 4 hrs	£1.50	£1.60	£0.60	£0.70



(d) Cathedral & Quay	}	0-1 hour	£0.60	£0.70	£0.60	£0.70
		1-2 hours	£0.90	£1.00	£0.90	£1.00
		2-3 hours	£1.50	£1.60	£1.50	£1.60
		3-4 hours	£2.10	£2.30	£1.50	£1.60
		4-5 hours	£3.00	£3.30	£1.50	£1.60
		5-6 hours	£3.60	£3.90	£1.50	£1.60
		Over 6 hrs	£5.00	£5.50	£1.50	£1.60

### 3. LONG STAY PAY & DISPLAY

		<u>Mon – Sat</u>		<u>Sunday</u>		
		<i>Length of Stay</i>	Existing	Proposed	Existing	Proposed
(a) Fairpark Triangle Howell Road	}	0-1 hour	£0.60	£0.70	£0.60	£0.70
		1-2 hours	£0.90	£1.00	£0.90	£1.00
		2-3 hours	£1.40	£1.50	£1.40	£1.50
		3-4 hours	£3.00	£3.30	£1.40	£1.50
		Over 4 hrs	£5.00	£5.50	£1.40	£1.50
(b) Belmont Road Bystock Terrace	}	Up to 1 hr	£0.60	£0.70	£0.60	£0.70
		1-2 hours	£2.50	£2.70	£0.90	£1.00
		2-4 hours	£2.50	£2.70	£1.40	£1.50
		Over 4 hrs	£5.00	£5.50	£1.40	£1.50
(c) Parr Street	}	Up to 4 hrs	£2.50	£2.70	Free	Free
		Over 4 hrs	£5.00	£5.50	Free	Free
(d) Richmond Road <b>Residents' use only after 6pm</b>	}	Up to 1 hr	£0.60	£0.70	£0.60	£0.70
		1-2 hours	£2.50	£2.70	£0.90	£1.00
		2-4 hours	£2.50	£2.70	£1.40	£1.50
		Over 4 hrs	£5.00	£5.50	£1.40	£1.50
(e) Okehampton Street	}	Up to 1 hr	£0.60	£0.70	£0.60	£0.70
		1-2 hours	£0.90	£1.00	£0.90	£1.00
		2-4 hours	£1.40	£1.50	£1.40	£1.50
		Over 4 hrs	£2.20	£2.40	£1.40	£1.50
(f) Haven Banks  Coaches	}	Up to 4 hrs	£0.80	£0.90	£0.80	£0.90
		Over 4 hrs	£1.30	£1.40	£1.30	£1.40
		Any period	£2.50	£2.70	£2.50	£2.70

### 4. SEASON TICKETS

	Existing	Proposed
Quarterly season tickets for commuter car parks	£210.00	£230.00
Special Annual Residents Parking permits	£100.00	£110.00
Bartholomew Terrace Annual Business Parking permits	£160.00	£180.00
Cathedral & Quay Annual Business Parking permits	£450.00	£500.00

### 5. STANDARD CHARGE

	Existing	Proposed
Charge for non-compliance with car park regulations	£40.00	£40.00
Reduced sum if paid within 5 working days	£20.00	£20.00

### 6. STAFFED EVENING PARKING

	Existing	Proposed
Mary Arches Street - between 6pm and 11:30pm	£1.00	£1.00

### 7. CLARENCE HOTEL

	Existing	Proposed
24 hour parking permits for use by hotel guests	£6.00	£7.00

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## EXETER CITY COUNCIL

### EXECUTIVE 20 NOVEMBER 2007

#### 2008-2009 BUDGET STRATEGY

#### 1. PURPOSE OF THE REPORT

- 1.1 To provide a strategic overview of the budgetary position for the 2008/09 financial year including an indication of the likely level of available resources and the proposals to ensure that a balanced budget is achieved.

#### 2. BACKGROUND

- 2.1 The budget for 2007/08 was set using a mix of increased government grants, efficiency savings and increased income generation along with a low Council Tax increase of 2.9% to allow for increases in pay, national insurance contributions and other unavoidable costs. Additional revenue funding was allowed for a number of areas, which were prioritised and clearly met the Council's aims and objectives.
- 2.2 The Government announced the results of its latest Comprehensive Spending Review (CSR 2007) on 9 October. This provides a key signal of what the Government's spending priorities are likely to be in the course of the next three years and will also give an indication of the level of grant funding that will be available. The assumptions in this report about the likely resources are therefore broadly based upon this most current spending review. However at this stage much of the finer detail regarding actual levels of funding will not be available until later in the year.

#### 3. KEY ASSUMPTIONS

- 3.1 In producing the Council's medium term financial plan and annual revenue budget a number of factors have to be taken into consideration. Economic factors outside of our control such as inflation, interest rates, and economic growth etc. can have a huge impact upon the council's overall financial position. Consequently it is necessary to make a number of assumptions on such issues so that a meaningful financial plan can be produced.
- 3.2 The following assumptions have been made with regard to the revenue budget for 2008/09:

- Pay award 2.5%
- General Inflation Nil (see para 3.4 below)
- Income 3.0%
- Interest on Investments 5.5%

- 3.3 The pay award for the current year has now been settled. Although Government policy is to try and limit public sector pay increases to no more than 2% it is felt prudent at this stage to budget for a 2.5% increase next year.
- 3.4 As a means of finding efficiency savings many non-pay budgets will not be fully increased for inflation. There will be some exceptions to this in particular where there are ongoing contractual arrangements in place and where the Council has to meet the full price increase e.g. insurance, fuel and electricity. The Retail Price Index (RPI) for September 2007 was 3.9%. Although the Government no longer produce targets for the RPI it is still used to determine increases in pensions, benefits and pay negotiations.
- 3.5 With regard to interest the UK base rate has been gradually increased from 4.75% in August 2006 to 5.75% in July 2007, and has subsequently remained at this level. The overall growth and interest rate expectations of the United Kingdom economy remain uncertain in the future although many analysts are predicting a further rise to the base rate in the coming months as unlikely and could even fall. Based upon the Council achieving a 5.75% return on its cash investments next year, this will yield around £1.3 million in the Council's General Fund budget. A small change of 0.1% either way from our assumption would lead to either an increase or reduction of income of around £23,000.

#### **4. COMPREHENSIVE SPENDING REVIEW 2007**

- 4.1 The latest Comprehensive Review (CSR07) indicates a tough financial settlement ahead for Local Government for the next three years. There will be an aggregate increase in external grant funding of 4.2% in 2008/09, 3.5% in 2009/10, and 3.4% in 2010/11. This amounts to **real terms increases** of 1.5%, 0.8% and 0.7% over the CSR period. Given that government priorities will continue to be for Education and Adult Social Care, the actual grant increases for district council services are likely to be significantly less than this. The CSR07 has also indicated a significant reduction in the Local Authority Business Growth Initiative (LABGI) funding from £1 billion in CSR04 to £150 million over CSR07. There will be LABGI funding of £50 million for 2009/10 and £100 million in 2010/11, with no funding outlined for 2008/09. To date Exeter City Council has benefited greatly from this initiative having received £465,108 for 2005/06, £923,941 for 2006/07, and the current budget estimates a further £1.5 million for this (2007/08) financial year.
- 4.2 The actual levels of grant funding that the City Council will receive will not be announced until later this year. However for the purposes of this report and taking into account the overall likely settlement announced in CSR07 it has been assumed that the Council's level of grant support will increase by 3% for each of the next three years.

#### **5. CONCESSIONARY TRAVEL**

- 5.1 The Government has announced that an additional £212 million will be made available to local authorities to help fund the additional costs of the nationwide concessionary travel scheme that takes effect from 1<sup>st</sup> April 2008. This additional funding will be paid as a specific grant rather than through the formula grant

allocation. The Government are currently consulting on four different options as a means of deciding how the specific grant will be allocated. As far as Exeter is concerned option 3 is the most favourable (an extra £1.162 million) with option 4 the least favourable (an extra £0.408 million). The difference between the best and worst case scenario is therefore £754,000. It is also uncertain at this stage as to what the exact cost of the new national scheme will be. The consultation period is due to end on 23 November 2007 and the City Council has already made its formal response. In the light of the current uncertainty it has been assumed that the introduction of the national scheme will be cost neutral.

## 6. CAR PARKING INCOME

- 6.1 Members will recall that the review of tariffs in autumn 2006 resulted in a decision not to raise tariffs for 2007 in light of the potential disruption to the City Centre due to the Princesshay development. In the previous year, the overall increase was 2.2%. Insofar as we would normally expect to make year on year inflationary increases, it would be justifiable to increase tariffs by over 6% from January 2008. Members also recently approved for consultation a policy on climate change which envisages the introduction of a levy to fund sustainable energy or transport enhancements. Taking these elements together, officers recommend an 8% increase in income to be introduced from 7 January 2008, to include 2% as a climate charge levy. This increase would generate, in a full year, an additional £370,000 and within this an additional £92,500 will be in respect of the climate charge levy.

## 7. COUNCIL TAX

- 7.1 The current budget strategy had assumed a council tax increase of 2.9% for 2008/09 and beyond. However given the likely tough financial settlement for the next three years including the reduction of LABGI funding and the uncertain costs of the new concessionary fare scheme, it is now prudent to consider an increase of 4.5% for council tax. This will still be below the Government's likely 'capping' limit increase of 5% whilst ensuring that the City Council continue to levy one of the lowest district council level of council tax in the country.

## 8. REVENUE BUDGET 2008/09 – AVAILABLE RESOURCES

- 8.1 Based upon all of the above the likely level of external funding from Government Grant and Council Tax Income is shown below: -

	<b>2007/08</b> <b>£'000</b>	<b>2008/09</b> <b>£'000</b>	<b>2009/10</b> <b>£'000</b>	<b>2010/11</b> <b>£'000</b>
Formula Grant	11,664	12,014	12,374	12,745
LABGI	1,500	0	100	200
Council tax (4.5%)	4,080	4,297	4,515	4,754
	<b>17,244</b>	<b>16,311</b>	<b>16,989</b>	<b>17,699</b>

Note : The actual tax yield increase indicated above will be 5.3% for 2008/09. This is higher than the actual band D increase due to a forecast increase in the number of chargeable dwellings.

8.2 The change in resources each year is set out in the table below.

<b>Likely increase/(decrease) in resources</b>			
	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Increase/(decrease) in resources	(933)*	678	710

\* The large reduction in 2008/09 is due to the reduction in LABGI - £1.5 million estimated for 2007/08 to £nil in 2008/09 per CSR07.

## 9. NEW REVENUE BIDS AND ADDITIONAL SPENDING PRESSURES

9.1 The attached Appendix 1 shows the increases in revenue costs that have been identified so far. For 2008/09 increased revenue costs of some £598,000 have been identified arising from proposed new revenue bids together with other identified additional spending pressures. A summary of this amount is also shown below:-

	<b>£'000</b>
Unavoidable or already committed spending pressures	28
Proposed new recurring revenue bids	218
Proposed new non-recurring revenue bids	165
Revenue costs arising from new capital bids	<u>187</u>
	598

## 10. REVISED MEDIUM TERM REVENUE PLAN (APPENDIX 2)

10.1 The revised medium term financial plan takes into account all the changes and assumptions that have already been highlighted in this report. In addition an allowance for some LABGI funding has been allowed for in 2009/10 and 2010/11. The revised plan does however indicate that additional reductions to the base budget for 2008/09 amounting to £540,000 will be necessary in order to have a balanced budgetary position whilst maintaining the General Fund Balance at a reasonable level.

10.2 In order to find the necessary reductions to the base budget, SMT has agreed that each directorate should try to achieve the following savings targets (based upon their net revenue budget) as follows and which will be reported through the detailed budget process :-

	<b>£000</b>
Community and Environment	327
Economy and Development	107
Corporate Services	81
Chief Executive	<u>25</u>
<b>Total</b>	<b>540</b>

## **11. ASSET IMPROVEMENTS AND MAINTENANCE (AIM)**

- 11.1 The draft revenue proposals for 2008/09 include an overall allowance of £1,750,250 for AIM expenditure in order to maintain and service the Council's non-housing properties. Of this amount £1,299,240 will be allocated to meet on-going revenue commitments and £451,010 for high priority service requirements.

## **12. CAPITAL PROGRAMME**

- 12.1 Attached at Appendix 3 is a table setting out the forecast capital resources available for General Fund capital schemes over the next five years. This table is based upon our actual committed programme with an assumption of 70% of committed expenditure being spent in the year approved. It shows that from 2008/09 onwards the Council will have to use borrowing in addition to its other capital resources to finance its capital programme requirements. This will also have an ongoing impact on the Council's revenue budget. The current revenue cost of borrowing consisting of interest and loan repayments, is about £85,000 for each £1 million that is borrowed. The prudential capital framework enables the Council to borrow within self-imposed targets largely based on affordability. Therefore before a final decision is made regarding the proposed capital programme the Council will need to demonstrate that its capital spending plans are affordable within the medium term financial plan. In order to minimise the impact of funding a new swimming pool both in terms of capital and revenue pressures caused by new borrowing, SMT is reviewing all existing approved schemes that the Council is not actually committed to or in advance stage of planning/implementation, with a view to recommending either deletion or deferral them to future years. This appendix has taken into account the overall level of adjustments which will be presented to members in the detailed budget process.
- 12.2 It is expected that the available resources for the General Fund Capital Programme (other than borrowing) over the next 5 years will total more than £34 million and the capital programme that can be funded is therefore substantial. However in terms of the General Fund, some £40.5 million has already been committed for capital schemes. It is proposed that the total General Fund programme for 2008/09 is £19.616 million of which £2.132 million will be for new approvals. By taking into account the amount identified for improvements to our housing stock of £5.217 million, the total proposed capital programme for 2008/09 is £24.833 million. The actual proposed Capital Programme for next year and beyond, including all the new bids and the review of the currently approved programme will be presented during the round of scrutiny budget meetings in December.

## **13. RISK ASSESSMENT**

- 13.1 It has already been mentioned above in this report that our financial forecasts are based on a number of assumptions including the level of inflation, interest rates, income levels, support from the Government and general prevailing economic conditions. In addition there are a number of uncertainties that could affect the financial position either now or in the future. These include the level of future years' pension contributions, potential costs arising from the review of service plans, and the cost of any new statutory functions.

13.2 Although the Council faces risks from the assumptions and uncertainties outlined above these have been mitigated by the following:

- Adopting a prudent approach to financial forecasting which involves obtaining information from external professional sources
- Continuous monitoring and review of the key factors together with regular reports to Members on any key issues
- Regular stewardship meetings with budget managers to ensure that budget pressures are identified at the earliest opportunity
- The adoption of robust financial management arrangements including option appraisal, risk assessment and financial monitoring
- Retaining a prudent level of reserves and balances

13.3 As part of the general budget-setting process the Council needs to also consider the risks inherent in the budgets set and the adequacy of the measures put in place to manage the potential risks. A risk assessment has been undertaken of the main volatile budget areas, which is shown as Appendix 4 to this report.

#### **14. RECOMMENDATIONS**

It is recommended that: -

14.1 The contents of the report are noted and that the proposals to establish a balanced revenue budget and capital programme are approved.

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

**Local Government (Access to Information) Act 1985 (as amended)**  
**Background papers used in compiling this report:**

None



	2008/09 £000's	2009/10 £000's	2010/11 £000's	2011/12 £000's
<b><u>Unavoidable or Already Committed from Previous Years</u></b>				
<b>E &amp; D</b>				
Underground Passages - additional operating costs	7			
Concessionary Travel	0			
<b>CS</b>				
FIMS replacement	14	6		
VMWare maintenance	6			
PCI Online Payments audit	1			
<b>C &amp; E</b>				
Museum - RAMM Re-development			335	
	<b>28</b>	<b>6</b>	<b>335</b>	<b>0</b>
<b><u>New Revenue Bids - Recurring</u></b>				
<b>E&amp;D</b>				
Exeter Summer Festival - Additional Core Funding	20			
<b>C&amp;E</b>				
Procurement assistant to improve efficiency	40			
New Trade Waste Recyclable Service - Additional Operatives	50			
<b>CX</b>				
City News improvements - full colour printing	2			
Additional funding for Media Support	23			
Funding to maintain Community Safety and Anti Social Behaviour Officers	65			
<b>CS</b>				
Academy mobile module	5			
Internet Bandwidth - increase to 2Mb	7			
Firewall management and monitoring	6			
	<b>218</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>New Revenue Bids - Non Recurring</u></b>				
<b>E&amp;D</b>				
Raise profile of Exeter as a sustainable visitor destination	9	(9)		
Annual promotional campaign for specialist and independent retail in City	20	(20)		
Increase budget for Christmas light switch on	10	(10)		
Secure Cycle Parking at Civic Centre	4	(4)		
<b>C&amp;E</b>				
Housing Market Assessment update	6	7	(13)	
PORCH funding	16	(16)		
12 month extension to enforcement/education officer	25	(25)		
Undertake Review of Leisure Facilities Management	95	(95)		

**SERVICE PRESSURES - ADDITIONS TO BASE BUDGET**

**APPENDIX 1**

**CS**

IT Support Technician - extend temp post until LGR  
 Resourcelink EDI module (De minimis capital)  
 Signature Pads (De minimis capital)  
 Academy Bailiff Interface (De minimis capital)

**Revenue Costs Arising from New Capital Bids**

**E&D**

Six CCTV cameras and one help point at Haven Road car park  
 Strategic signage project

**C&E**

New clinical dog waste van and employee  
 Replace 2 MATRON systems  
 T-Repairs replacement

**CS**

Increased CCTV coverage

**IT**

Resourcelink - web expenses module  
 Single sign on for secure access to back office modules  
 Electronic document and records management  
 LAGAN self service Portal  
 High availability server  
 Data archiving & Storage systems  
 IT Service Desk Upgrade

**General**

Unsupported Borrowing Costs - Swimming Pool (Principal)  
 Unsupported Borrowing Costs - Swimming Pool (Interest)  
 Unsupported Borrowing Costs - Other New Capital Schemes (Prin)  
 Unsupported Borrowing Costs - Other New Capital Schemes (Interest)

**TOTAL**

	2008/09 £000's	2009/10 £000's	2010/11 £000's	2011/12 £000's
	9	(25)		
	4	(4)		
	5	(5)		
	5	(5)		
	<b>165</b>	<b>(168)</b>	<b>(13)</b>	<b>0</b>
	4			
	2			
	25			
	1			
	25	(7)		
	7			
	3			
	3			
	10			
	4			
	10			
	8			
	5			
			140	140
		79	157	79
		142	215	54
	80	200	152	130
	<b>187</b>	<b>414</b>	<b>664</b>	<b>403</b>
	<b>598</b>	<b>252</b>	<b>986</b>	<b>403</b>

**Medium Term Revenue Plan (2007/08 - 2010/11)**

**APPENDIX 2**

	2007-08 £'000	2008-09 £'000	2009-10 £'000	2010-11 £'000
<b>Resources</b>				
Central Government Support	11,664	12,014	12,374	12,745
Local Authority Business Growth Incentive Grant	1,500	0	100	200
Council Tax (4.5%)	4,080	4,297	4,515	4,754
<b>Likely resources</b>	<b>17,244</b>	<b>16,311</b>	<b>16,989</b>	<b>17,699</b>
<b>Expenditure</b>				
<b>Service expenditure</b>				
Committee expenditure base budget	16,412	18,253	17,600	18,085
Inflation	549	541	522	536
Potential increase in service costs	1,712	598	252	986
Proposed reductions / additional income	(420)	(1,252)	(289)	(6)
<b>Additional reductions required</b>		<b>(540)</b>		
Supplementary Budgets	18,253	17,600	18,085	19,601
LGR Transitional Costs	370			
	186	2,483		
<b>Other funding</b>				
Investment interest	18,809	20,083	18,085	19,601
Contribution to/ (from) earmarked reserves	(1,380)	(1,300)	(1,200)	(1,100)
Contribution to/ (from) balances - Other	(260)	0	0	0
Contribution to/ (from) balances - LGR	261	11	104	(802)
Use of Superannuation reserve	(186)	(2,483)	0	0
	0	0	0	0
	(1,565)	(3,772)	(1,096)	(1,902)
<b>Total Net Budget</b>	<b>17,244</b>	<b>16,311</b>	<b>16,989</b>	<b>17,699</b>

Opening General Fund Balance	4,997	5,072	2,600	2,704
Closing General Fund Balance	5,072	2,600	2,704	1,902
Balance as a percentage of budget	29.4%	15.9%	15.9%	10.7%
Superannuation Reserve	1,761	1,761	1,761	1,761

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<b>GENERAL FUND</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>TOTAL</b>
	£	£	£	£	£	£
<b>CAPITAL RESOURCES AVAILABLE</b>						
Usable Receipts Brought Forward	11,627,677					11,627,677
GF receipts	1,841,923	1,899,679	500,000	500,000	500,000	5,241,602
Disabled Facilities Grant	248,000	248,000	248,000	248,000	248,000	1,240,000
Other - Grants/External Funding/Reserves/S106	1,678,099	1,131,811	200,361	13,822	0	3,024,093
Private Sector Renewal - capital grant	1,147,520	850,000	850,000	850,000	850,000	4,547,520
Heritage Lottery Fund	626,378	3,112,156	4,018,476	1,164,990	0	8,922,000
LABGI - Science Park		750,000				750,000
Transfers from Social housing Pot to HRA	(101,760)	(100,000)				(201,760)
Less ringfenced capital grant for private sector renewal	(71,254)	(350,000)	(350,000)	0	0	(771,254)
<b>Total Resources available</b>	<b>16,996,583</b>	<b>7,541,646</b>	<b>5,466,837</b>	<b>2,776,812</b>	<b>1,598,000</b>	<b>34,379,878</b>
<b>GENERAL FUND CAPITAL PROGRAMME</b>						
Committed capital programme	14,357,688	17,484,061	7,440,638	1,206,999	0	40,489,386
Proposed New Bids	0	2,132,400	4,628,300	4,510,000	4,340,000	15,610,700
<b>Total General Fund</b>	<b>14,357,688</b>	<b>19,616,461</b>	<b>12,068,938</b>	<b>5,716,999</b>	<b>4,340,000</b>	<b>56,100,086</b>
<b>ESTIMATED SPEND IN YEAR</b>	<b>10,050,382</b>	<b>18,038,829</b>	<b>14,333,195</b>	<b>7,622,581</b>	<b>4,753,100</b>	<b>54,798,086</b>

<b>UNCOMMITTED CAPITAL RESOURCES:</b>						
Capital Receipts Brought Forward	11,627,677	6,946,201	0	0	0	11,627,677
Resources in Year	5,368,906	7,541,646	5,466,837	2,776,812	1,598,000	22,752,201
Less Estimated Spend in Year	(10,050,382)	(18,038,829)	(14,333,195)	(7,622,581)	(4,753,100)	(54,798,086)
Less Committed Spend in Future Years					(1,302,000)	(1,302,000)
Borrowing Requirement		3,550,982	8,866,358	4,845,769	4,457,100	21,720,208
Uncommitted Capital Receipts	6,946,201	0	0	0	0	0

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**RISK ASSESSMENT – VOLATILE BUDGETS**

**APPENDIX 4**

SERVICE	BUDGET 2007/08 £	RISK AND IMPACT	MITIGATION
Net Interest	(1,380,000)	Fund Managers could under perform. Other external factors could cause investment returns to be lower than anticipated. Assumed budgeted rate of return is 5.75%. A variance of just 0.1% against this rate of return is equivalent to £23,000.	Current Fund Manager has a track record of being a leading market performer. Regular monitoring information is provided together with half-year meetings with the Fund Manager. The Council also has an Annual Investment Strategy that clearly sets out the overriding principles and best practice with regard to investment of surplus cash amounts. The Council now manages some of its investments by using its own in-house team.
Commercial Properties	(2,176,540)	Budgeted rental income for 2007/08 is £3,186,470. Actual rental income for 2006/07 was £3,071,919. As at September 2007 there were only 4 void properties with a rental value amounting to 2.2% of the total rental value of the commercial portfolio. Debts outstanding at 90 days on M01 to M05 at September 2007 are £95,688, representing 3.40% of the total invoiced in the previous 4 quarters. The retail property market continues to be generally strong with no difficulty in letting well-placed units. Units in poorer locations are proving more difficult to let.	The value of current voids and bad debt provisions are to be expected for a large and varied property base and are allowed for within the budgets. Vacant properties are marketed promptly. Bad debts are chased regularly and targets have been set for debt management. Monthly stewardship meetings are held with the Head of Service to discuss variances and reported to Scrutiny – Economy Committee quarterly.

<p>Travel Concessions</p>	<p>1,575,970</p>	<p>Free off-peak concessionary travel was introduced on local bus services in England for people aged 60 and over and disabled people on 1<sup>st</sup> April 2006. This is the second year of budgeting for this scheme, so 07/08 budget benefits from 06/07 actual out-turn. Still some uncertainty because of a) continued discussions over apportionment and Teignbridge concerns over which survey source to use to inform apportionment level and b) the outstanding bus operator appeal to DfT over the decision to reduce the rate of reimbursement and c) the continued growth of the scheme. The DCLG have announced that free travel will be extended to national bus services from April 2008, and options to distribute the special grant funding linked to the national extension are out for consultation (decision expected in Dec 07). Sub-regional travel patterns are expected to increase costs to Exeter under the nationwide scheme by about £390k. The scale of people flows from beyond the region using Exeter's buses is much harder to predict.</p>	<p>The Chancellor is allocating an extra £212m to England authorities to fund the nationwide extension. This will be paid by special grant, which adds clarity. Local authorities have been invited to respond to the consultation on the method for payment of the grant. ECC has responded, arguing on methodological grounds that Option 4 is inappropriate. City Council has shared analysis with authorities in a similar situation to encourage a collective approach. City Council has asked local MP to lobby on this issue to DfT colleagues.</p> <p>For 2007/08: Devonwide scheme administrators provide ECC with regular updates of the estimated contribution for 2007/08 (and will do similar in 08/09).</p>
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**RISK ASSESSMENT – VOLATILE BUDGETS**

**APPENDIX 4**

<p>Car Parks</p>	<p>(2,908,990)</p>	<p>Budgeted fee income for 2007/08 is £4,645,030. Actual fee income for 2006/07 was £4,608,692. Recovery of income in the financial year up to September 2007 is running slightly above profile and it is hoped that the stimulus to the City centre economy provided by the opening of Princesshay will enable this trend to continue until the end of March 2008.</p> <p>The key factors affecting car park income in 2008/09 will be:</p> <ul style="list-style-type: none"> <li>▪ Competition from other car parks (Central Station, Summerland Gate, Paris Street)</li> <li>▪ Competition from other towns</li> <li>▪ Economic conditions</li> <li>▪ The sustainability of the ‘Princesshay effect’ in boosting the City Centre retail economy</li> <li>▪ Bid to operate Summerland Gate</li> <li>▪ The impact of the tariff increases in January 2008</li> </ul>	<p>Monthly stewardship meetings are held with the Head of Administration and Parking Services and the Car Parks Manager to discuss variances and reported to Scrutiny – Economy Committee quarterly.</p>
<p>Summer Festival</p>	<p>80,000</p>	<p>Budgeted income for the Summer Festival varies from year to year. There are difficulties predicting the level of ticket sales which have led to problems in the past particularly with large events which are reliant on high ticket sales to cover the high costs.</p> <p>2007/08 income was slightly better than expected.</p>	<p>Procedures are in place to ensure realistic budgets are set well in advance and adhered to. Only 60% occupancy for each event is assumed for budget purposes even though this is usually exceeded. Actual income and expenditure is monitored and reported regularly from May to September. Regular meetings are held with the Festival and Events Manager and any variances/issued discussed and reported as necessary.</p>

Homelessness	449,380	<p>Levels of homelessness in the city can be volatile given the many causes, some of which are outside the Council's control: relationship breakdowns, fires, evictions, and reposessions. Thus, if the number of homeless households were to increase in the city in the current year the effect on the budget would be significant.</p> <p>The gross budget for the accommodating the homeless for 2007/08 is £1,164,530, whilst a 5% increase in this budget would cost an additional £58,230.</p>	<p>The Service's main aim is to prevent homelessness, wherever possible. To comply with Government Targets, Service managers are aiming for a 25% reduction in homelessness acceptances between 1 January 2006 and 1 April 2010. Over the same period, a 50% reduction in the use of temporary accommodation (from 300 to 150) is also required. We are on course to meet these targets and with more effective management of the remaining stock, this will help to reduce costs further.</p>
Trade Refuse	(32,680)	<p>The budget for the gross income from this service in 2007/08 is £559k. Income has been affected in recent years by increased competition and the Princesshay development. In addition, a profitable contract with the University ended on 31<sup>st</sup> March 2007.</p>	<p>Some reduction in costs can be achieved but the fixed costs in running the service mean that it will not be sufficient to fully offset the lost income. The levels of competition mean that prices cannot be increased without risking the loss of customers. If the service continues to contract, it could become non-viable. From 29<sup>th</sup> October 2007, a new trade recycling service has been operating, and it is hoped that this will improve the profitability of the service. The service is to be reviewed after six months.</p>

**RISK ASSESSMENT – VOLATILE BUDGETS**

**APPENDIX 4**

<p>Cleansing services – operational excluding Trade Refuse</p>	<p>3,543,470</p>	<p>The budget for fuel in 2007-08 is over £240k, so any increase in fuel prices could have a large financial impact.</p> <p>In general, where operatives are off sick, agency cover is required to undertake their duties. The budget for 2007/08, based on an average of 10 days sickness per operative, is £75k. Higher levels of sickness can have a substantial impact on this service.</p>	<p>The price of fuel is outside the control of the service and there is little to be done in the short term. Long-term measures include choosing vehicles with good fuel efficiency, regular maintenance and regular reviews of the fuel suppliers.</p> <p>Sickness management has been a high priority for the service, and levels of sickness have been reduced dramatically in recent years. Maintenance of this management is the main tool in reducing the risks associated with sickness.</p>
<p>Recycling - operational</p>	<p>451,430</p>	<p>Income from the sale of recyclable materials in 2007/08 is estimated at £420k. Prices for the materials sold can be volatile. With the increased recycling rates, this is a significant source of income, but the service has no control over the market prices.</p> <p>Any operational problems that could cause the MRF to cease operating can give rise to a substantial loss of income, as materials that cannot be sorted must either be sent to landfill or to another MRF, thus reducing the income generated by selling recovered materials.</p>	<p>A £20k contingency was built into the 2007/08 budgets, and the recycling manager’s expertise is vital in assessing the likely impact of market forces on prices, but there is no action that can be taken to control the prices.</p> <p>The Plant at the Material Reclamation Facility (MRF) is being upgraded to ensure that the quality of the materials is kept as high as possible to ensure the best possible prices.</p> <p>The plant is maintained regularly. Agency staff are brought in to cover any casual vacancies, as well as operatives who are off on leave or sick. Keeping the MRF operational at all times is a high priority.</p>

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## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - COMMUNITY 6 NOVEMBER 2007

#### EXECUTIVE 20 NOVEMBER 2007

#### LICENSING ACT 2003 STATEMENT OF LICENSING POLICY – RESULTS OF CONSULTATION

### 1. PURPOSE OF REPORT

- 1.1 This report informs Members of the comments received as a result of the consultation exercise in respect of the Draft Licensing Policy.

### 2. BACKGROUND

- 2.1 The Council is required to prepare and publish a Statement of Licensing Policy every three years. The policy must be published before the Council carries out any function in respect of individual applications made under the terms of the Licensing Act 2003.
- 2.2 From its introduction in January 2005 the policy has been kept under review. Although the licensing authority may make such revisions to it, as it considers appropriate, the policy has been demonstrated to be robust and only minor alterations are therefore proposed.
- 2.3 The persons to be consulted are listed in the 2003 Act. These are:
- (a) the Chief Officer of Police for the area;
  - (b) the fire authority for the area;
  - (c) persons/bodies representatives of local holders of premises licences;
  - (d) persons/bodies representatives of local holders of club registration certificates;
  - (e) persons/bodies representatives of local holders of personal licences; and
  - (f) persons/bodies representatives of local business and residents in the area.
- 2.4 The views of these persons/bodies have been sought, with a deadline of 12 October 2007, and should be given appropriate weight by Members when the policy is determined.

### 3. RESULTS OF CONSULTATION

- 3.1 A summary of representations received and the Council's responses are given in the attached Appendix. Full copies of the representations are available for inspection with the Senior Licensing Officer.

#### **4. PROPOSAL**

4.1 The proposed amended policy, taking into account the representations received by 12 October 2007, is available in the Members' Room and on the website. The changes from the current policy are shown in bold. The main changes are:

- Strengthening of the policy in respect of equality and diversity issues;
- Updating of pertinent legislation to reflect the introduction of new legislation post January 2005;
- Updating of relevant strategies;
- Updating to reflect changes in statutory bodies and partnerships;
- Strengthening the content of the policy in relation to displays of nudity or of a sexual nature.

#### **5. RECOMMENDED**

That Scrutiny Committee – Community supports and Executive and full Council approves the revised Licensing Policy, to take effect from 7 January 2008.

#### HEAD OF ENVIRONMENTAL HEALTH SERVICES

S:PA/LP/ Committee/1107SCC1  
18.10.07

COMMUNITY & ENVIRONMENT DIRECTORATE

**Local Government (Access to Information) Act 1985 (as amended)**  
**Background papers used in compiling this report:**

Response to draft Licensing Policy

## SCHEDULE OF RESPONSES TO DRAFT LICENSING POLICY

REF	RESPONDENT	COMMENTS	APPRAISAL	RESPONSE
01	Mr Robin Quant of the Wonford Community and Learning Centre	The view of the Board is that with the exception of the two proposed changes there is little need for further change and the Board supports the continued use of the extant Policy as amended.	<ol style="list-style-type: none"> <li>1) To include the changes to door supervision in the Policy.</li> <li>2) To amend the Policy guidance to include reference to clearer advertising when adult entertainment is proposed at premises.</li> </ol>	<p>Policy change to include change to door supervision requirements</p> <p>Policy change to include reference to clearer advertising when adult entertainment is proposed</p>
02	Cllr Paul Smith	Devon Fire and Rescue service has merged with Somerset. Pubwatch appears to be similar to City Centre anti crime scheme	<ol style="list-style-type: none"> <li>1) Change name of the responsible Authority to Devon and Somerset Fire and Rescue Service</li> <li>2) The schemes are similar but the Pubwatch scheme is applied across the City not just in the Centre</li> </ol>	<p>Agreed, change the name of the Responsible Authority.</p> <p>Leave the references to Pubwatch where appropriate</p>
03	Mr Michael Miller (Community safety strategy)	Has suggested a few amendments, some cosmetic, others where things have changed. There are several references to "dcms" but also to "DCMS". Not sure if that	<ol style="list-style-type: none"> <li>1) Cosmetic changes to tidy things up</li> <li>2) Remove reference to Crime and Disorder reduction Strategy, as this is the same as the</li> </ol>	<p>Details identified and amended as appropriate</p> <p>Agreed references removed</p>

			might cause any confusion.	Community Safety Strategy. 3) Reference to Devon Fire Safety should now include Somerset. 4) Remove reference to Alcohol task group, as this is part of the Community safety group. 5) Grammatical error in paragraph 15.1 6) Grammatical error in 16.2 7) Amended objectives for Community Safety strategy for 2005 – 2008 plus grammatical error in “key aspects” section.	Agreed, change the name of the Responsible Authority.  Agreed, references removed.  Error corrected Error corrected  Amended objectives accepted and Policy amended accordingly
04	Mr Bill Price Community and Environment Administration			Suggestion to include reference to Sex and Race Discrimination Legislation at 2.5	Race and sex Discrimination are Employment matters and not direct licensing considerations. Suggestion not accepted. (See point 2 below from Head Of Environmental Health Services)
05	Head Of Environmental Health Services		1) The policy should be more robust with regard to	Although moral issues are not part of the licensing	Accepted as submitted



		<p>nudity and striptease.</p> <p>2)The policy should be more robust with regard to Equality and Diversity issues</p>	<p>role, ensuring the protection of children in this context is a valid proposal and could be accommodated.</p> <p>Similar proposal to that above and in this context is valid.</p>	<p>Accepted as submitted</p>
06	St David's Neighbourhood Partnership	<p>1) Trouble from premises affecting premises on the walk through should be taken into consideration in the Policy</p> <p>2) More weight should be given by the licensing Authority to issues arising from and relating to the</p>	<p>Areas outside licensed premises are not the responsibility of the Licence holder. This is covered by the duties on Police and would be a duplication of a statutory function, which is not permitted. If the Police had issues with an application they could raise representations.</p> <p>The Licensing Authority can only engage in any issues of nuisance and disorder if relevant</p>	<p>Request not accepted</p> <p>Request not accepted</p>

07	Assoc. of Multiple retailers	<p>likely levels of nuisance and disturbance.</p> <p>3) The strategies that the Licensing Authority will have regard to at paragraph 2.5 should be broadened to include planning for the future and used to reduce the levels of alcohol related anti-social behaviour and crime</p>	<p>representations are made and then any imposed conditions must be proportionate to the nuisance witnessed and evidenced.</p> <p>This is broadly similar to the request to take on board the Community safety strategy at 03 above and already encompasses the Local Plan although this proposal would be better addressed as part of a “Cumulative Impact” proposal from a responsible Authority if the evidence were available to support it.</p>	<p>The part of the proposal that refers to the Community safety strategy (Formerly the Crime and Disorder reduction strategy) is accepted. The element that relates to reducing the potential for disorder cannot be accepted, as it is not from a Responsible Authority.</p>
		<p>1) Feels the policy should state that the licensing objectives are the only matters to be taken into account when setting conditions on a licence.</p>	<p>The statutory requirements state that conditions can only be set to promote the licensing objectives. The suggestion is that the Policy at 2.2 shifts the burden and indicates the Licensing Authority will intervene and only issue a licence when it is satisfied</p>	<p>Comments on 2.2 accepted.</p>

		<p>2.) Feels the Policy should state that the Licensing Authority couldn't impose conditions unless relevant representations are received and their discretion engaged. Further any condition attached must be related to the Licensing objectives and proportionate.</p> <p>3) The references to conditions at 17.1 and 18.1 appear to be ultra vires. Applicants cannot be required to demonstrate measures to prevent Public nuisance or impose capacity limits unless relevant representations on those objectives are made.</p>	<p>even if there have been no representations.</p> <p>The Policy state at 4.4 that the Licensing Authority will avoid imposing disproportionate conditions. It goes on to state at 4.6 that the Licensing Authority may if its discretion is engaged impose conditions.</p> <p>These are similar points to that at 07/1 above</p>	<p>Comments on unnecessary conditions already addressed.</p> <p>Comments regarding to conditions only relating to Licensing objectives already addressed.</p> <p>Comments on 17.1 and 18.1 accepted</p>
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## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - COMMUNITY 6 NOVEMBER 2007

#### EXECUTIVE 20 NOVEMBER 2007

#### NEW SWIMMING POOL AT CLIFTON HILL

#### 1. PURPOSE OF REPORT

- 1.1 This report outlines the results of the feasibility study into the suitability of Clifton Hill as a site for a new pool to replace Pyramids, and seeks approval for development funding of up to £85,000 to obtain a RIBA Stage C design for a 25 metre 8 lane pool.

#### 2. BACKGROUND

- 2.1 Officers have been working on plans to replace the existing 6 lane 25 metre pool at Pyramids, which is coming to the end of its life.
- 2.2 Executive on 24 January 2006 agreed that Clifton Hill was the best available site for the pool replacement and approved the commissioning of a feasibility study to ascertain whether the site would be suitable. The study has concluded that as long as any development does not impinge significantly on the former quarried area that was used as a tip, the site is viable for a pool (see attached Plan A). There are a few outstanding expenses and the final cost of the feasibility study is expected to be approximately £42,760 from within a budget of up to £70,000 for the Leisure Facilities Review.
- 2.3 The site to be developed has one other occupant: Exeter Small Bore Rifle Club occupies a building which is shown on the current proposal plan as being removed in order to accommodate car parking for the pool. However, the building could be retained at the expense of 22-25 car parking spaces and further consideration should be given to this. The proposals also involve the removal of 2 squash courts (one of which is currently out of use) at Clifton Hill Sports Centre. If it is decided that the proposals are to go ahead there will need to be further consultation on these issues.
- 2.4 At the beginning of this process, we reminded Members that the general condition of the Pyramids and its major equipment is gradually deteriorating. Some of the key plant at Pyramids is now in rather poor condition and the most recent survey has suggested that the boilers may need to be replaced within a matter of months at a cost of approximately £50,000. This is now being planned such that if and when the pool is decommissioned the boilers will be able to be used elsewhere. There is a risk that other vital plant could fail before a new pool is built. Should this occur then a decision will have to be taken on whether to incur significant expenditure to keep Pyramids open for a relatively short time.
- 2.5 Coincidentally the basement at Pyramids is also occupied by a shooting club (The Fonthill Rifle Club), which will be displaced if the site is redeveloped and this will need to be addressed.

### 3. PROPOSALS

- 3.1 The feasibility study looked essentially at three options for a new pool for the city: a 50 metre pool, an 8 lane 25 metre pool and a 6 lane 25 metre pool. Each option was to include provision for a learner pool.
- 3.2 It is proposed that the 50 metre option not be pursued. We have concluded that there is insufficient space to fit it onto the site, even if it extended into the contaminated area. The costs of providing and running a 50 metre pool are much greater than for a 25 metre pool, and the cost of removing contaminated land fill is very high. The 50 metre option was therefore discarded by officers at the end of Stage 1 of the feasibility study, in order to save expenditure on working up, evaluating and pricing options that were effectively non-starters. It should also be remembered that a 50 metre pool needs substantially more ancillary room if it is going to fulfil national and regional competition needs.
- 3.3 Either of the two 25m options would fit on the site. An 8 lane pool will provide significantly more flexibility than a 6 lane pool. For example, swimming lessons could take place in 2 lanes leaving 6 for general swimming. An 8 lane 25 metre pool will also be able to host national events.
- 3.4 If the (preferably 20 metre) ancillary / learner pool has a moveable floor, it will have much more flexibility of use, including:
- swimming lessons
  - junior water polo
  - warm up/cool down at major events or additional seating area for competitors if required
  - water aerobics
  - sub aqua
  - canoe training
  - competitive swimming for juniors
- 3.5 Copies of the outline layouts for 6 and 8 lane 25 metre pools will be available at the committee meeting. The initial guide prices are approximately £6.7m for the 6 lane pool and £6.9m for the 8 lane pool, including fees. These prices assume a 20×9 metre ancillary pool and include for significant improvement works to the existing sports centre, but do not include moveable floors combinations which range from £168,000 (for half of a 6 lane pool), through £174,000 / £204,000 (all of the learner pool) to £438,000 for all of both pools.
- 3.6 The Council will need to spend more development time with clubs on the next level of detail, such as the precise sizes, depths, types and extent of moveable floor and other factors to determine what is most important. At this stage it seems likely that a 20m wide, 8 lane (2.5 metres width), 2.5m deep main pool would satisfy all of the main users' aspirations, especially if part of it has a moving floor. However, the costings and the fitting of the pool within the uncontaminated land are based on a 16 metre wide pool (2 metres per lane) so it may not be possible to achieve everything.
- 3.7 If Members are content with these findings, the next stage is to commission a design team (architects, structural and services engineers, a quantity surveyor, and a project

manager) to begin work on the project proper. We would recommend that the team should be appointed for the full project, with a break clause at RIBA Stages C and E, to give the Council opportunities to reflect on the emerging cost situation and approve, amend or abandon the project. Further formal reports would be submitted upon completion of these stages.

#### **4. RESOURCE IMPLICATIONS**

- 4.1 The Council is expected to have used all of its available capital resources during 2008/09 in order to fund its existing capital programme commitments. This means that it will have to use unsupported borrowing as a means of funding the proposed new swimming facility. The use of borrowing as a means of funding will however have an ongoing impact upon the Council's revenue budget. The current revenue cost of borrowing, consisting of interest and loan repayments, is about £85,000 for each £1 million that is borrowed. As an example, a new swimming facility costing £7 million will incur additional annual revenue borrowing costs of about £600,000. The prudential capital framework enables the Council to borrow within self-imposed limits largely based on affordability. Therefore before a final decision can be made regarding the proposed new swimming facility the Council will need to demonstrate that it is affordable within the constraints of its medium term financial plan and other revenue and capital commitments.
- 4.2 Officers are currently in the process of finding a leisure management contractor to manage all of the Council's leisure facilities from 2010, when the present contracts end. One option which will be investigated is to include the design and building of the pool within the leisure management contract. This can have advantages in terms of the transfer of risk in building and operation, but at a cost. The expertise of a specialist contractor could be useful, whether the pool is funded by the Council or the contractor, and further assessment is needed into what part that contractor should play in the procurement of the new pool.
- 4.3 The cost of proceeding to RIBA Stage C is estimated at approximately £100,000. It is proposed that the design team be appointed for the full project however. This would mean using the full European competitive procurement process.
- 4.4 There is approximately £27,000 remaining in the feasibility study budget. It is suggested that an additional sum of up to £85,000 be allocated for the work needed to reach RIBA Stage C, to create a development budget of up to £112,000.

#### **5. RECOMMENDED that the Council**

- a) confirms its intentions to build a new 8 lane 25 metre swimming pool at Clifton Hill to replace Pyramids subject to it being affordable within the framework of the Council's current medium term financial plans
- b) proceeds to the appointment of a design team
- c) allocates funding for the procurement of architectural services to design a 25 metre 8 lane pool to RIBA Stage C level of detail

## HEAD OF LEISURE AND MUSEUMS

S:LP/Committee/1107SCC2  
18 October 2007

COMMUNITY AND ENVIRONMENT DIRECTORATE

### **Local Government (Access to Information) Act 1985 (as amended) Background papers used in compiling this report:**

- Feasibility Study undertaken by Clarke Bond and partners



CONTRACTOR TO CHECK ALL DIMENSIONS AND REPORT ALL ERRORS AND OMISSIONS TO THE ENGINEER

- KEY
- ◊ BHI EXISTING BOREHOLE LOCATION
  - ⊕ TP1 EXISTING TIAL PIT LOCATION
  - ⊕ TIAL PIT LOCATION

NO	REVISION	DATE	BY	CHKD

**DO NOT SCALE THIS DRAWING**

**clarkebond**  
 CIVIL ENGINEERING  
 100, The Malvern Court, Wellesley Way  
 Gower Road, Glastonbury, Somerset, BA4 8JL  
 Tel: +44 (0) 1458 823248  
 Fax: +44 (0) 1458 823319  
 Email: sales@clarkebond.co.uk  
 Website: www.clarkebond.co.uk

EXETER CITY COUNCIL  
 CLIFTON HILL SPORTS CENTRE

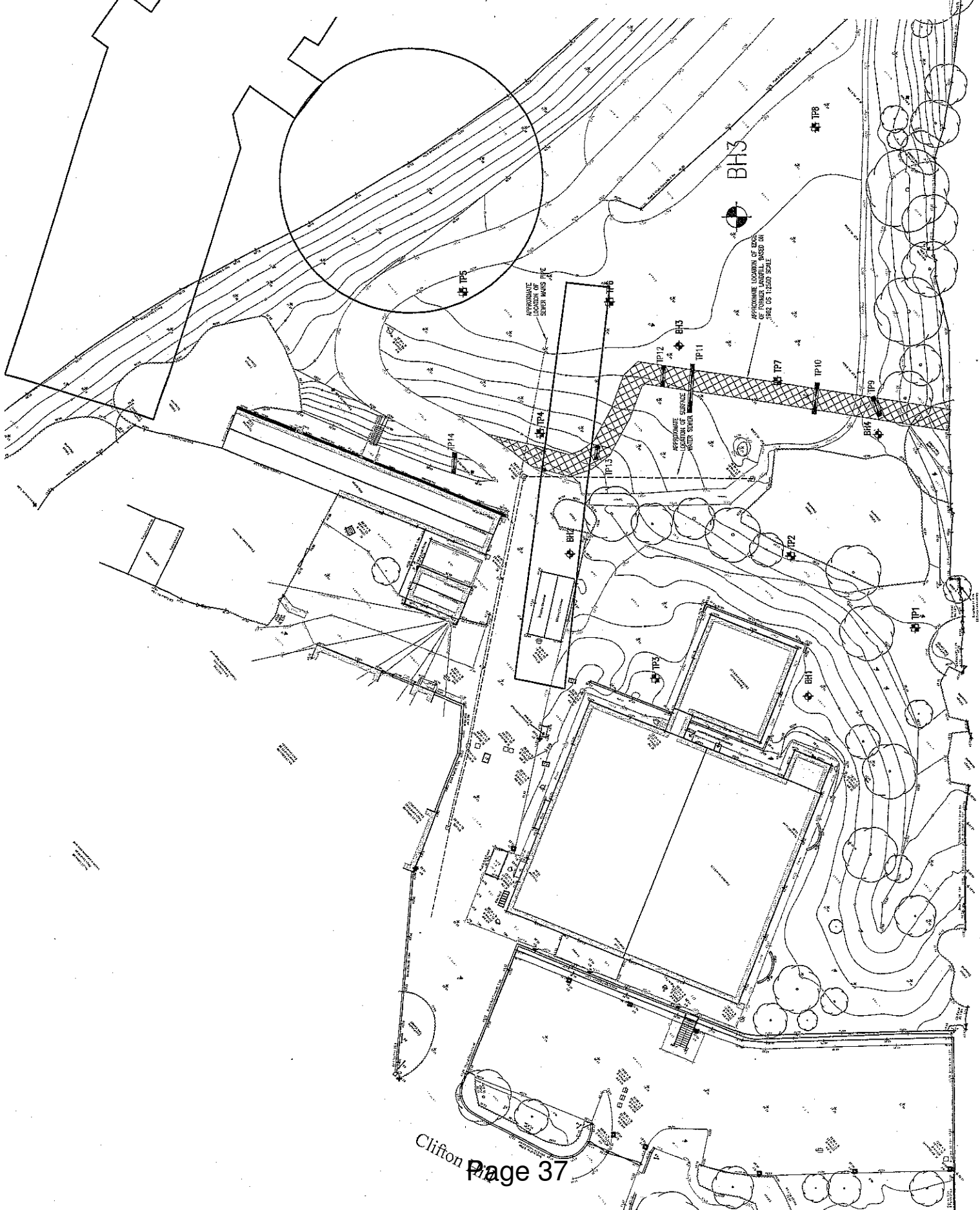
FIGURE 4  
 EXPLORATORY HOLE LOCATION PLAN

PRELIMINARY  
 NOT TO BE USED FOR CONSTRUCTION

EE00643 FIG 4

**Plan A**

**NB: The land beyond the hatched area (ie away from the Sports Centre) is landfill**



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## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - COMMUNITY 6 NOVEMBER 2007

#### EXECUTIVE 20 NOVEMBER 2007

#### PROPOSAL TO PURCHASE GLENCOE, ALPHINGTON STREET, EXETER

#### 1. PURPOSE OF THE REPORT

- 1.1 To obtain approval for the purchase of Glencoe, Alphington Street Exeter for use as emergency accommodation for homeless families.

#### 2. BACKGROUND

- 2.1 The Council has a range of good quality self-contained properties that it uses as temporary accommodation for households accepted as homeless and awaiting allocation to permanent housing. These properties include using Council properties as temporary accommodation, specialist homeless accommodation such as Shaul's Court where the Council has agreed a long lease for the use of the building and almost 100 private sector properties leased from their owners for our exclusive use. There is also a range of supported accommodation provided by local housing associations and outside agencies.
- 2.2 The Council also needs emergency accommodation for those households who become homeless and require housing while their case is investigated. To assist with this the Council currently contracts 24 units of accommodation from a number of providers who also undertake a range of housing support services to the households in their accommodation. This support includes assistance in maintaining their tenancy, claiming housing benefit and budgeting skills. Support at this level will help to ensure the households are more successful in any future tenancy they secure. The support provided forms part of the Council's Supporting People contract to provide supported emergency accommodation for homeless households across the City.
- 2.3 Households in this type of bed and breakfast accommodation can only remain there for six weeks even though they may need ongoing support. This six-week rule does not apply to council owned accommodation of this type which is classed as hostel accommodation.
- 2.4 Glencoe is a five-bedroom property situated in Alphington Street. Since 2004 the Council has used the property as emergency accommodation for homeless families. Each family receives 'housing support' under the terms of our Supporting People contract. The property is inspected each year by the Council's Environmental Health Unit and is licensed as a house in multiple occupation (HMO).
- 2.5 The owners of Glencoe have decided to sell the property and terminate their contract with the Council. The loss of these four units will limit the amount of accommodation available to the housing advice service and seriously impact upon the cost of providing emergency accommodation.

- 2.6 Because of the need to have a supply of family sized emergency accommodation officers believe the Council would need to procure another four units of supported accommodation elsewhere in the City to replace the sale of Glencoe.

### **3. OPTIONS APPRAISAL**

- 3.1 When considering how to replace these four units a number of options have been considered. These include:

#### **Purchase of Another Property with a Housing Association**

- 3.2 This option would require the Council to provide capital funding towards the purchasing costs of the building. It would also be difficult to find, purchase and convert a suitable property within the timescales required. There would also be further complications of applying for planning permission and meeting environmental health standards. Finally, it is likely that this option would require additional ongoing revenue funding, as the rental income would be restricted to housing benefit levels and the housing association would charge a management fee.

#### **Council Leases a Property from the Private Sector**

- 3.3 Whilst this option would reduce the capital outlay required to purchase a property, units of accommodation managed by private individuals fall within the bed and breakfast regulations and any income would be subject to the housing benefit subsidy regulations. Therefore the accommodation would operate at a loss and require ongoing revenue funding from the general fund to make it sustainable. It is unlikely that a suitable property could be found within the required timescale, and there would be the further complication of obtaining planning permission and ensuring the property met the required standards.

#### **Purchase of Glencoe by the Council**

- 3.4 This option provides the Council with an opportunity to purchase an existing property that meets the criteria required for this client group. The current owners have maintained the property to a very high standard. This has been confirmed by a property condition report of the building undertaken by the Council's Contract Services which states there are very few ongoing maintenance issues that would need to be addressed in future. This option also has a range of distinct advantages as outlined below.

### **4 ADVANTAGES**

- 4.1 If the Council purchased the property its classification would change to 'local authority hostel'. Therefore it would no longer be subject to the six-week rule and homeless households could remain in the property as long as they required support.
- 4.2 Purchase of the property by the Council would save money. Under the current funding arrangements, the amount paid to the owners for use of the property exceeds the amount of revenue generated by housing benefit. The cost of the accommodation is currently subsidised by £20,973 per year from the general fund. If the Council

purchased the property housing benefit subsidy levels would no longer apply and the project could be fully self-financing.

- 4.3 Another advantage of this option is the potential to create an additional family unit by converting the owners' existing accommodation situated on the ground floor of the building. The Council currently only has four units of emergency accommodation in the City that can accommodate two adults and two children. The cost of spot purchasing bed and breakfast accommodation for a large family of this size can be as much as £500 per week.
- 4.4 In order to increase the occupancy of the building, additional kitchen facilities will need to be provided to meet environmental health regulations. The cost of this work has been estimated at £20,000. Planning permission will be needed to change the use of the building to a hostel. The owners have applied for this.

## **5. PROVISION OF SUPPORT AND MANAGEMENT OF THE PROJECT**

- 5.1 As the current owners will no longer be providing support to the households accommodated in Glencoe, the Council will be required to sub-contract part of its Supporting People contract to another support provider. Carr Gomm, an approved support provider who successfully tendered for the Devon wide floating support contract, have indicated that they are willing to provide this service subject to approval by the Supporting People Team. Carr Gomm have two support workers based at the Civic Centre and it is proposed one of those workers would support the households in Glencoe. Carr Gomm also offer 24-hour telephone support to clients.
- 5.2 Day to day management of the property will be the responsibility of the Council's temporary accommodation team. This team will organise routine repairs and deal with tenancy issues and property management. It is estimated this additional management responsibility would require approximately 20 hours of staff time per week. This is likely to be achieved through a part time staff member with additional support, particularly out of hours, from existing contractors who work with us at Shaul's Court. These costs are included within the budget as outlined in Appendix I.

## **6 PROPOSAL**

- 6.1 It is proposed that the Council purchases Glencoe and continue to use it as supported accommodation for homeless people. It is also proposed that the Council convert the existing owners' accommodation to provide an additional unit of accommodation and that the Council enter into discussions with the Supporting People Team to change the housing support provider from the existing owners to Gar Comm.
- 6.2 The agreement to purchase Glencoe should be conditional on the owners obtaining the necessary planning permission to use the property as a hostel.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 The revenue budget for the scheme is contained in Appendix I to this report. This shows that the weekly cost per unit is £296. The rent charged will cover this cost and result in revenue cost being neutral.

7.2 The Council will enter into negotiations with the current owners and it is hoped agreement can be reached on a suitable figure. The capital finance for this purchase will be funded from within the Affordable Housing Capital Programme.

## **8. RECOMMENDED**

that Executive authorises the Head of Estates, in consultation with the Director Community & Environment and Portfolio Holder for Housing & Social Inclusion, to purchase Glencoe subject to the following conditions:

- i) The cost of the purchase price and any capital works required to be within the budget in the Appendix to this report;
- ii) Planning permission being granted to use the property as a hostel;

## HEAD OF HOUSING SERVICES

S:PA/LP/ Committee/1107SCC4 v3  
18.10.07

### COMMUNITY & ENVIRONMENT DIRECTORATE

**Local Government (Access to Information) Act 1985 (as amended)**  
**Background papers used in compiling this report:**

None

## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE – COMMUNITY 6 NOVEMBER 2007

#### EXECUTIVE 20 NOVEMBER 2007

### REVIEW OF DISABLED ADAPTATIONS POLICY AND PROCEDURE (COUNCIL PROPERTIES)

#### 1. PURPOSE OF REPORT

- 1.1 To seek Members' approval for the revised Disabled Adaptations Policy and Procedure following a comprehensive review.

#### 2. BACKGROUND

- 2.1 Exeter City Council currently spends in excess of £400,000 per annum installing a range of disabled adaptations for tenants who require them. These include everything from providing grab rails and lever taps to installing walk-in showers, stair lifts and access ramps.
- 2.2 Timescales for such adaptations vary depending on the complexity of work required and the budget available. Therefore whilst minor adaptations may take a few weeks or months to install, some applicants have experienced waits of over 12 months for major adaptations such as walk-in showers. Therefore, a review of the service was undertaken to introduce new policies and procedures to enable more effective assessment of the tenants' needs and to speed up the time taken from referral to completion of the work. A copy of the new policy and procedure is available on the intranet with a hard copy in the Members' Room.

#### 3. POLICY AMENDMENTS

- 3.1 The policy and procedure document sets out new timescales and standards for the service that can be monitored using the Council's housing management computer system. It also makes changes to the way minor and major works are undertaken. These changes include:
  - Publishing a list of 'minor' adaptations that will be dealt with immediately upon referral and completed within 20 working days
  - In partnership with Devon County Council's Adult and Community Services Department, introducing new referral mechanisms to ensure an accurate assessments of an individual's needs are made and priority given for installation.
  - Setting a service standard for completion of major adaptation work within 12 weeks of receiving the formal referral from the occupational therapist.
  - Introducing a range of standard letters to keep tenants informed of progress

- Distributing a new satisfaction survey questionnaire to assess how the tenant viewed the process, their experience of the contractor while the work was undertaken and testing the impact of the adaptation on their lives.

3.2 Many of these new targets and standards will be a challenge to meet, in particular completing major adaptation work within a 12-week period. However, such timescales are being achieved by other landlords and is therefore a standard we wish to achieve. Speeding up our response times will have a great benefit to many tenants and support them in remaining safely in their homes. Regular monitoring of cases will be undertaken and performance information published quarterly in the Housing Performance Digest.

3.3 The policy also seeks to use the Council's transfer policy to help move disabled tenants into more suitable properties through the Home Choice scheme as another option in meeting their needs. This approach not only helps to ensure we use existing adapted housing more effectively but also allows available resources to be targeted more efficiently. To assist this process the joint funded occupational therapist based within the Housing Services Unit has established a separate housing register of disabled applicants (including existing tenants) that accurately assesses their needs and can match them to suitable properties that become available.

#### **4 RECOMMENDED**

- 1) that Scrutiny Committee – Community supports and Executive agrees to adopt the Disabled Adaptations Policy and Procedure document
- 2) that performance information relating to this new policy is included within the Housing Unit's Performance Digest.

HEAD OF HOUSING SERVICES

S:LP/Committee/1107SCC8  
18.10.07

COMMUNITY AND ENVIRONMENT DIRECTORATE

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

**Background papers used in compiling the report: -**

None



## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE

6 NOVEMBER 2007

### EXECUTIVE

20 NOVEMBER 2007

#### TEMPORARY ACCOMMODATION MANAGER POST (CE06216)

#### 1. PURPOSE OF REPORT

- 1.1 To seek Members' approval to make the post of Temporary Accommodation Manager (CE06216) within the Housing Services Unit permanent.

#### 2. BACKGROUND TO THE POST

- 2.1 The Council manages a number of properties that are used as temporary accommodation for homeless households. Currently there are 115 private sector leased properties, 24 bed-spaces funded by Supporting People in serviced temporary accommodation, 26 within Exeter City Council's own stock and 31 units at Shauls Court making a total of 196 units.
- 2.2 Many of the clients in temporary accommodation have complex support needs and require intensive housing management in order to ensure they maintain their temporary accommodation and can move successfully on to permanent accommodation. Temporary accommodation is complex to manage, particularly with regard to repairs and maintenance issues. Unlike the Council's own stock, each property is unique and, depending on the lease arrangements with the landlords, some repairs are the responsibility of the landlord whereas others are the Council's responsibility.
- 2.3 Until August of 2005, a team of two Temporary Accommodation Officers (CE06199 and CE06208) and a Rent Arrears Officer (CE06179) managed these properties. However, it was identified in August 2005 that this staffing structure was insufficient to manage the properties effectively, and support the homeless households accommodated within them.
- 2.4 Following the completion of Shaul's Court, a building containing 31 units leased from the landlord to house homeless households, and an Internal Audit report on the management of temporary accommodation, a review was undertaken of the roles and responsibilities of staff in the temporary accommodation service. It was agreed that there was not enough management capacity within the service to ensure the recommendations of the audit report were implemented effectively. There was also a need to ensure that the services provided to both the client and landlords met their needs and was of a higher quality. It was therefore decided in August 2005 to create the post of Temporary Accommodation Manager. The aims of this post were to:
- Ensure value for money for the Council in the management of temporary accommodation in particular regarding repairs and maintenance, void control and hand back of properties

- Ensure that the supply of temporary accommodation met the needs of the clients with regard to house type, size and location
- Develop policies and procedures for the service, including the new unit at Shauls Court, and ensure staff were operating in accordance with them
- Develop a multi-agency approach to managing homeless households in temporary accommodation in order to ensure clients were given appropriate support to enable them to sustain their properties and successful move into permanent accommodation
- Monitor performance of the service overall and liaise with external contractors regarding issues of performance, contract management and compliance with supporting people arrangements
- Provide management support and guidance for staff

2.5 The post was initially appointed on a temporary basis under delegated powers because it was funded from the annual government homelessness grant. The successful applicant was appointed on 12 September 2005 on a temporary contract for a period of one year ending on 8 September 2006. Following a review of the effectiveness of this post, and the continued Government funding it was agreed under delegated powers to extend the contract for a further 12 months until 8 September 2007. At that time the post was further extended to allow for this report to be submitted for consideration.

### **3. CURRENT PROGRESS**

3.1 The post has increased the management capacity within the team, as intended, enabling the service to manage temporary accommodation more effectively and efficiently. Since the post was created the following work has been completed or is on-going:

- A continuous audit of all households in temporary accommodation, including regular individual visits to all clients, in order to ensure the property is being maintained and their support needs are being met. Where appropriate referrals have been made to floating support providers.
- A review of the repairs and maintenance arrangements for our private sector leased properties. The existing repairs and maintenance contract is currently being reviewed and will be re-tendering in the near future. This will be followed by a contract implementation timetable and close monitoring of the new arrangements thereafter.
- Opening of Shauls Court in December 2005 and the continued intensive and effective management of the scheme.
- Development of policies and procedures for the temporary accommodation service, including the production of a customer information leaflets, temporary accommodation handbook and arrears procedures.
- More effective management of anti-social behaviour issues resulting in a number of tenants being evicted from their accommodation

- 3.2 Since this post has been established there has been a reduction in the time temporary accommodation remains empty before being reoccupied (from an average of almost 20 days in August 2005 to an average of 10 days in the first quarter of 2007/08), greater control over expenditure on repairs and maintenance of properties, improved relations with external contractors and landlords and improved tenancy management and sustainment for the homeless households accommodated in temporary accommodation.
- 3.3 In addition to supervising the staff in the temporary accommodation team, the Temporary Accommodation Manager's post is responsible for delivery of the Council's temporary accommodation reduction plan and will be responsible for overseeing the management of the Council's first local authority hostel at Glencoe (subject to committee approval). This will be a significant piece of work requiring new procedures to be introduced and a robust management regime installed.
- 3.4 The work undertaken by the postholder has resulted in significant efficiency savings to the Council. For example, the reduction in average void times highlighted in paragraph 3.2 above has saved an average of £21000 per annum (based on current average void rates). There has also been a reduction in the average value of handing back a private sector leased property to its owner through better negotiation and understanding of the lease. Arrears levels for current and former tenant placed in temporary accommodation has fallen by over £48,000.

#### **4. PROPOSAL**

- 4.1 Whilst the amount of temporary accommodation is set to decrease over the next three years to meet the government targets, this will result in more private sector leased properties being handed back to landlords. This process will need to be effectively managed in order to minimise the Council's expenditure under the terms of the leases for each property.
- 4.2 At the same time the Council is seeking to expand its Extra-let service as an alternative to private sector leasing. This service is effectively an arms-length management agency that specialises in managing private sector properties where the landlord agrees to the Council having exclusive use of their accommodation for clients who are potentially homeless. Clients housed through the service are not classed as living in temporary accommodation and therefore help the Council meet its temporary accommodation reduction targets. The Extra-lets service has grown rapidly over the past 12 months and is currently managed by just one Housing Enabling Officer. However, as the number of properties in management increases, the temporary accommodation team will undertake the day-to-day management responsibilities for these properties to ensure tenancy agreements are adhered to and clients are effectively supported. The scheme will also have a positive impact on the numbers of households accepted as homeless and help to prevent expenditure within the emergency accommodation budget.
- 4.3 It is also essential that the temporary accommodation team continue to have a strong and effective management structure to support them in the intensive work they undertake. Strong management of private sector properties is also essential to maintain the trust of the landlords we work with.

4.2 Given the continuing need for a properly managed and effective service in this area it is proposed that the post of Temporary Accommodation Manager be made permanent from 8 September 2007.

## **5. FINANCIAL IMPLICATIONS**

5.1 The salary of this post is set at Grade 8 (£23,175 to £26,928 pay award pending). The post has been funded from within the government's homelessness revenue grant budget, which is set annually. However, the cost of this post can be contained within existing general fund homelessness budgets because of efficiency savings that have now been achieved by the work of the temporary accommodation team. This will allow the government homelessness grant to be used for other important initiatives to help prevent homelessness in Exeter. For example support for Exeter Homelessness Action Group's Smart-Move and Nightstop services and greater use of debt outreach workers.

## **6. RECOMMENDED**

- (1) That Executive approves that the post of Temporary Accommodation Manager (CE06216) is made permanent from the 8 September 2007.

## HEAD OF HOUSING SERVICES

S:LP/Committee/1107SCC10  
18.10.07

COMMUNITY & ENVIRONMENT DIRECTORATE

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

**Background papers used in compiling this report:**

None

## EXETER CITY COUNCIL

EXECUTIVE  
20 November 2007

### CIVIL PARKING ENFORCEMENT

#### 1.0 PURPOSE OF REPORT

- 1.1 To inform Members of the proposed introduction of a Civil Parking Enforcement scheme for Devon from May 2008 and to seek in principle support from Executive for this Council to enter into appropriate partnership arrangements with the County Council and other Districts to deliver the scheme effectively.

#### 2.0 BACKGROUND

- 2.1 The Devon and Cornwall Constabulary have announced their intention to withdraw from on-street parking enforcement, via the traffic warden service, with effect from 1 April 2008. As Highway Authority, lead responsibility lies with the County Council to develop alternative arrangements for enforcement which will be carried out under the provisions of the Traffic Management Act 2004 (TMA) and will be designed to produce a fair and consistent approach to parking enforcement which contributes to overall transportation objectives. The regime introduced under the TMA will be known as Civil Parking Enforcement (CPE).
- 2.2 The Department for Transport is keen for the County Council to submit a scheme covering both on and off-street parking enforcement in partnership with the District Councils in Devon. County is working to submit an application to DfT by the end of November. The County Council has requested that Districts formally indicate their in principle support for this application, and this report is seeking that support from Members. If the application is approved by DfT, it is proposed that the new CPE regime will come into force from May 2008, although this timescale looks challenging. Between April 2008 and the beginning of CPE it is hoped that the Police will continue to carry out some enforcement although, as now, this is unlikely to be a high priority for them.

#### 3.0 PROPOSALS

- 3.1 The detailed arrangements for the operation of a CPE scheme in Devon, and the specific implications for Exeter, have yet to be determined, which is why Members are being asked to support the application in principle only. Clearly, the operational and financial details of any scheme will be of paramount concern to the Council (as they will for all Districts) and will take shape as discussions with the County and other partner authorities continue over the coming months. The position of Exeter as a potential Unitary Council will also be an important factor in these discussions, as we will obviously wish to put in place arrangements which will continue to meet our needs from April 2009. There will therefore be further reports to Executive seeking more substantive decisions once specific proposals emerge and the potential implications for us become clearer.

- 3.2 At this stage of the discussions, the proposal is for District-managed enforcement (a team of Civil Enforcement Officers comprising current Parking Attendants plus additional posts which broadly reflect the present traffic warden establishment for each area) and either a single back office to handle “notice processing” across the County (basically the administrative tasks which flow from the issue of a Penalty Charge Notice) or as few back offices as possible if the single back office model is unachievable. For Exeter, officers support the idea of an integrated enforcement team directly managed by an expanded Parking Service and would also support the notion of a reduced number of back offices on the grounds of potential efficiency savings. There is significant further work to do on back office options, however, and officers would in any case wish to retain in house those functions relating to the consideration of formal representations and appeals which can directly impact on an authority’s reputation.
- 3.3 The financial details of CPE remain to be clarified. Among the key issues for the Council will be the number of additional enforcement posts we can expect in Exeter and whether, in our judgement, these are sufficient to carry out the levels of inspection and enforcement required by the scheme and by Members and residents locally; the number of back office posts we will require and how these posts will be funded. The expectation is that additional enforcement posts will be financed through income generated by Penalty Charge Notices (PCNs), but it is not clear at this stage how any additional back office posts will be funded as this will depend on what arrangements are eventually put in place for notice processing and the size of the residual representation and appeals function. If there are any financial implications for the Council in 2008/09, these will be reported to Members for consideration as soon as they become clear. From April 2009 it is anticipated that the entire costs of the CPE operation in Exeter (both frontline enforcement and back office administrative tasks) will be capable of being funded from a combination of parking and PCN income which the Council, as a Unitary authority, would retain. Depending on what notice processing arrangements were in place, we would either buy in to these or provide them to others under a service level agreement.
- 3.4 CPE is a major development for all local authorities in Devon and will require a considerable amount of work over the coming months if the proposed implementation date of May 2008 is to be successfully achieved. There are still significant issues to be resolved and officers will be pursuing these with colleagues in the County Council and other Districts with a view to putting in place arrangements which deliver efficiency savings but also allow this Council to retain direct influence over those functions which will impact on its reputation as a parking authority and be seen as indicative of its approach to customer service. Further reports will be submitted to Executive for decision as the specific proposals take shape.

#### **4.0 FINANCIAL IMPLICATIONS**

- 4.1 The financial implications of the introduction of CPE are difficult to gauge at this point. Much, if not all, of the upfront investment will be made by the County Council and the majority of enforcement costs should be covered by income from

PCNs. However, there may be some additional enforcement and back office costs which the City Council will need to consider meeting in 2008/09 and these will be reported to Members at the appropriate time.

## **5.0 RECOMMENDATION**

### **5.1 That Executive**

- (i) note the proposed introduction of Civil Parking Enforcement and support the County Council's application to DfT subject to further discussion and agreement on the financial and operational details of implementation
- (ii) delegate to Director Economy & Development, in consultation with the Leader and Portfolio Holder for Sustainable Development and Transport, any decisions about CPE that are required to meet the DfT timetable.

**ROGER COOMBES**  
**HEAD OF ADMINISTRATION AND PARKING SERVICES**

**ECONOMY & DEVELOPMENT DIRECTORATE**

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

**Background papers used in compiling the report:**

None

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## EXETER CITY COUNCIL

### EXECUTIVE

20 NOVEMBER 2007

#### DESIGNATION OF NEW CONSERVATION AREA AT TADDYFORDE AND ADOPTION OF CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

#### **1 PURPOSE OF REPORT**

- 1.1 To agree the designation of a new Conservation Area at Taddyforde, the adoption of a Conservation Area Appraisal and Management Plan and agree further consultation on an Article 4(2) Direction.

#### **2 BACKGROUND**

- 2.1 In July 2007, Executive agreed to consult on a proposed conservation area at Taddyforde, the draft appraisal and management plan document and the application of an Article 4(2) Direction.
- 2.2 Copies of the document were made available from the Civic Centre and on the Council Website. Because of the small size of the Conservation Area and the lack of community facilities within it, a copy of the draft appraisal was sent to every address within the proposed area. A period of one month was allowed for comments.
- 2.3 34 documents were sent out and 14 written comments were received.
- 2.4 Comments were received from the owners of Wembury in the form of a document from Context Logic, a specialist planning consultant. There is an outstanding planning appeal in respect of the Wembury site relating to the demolition of the house and erection of a block of flats. A decision from the Inspector is expected before Executive and will be reported verbally.

#### **3 BOUNDARY**

- 3.1 The proposed boundary is shown on the attached plan and includes:
- All properties within the private estate of Taddyforde.
  - 4 properties south of the stone arch entrance to Taddyforde on New North Road that face into the private estate
  - 3 properties north of the stone arch entrance to Taddyforde that face onto New North Road
  - The Cowley Lawn Tennis Club on New North Road

#### **4 PLANNING MEMBER WORKING GROUP**

- 4.1 The written representations were discussed and the proposed boundary supported. There was a debate regarding the proposal to consult further on the application of a blanket Article 4(2) Direction and this was supported.
- 4.2 A draft of the CAAMP for adoption is in the Members room along with a copy of the Context Logic report. A plan of the proposed conservation area is attached.

#### **5 RECOMMENDATIONS**

- 5.1 That Taddyforde is designated a Conservation Area, the Appraisal and Management is adopted and a blanket Article 4(2) Direction is pursued.

**RICHARD SHORT  
HEAD OF PLANNING SERVICES**

**ECONOMY AND DEVELOPMENT DIRECTORATE**

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

**Background papers used in compiling the report:**

None



Not to scale



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23/05/2007

### Taddyforde Conservation Area Boundary

### Plan 1

Proposed boundary

Planning Services, Exeter City Council, Civic Centre, Paris Street, Exeter, EX1 1NN

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## EXETER CITY COUNCIL

**EXECUTIVE  
20 NOVEMBER 2007**

### APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

Where there are no vacancies it will be assumed that, unless otherwise determined by Executive, the sitting Councillor/member of the public will remain as the Council's representative on the respective outside body. Where there are vacancies for which nominations are sought, the name of the previous representative has been emboldened in order for a new name to be put forward.

<u>BODY</u>	<u>TERM OF OFFICE</u>	<u>CURRENT APPOINTMENT EXPIRES</u>	<u>CURRENT REP(S).</u>
Alphington United Charities	4	19.06.2010	Mrs Jordan <b>Alderman Long (resigned) Mrs D. Conroy nominated</b> Cllr PW Smith Cllr Wadham
Exeter Area Rail Project Working Party		From 20.11.07	<b>Cllr P. Smith nominated to bring City Council representation up to quota</b>
Exeter Dispensary and Aid in Sickness Fund	4	31.03.2010	<b>Mr T. Doble (retired)</b>
Montgomery Combined School (Community Governor)	4	19.11.2011	<b>Vacancy. A representative from west of the River is sought</b>
Relate		From 20.11.2007	<b>Vacancy – Cllr Choules (resigned)</b>
St. Edmunds and St. Mary Major, Exeter	4	09.08.2011 09.08.2012	<b>Miss Holding</b> <b>Mr Dunsford (resigned)</b>

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