



**Exeter City Council**

To the Chair and Members  
of the Scrutiny Committee - Resources

**Please ask for:** Sharon Sissons

**Direct Dial:** 01392 265115

**Email:** Sharon.sissons@exeter.gov.uk

**Our ref:**

**Your ref:**

**AGENDA FOR**  
**EXETER CITY COUNCIL**  
**SCRUTINY COMMITTEE - RESOURCES**

The Scrutiny Committee - Resources will meet on **WEDNESDAY 18 SEPTEMBER 2013**, commencing at **5.30 pm**, in the Rennes Room, Civic Centre, Paris Street, Exeter to consider the following business. If you have an enquiry regarding any items on this agenda, please contact Sharon Sissons, Democratic Services Officer (Committees) on **Exeter 265115**.

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

Pages

**PART I: ITEMS SUGGESTED FOR DISCUSSION WITH THE PRESS AND PUBLIC PRESENT**

1 **APOLOGIES**

To receive apologies for absence from Committee members.

2 **MINUTES**

To sign the minutes of the meeting held on 19 June 2013.

3 **DECLARATIONS OF INTEREST**

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

Office of Corporate Manager Democratic & Civic Support

Civic Centre, Paris Street, Exeter, EX1 1JN

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

It is considered that the Committee would be unlikely to exclude the press and public during the consideration of any of the items on the agenda but, if it should wish to do so, the following resolution should be passed:-

**RECOMMENDED** that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for consideration of the particular item(s) on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in Paragraph 1 of Part I, Schedule 12A of the Act.

5                    **QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER 19**

A period of up to 15 minutes will be set aside to deal with questions to the Committee from members of the public.

*Details of questions should be notified to the Corporate Manager Democratic & Civic Support at least three working days prior to the meeting. Further information and a copy of the procedure are available from Democratic Services (Committees) (265115) also on the Council web site:  
<http://www.exeter.gov.uk/scrutinyquestions>*

6                    **QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER STANDING  
ORDER 20**

To receive questions from Members of the Council to appropriate Portfolio Holders.

**PERFORMANCE MANAGEMENT**

7                    **AIM PROPERTY MAINTENANCE PROGRESS 2013/14**

To consider the report of the Acting Assistant Director Finance, Assistant Director Economy and Assistant Director Housing and Contracts – *report circulated*                    5 - 6

8                    **BUDGET MONITORING (QUARTER 1)**

To consider the report of the Acting Assistant Director Finance – *report circulated*                    7 - 12

**MATTERS FOR CONSIDERATION BY THE EXECUTIVE**

9                    **OVERVIEW OF THE GENERAL FUND BUDGET 2013/14**

To consider the report of the Acting Assistant Director Finance – *report circulated*                    13 - 28

10                   **CAPITAL MONITORING STATEMENT**

To consider the report of the Acting Assistant Director Finance – *report circulated*                    29 - 44

11

**REVISION OF ASBESTOS POLICY**

To consider the report of the Assistant Director Environment - *report circulated* 45 - 46

**MATTERS FOR CONSIDERATION BY SCRUTINY COMMITTEE - RESOURCES**

12

**HEALTH AND SAFETY AT WORK MATTERS**

To consider the report of the Assistant Director Environment - *report circulated* 47 - 50

13

**WORK SCHEDULE PROGRAMME MEETING**

Work Schedule Programme Meeting 25 July 2013 - to note and consider matters arising in relation to Scrutiny Committee – Resources - *note attached* 51 - 52

**DATE OF NEXT MEETING**

The next **Scrutiny Committee - Resources** will be held on Wednesday 4 December 2013 at 5.30 pm

**FUTURE BUSINESS**

The schedule of future business proposed for this Scrutiny Committee and other Committees of the Council can be viewed on the following link to the Council's website: <http://www.exeter.gov.uk/forwardplan>  
Councillors can view a hard copy of the schedule in the Members Room.

***Membership -***

Councillors Baldwin (Chair), Ruffle (Deputy Chair), Bowkett, Brock, Bull, Crew, Dawson, Donovan, Macdonald, Newby and Robson

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

**Individual reports on this agenda can be produced in large print on request to Democratic Services (Committees) on 01392 265111.**



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## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - RESOURCES 20 SEPTEMBER 2013

#### AIM PROPERTY MAINTENANCE PROGRESS REPORT 2013/14

## 1 PURPOSE OF THE REPORT

- 1.1 This is the first quarterly report, covering the period from April to June 2013 to advise Members of the progress on the non-housing Property Maintenance revenue budget for 2012/13 as monitored by the Asset Improvement and Maintenance (AIM) Group.
- 1.2 The report details the financial position of the £1.5m programme of non-housing reactive and planned property maintenance and refurbishment for the financial year 2013/14. In some cases this programme further includes budgets for schemes rolled forward from 2012/13. Where necessary this report will provide specific details on significant programme variations.

## 2 BACKGROUND

- 2.1 The Council approved the following:

	BUDGET £	ACTUAL TO DATE 30/06/13 £	PROJECTED ACTUAL EXP 2013-14	ROLL FORWARD INTO 2014-15	OUTTURN £
SERVICE RECHARGES	214,560	0	214,560	0	0
LEASE REQUIREMENTS	45,360	4,929	45,360	0	0
AIM PRIORITY PROGRAMME	207,520	3,169	207,520	0	0
AIM REACTIVE	537,070	107,071	537,070	0	0
SERVICE CONTRACTS	499,900	90,079	499,900	0	0
TOTAL NON-HOUSING REVENUE	1,504,410	205,248	1,504,410	0	0

- 2.3 The current level of spending against the specifically monitored budgets in 2013/14 above presently indicates that, despite pressures on some budgets from rates of spend there is presently no predicted significant variation to either individual budgets for schemes or overall budget at this stage.

**3 RECOMMENDED**

- (1) that the first quarter financial position of the £1.5 m programme of non-housing reactive and planned property maintenance and refurbishment for 2013/14 as detailed above be noted.

ASSISTANT DIRECTOR HOUSING AND CONTRACTS  
ASSISTANT DIRECTOR ECONOMY  
ASSISTANT DIRECTOR FINANCE

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

None

## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - RESOURCES 18 SEPTEMBER 2013

#### BUDGET MONITORING REPORT TO 30 JUNE 2013

#### 1. PURPOSE OF REPORT

- 1.1 This report advises Members of any material differences by management unit to the revised budget.
- 1.2 Budget monitoring updates in respect of the Resources Capital Programme are incorporated into the overall report on capital on this agenda which is prepared on a quarterly basis, in order to improve financial reporting to this Committee and help to provide a more comprehensive financial update in respect of all of the Scrutiny Committee budgets.
- 1.3 Potential areas of budgetary risk are also highlighted in this report, so that Members are aware that certain budgets have been identified as being vulnerable to factors beyond the control of the Council, which may result in potential deviations from budget, and are therefore subject to close monitoring, by members and officers.

#### 2. REVENUE BUDGET MONITORING TO 30 JUNE 2013

- 2.1 The current forecast suggests that net expenditure for this committee will increase from the revised budget by a total of £153,070, as detailed in Appendix 1. This represents a variation of 0.98% from the revised budget. This includes supplementary budgets of £141,840. Capital charges have been deducted from this to provide the total budget for management accounting purposes.
- 2.2 The current forecast variance represents an increase in expenditure of £153,070. The significant variances are:

MU Code	Management Unit	Over / (Underspend)	Detail
86A1	Revenue Collection/Benefits	62,610	<ul style="list-style-type: none"> <li>• Net additional cost of Housing Benefit payments to claimants based on current caseload.</li> <li>• Over payments of Housing Benefit caused by Local Authority error is close to the limit allowed by central Government. If the Council exceeds this, then the Government will reduce the amount of subsidy paid to the Council – specific targeted action is being taken to reduce this.</li> </ul>
86A4	Civic Ceremonials	30,000	<ul style="list-style-type: none"> <li>• Reduced income from commercial letting.</li> </ul>
86A7	Unapportionable Overheads	106,410	<ul style="list-style-type: none"> <li>• The approved cost of pension fund contributions following redundancies – the individual services pay the actual cost of redundancies to reflect where the subsequent savings will be made.</li> </ul>

86A8 86B7	Chief Executive Services & Strategic Directors	41,750	<ul style="list-style-type: none"> <li>The senior management at officer level was reviewed from three positions to two from 1<sup>st</sup> June 2013, with savings being made from 2014-15 onwards.</li> </ul>
86B1	Treasury Services	(42,010)	<ul style="list-style-type: none"> <li>Vacancies pending reorganisation.</li> </ul>
86B5	Corporate Customer services	(30,880)	<ul style="list-style-type: none"> <li>The installation of solar panels at the Civic Centre has reduced energy costs.</li> <li>There have been vacancies in the Customer Service Centre and reduced IT maintenance costs.</li> </ul>

### 3. AREAS OF BUDGETARY RISK

3.1 The table below identifies two areas that have been identified as a budgetary risk within the Resources revenue budgets. The variances being projected on the risk areas at this stage are noted above (see 2.2).

3.2 The areas of risk are as follows:

Budget Title	Approved Budget	Risk
<b>Revenue Collection/Benefits –</b> Housing Benefit Subsidy	£40,833,830	The Council administers nearly £41m of Housing Benefit Subsidy for rent allowances and rent rebates. The claiming of subsidy is based on cost and administering within timescales varied from time to time by the Government. If timescales are not met, administrative errors minimized and overpayments reduced, there is a risk of paying out for Housing Benefit and only receiving a partial reimbursement of subsidy.
<b>Unapportionable Overheads –</b> Pension contributions	£291,290	Employer's contributions to the Pension Fund for staff and retired staff are administered on the Council's behalf by Devon County Council. A combination of reduced staffing, investment performance and life expectancy have meant that employer payments in to the scheme have been increasing. This is particularly relevant with the Council's staff numbers reducing and the added risk of existing or new staff leaving or not joining the scheme. Employer's contributions are based on current staff that are enrolled in to the Pension Fund, so if there are less staff, the per capita contribution will need to increase.



#### **4. RECOMMENDED that**

4.1 Scrutiny Committee – Resources note this report.

#### **ACTING ASSISTANT DIRECTOR FINANCE**

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

*Background papers used in compiling this report*

None

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**SCRUTINY COMMITTEE - RESOURCES  
BUDGET MONITORING**

**APRIL 2013 TO JUNE 2013**

REVISED BUDGET EXC CAPITAL CHARGES	CODE		CURRENT OUTTURN FORECAST	CURRENT FORECAST VARIANCE
£			£	£
2,214,500	86A1	REVENUE COLLECTION / BENEFITS	2,277,110	62,610
291,720	86A2	ELECTIONS & ELECTORAL REGISTRATION	288,910	(2,810)
739,440	86A3	CORPORATE	727,440	(12,000)
241,870	86A4	CIVIC CEREMONIALS	271,870	30,000
845,910	86A5	DEMOCRATIC REPRESENTATION	845,910	0
1,088,870	86A6	GRANTS/CENTRAL SUPPORT/CONSULTATION	1,088,870	0
309,580	86A7	UNAPPORTIONABLE OVERHEADS	415,990	106,410
975,790	86A8	CHIEF EXECUTIVE SERVICES	984,650	8,860
45,850	86A9	STRATEGIC/COMMUNITY PARTNERSHIPS	45,850	0
2,946,270	86B1	TREASURY SERVICES	2,904,260	(42,010)
175,480	86B2	INTERNAL AUDIT	175,480	0
756,590	86B3	HUMAN RESOURCES	756,590	0
619,370	86B4	LEGAL SERVICES	619,370	0
2,403,050	86B5	CORPORATE CUSTOMER SERVICES	2,372,170	(30,880)
1,473,440	86B6	IT SERVICES	1,473,440	0
325,610	86B7	STRATEGIC DIRECTORS	358,500	32,890
<b>15,453,340</b>		<b>NET EXPENDITURE BEFORE INTERNAL RECHARGES</b>	<b>15,606,410</b>	<b>153,070</b>
<b>(10,280,260)</b>		<b>LESS INTERNAL RECHARGES</b>	<b>(10,280,260)</b>	<b>0</b>
<b>£ 5,173,080</b>		<b>NET EXPENDITURE</b>	<b>5,326,150</b>	<b>153,070</b>

**Transfers to/from Earmarked Reserves:**  
None

**OVERALL FORECAST EXPENDITURE FOR THE  
YEAR AFTER MOVEMENTS TO/FROM RESERVES:**

**5,326,150**

**153,070**

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# Agenda Item 9

## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE - RESOURCES 18 SEPTEMBER 2013

EXECUTIVE  
1 OCTOBER 2013

COUNCIL  
15 OCTOBER 2013

#### OVERVIEW OF GENERAL FUND REVENUE BUDGET 2013/14

#### 1. PURPOSE OF THE REPORT

- 1.1 To advise Members of the overall projected financial position of the General Fund Revenue Budget and Housing Revenue Account after three months, for the 2013/14 financial year.

#### 2. REVENUE POSITION – SUMMARY

2.1

FUND	Planned Transfer (to) / from Working Balance	Budget Variance June 2013 Over / (under)	Outturn Forecast Transfer 2013/14
	£	£	£
General Fund	253,200	245,939	499,139
HRA	(1,712,160)	1,128,922	(583,238)
Council own Build Houses	(34,070)	3,680	(30,390)

#### 3. GENERAL FUND – Appendix A

- 3.1 The Service Committee budgets shows a forecast overspend of £378,990 (3.1%) against a revised Service Committee Net Expenditure budget of £12,223,520. The key issues are set out below:

#### 3.2 Scrutiny Committee Community – (An overspend of £57,670)

MU Code	Management Unit	Over / (Underspend)	Detail
81A1	Environmental Protection	87,430	• Impact of redundancies.
81A4	Public Safety	17,330	• Impact of redundancies
81A7	Museums Service	45,500	• Business Rates on the Royal Albert Memorial Museum are higher than budgeted. This is subject to an appeal, which may reduce or increase the overspend.

MU Code	Management Unit	Over / (Underspend)	Detail
81C2	SHS - Advisory Services	(24,250)	<ul style="list-style-type: none"> <li>Additional staff time being charged to the HRA to reflect work on allocations of Council Housing</li> </ul>
81C3	SHS - Housing Development	(58,250)	<ul style="list-style-type: none"> <li>Additional staff time being charged to the HRA to reflect work on Council Own Build</li> </ul>
81D4	Street Cleaning	(22,500)	<ul style="list-style-type: none"> <li>Savings expected on agency costs and expenditure on litter bins</li> </ul>

### 3.3 Scrutiny Committee Economy – (An overspend of £68,250)

MU Code	Management Unit	Over / (Underspend)	Detail
83A1	Property & Estates Services	(69,400)	<ul style="list-style-type: none"> <li>Additional income from property portfolio - High Street &amp; Sidwell Street</li> </ul>
83A4	Economic Development	25,060	<ul style="list-style-type: none"> <li>Additional salary costs - PA to Assistant Director offset by saving in Resources committee</li> <li>Christmas Lights core budget - approved by Executive</li> </ul>
83B5	Planning Services	127,850	<ul style="list-style-type: none"> <li>Planning fee income – projected to be significantly less than budget for year</li> <li>Salary savings – saving on salary budget due to non recruitment to a number of vacant posts</li> <li>Revenue contribution – Contribution to Cowick Street Environmental works capital scheme.</li> </ul>
83B9	Markets & Halls	(22,930)	<ul style="list-style-type: none"> <li>Additional income – Corn Exchange and Livestock Centre income expected to exceed budget.</li> <li>Additional Expenditure – Event promotion at Corn Exchange (offset by additional income) and additional expenditure on food and drink at venue.</li> </ul>

3.4 Scrutiny Committee Resources – (An overspend of £153,070)

MU Code	Management Unit	Over / (Underspend)	Detail
86A1	Revenue Collection/Benefits	62,610	<ul style="list-style-type: none"> <li>• Net additional cost of Housing Benefit payments to claimants based on current caseload.</li> <li>• Over payments of Housing Benefit caused by Local Authority error is close to the limit allowed by central Government. If the Council exceeds this, then the Government will reduce the amount of subsidy paid to the Council – specific targeted action is being taken to reduce this.</li> </ul>
86A4	Civic Ceremonials	30,000	<ul style="list-style-type: none"> <li>• Reduced income from commercial letting.</li> </ul>
86A7	Unapportionable Overheads	106,410	<ul style="list-style-type: none"> <li>• The approved cost of pension fund contributions following redundancies – the individual services pay the actual cost of redundancies to reflect where the subsequent savings will be made.</li> </ul>
86A8 86B7	Chief Executive Services & Strategic Directors	41,750	<ul style="list-style-type: none"> <li>• The senior management at officer level was reviewed from three positions to two from 1<sup>st</sup> June 2013, with savings being made from 2014-15 onwards.</li> </ul>
86B1	Treasury Services	(42,010)	<ul style="list-style-type: none"> <li>• Vacancies pending reorganisation.</li> </ul>
86B5	Corporate Customer Services	(30,880)	<ul style="list-style-type: none"> <li>• The installation of solar panels at the Civic Centre has reduced energy costs.</li> <li>• There have been vacancies in the Customer Service Centre and reduced IT maintenance costs.</li> </ul>

#### 4. OTHER GENERAL FUND FINANCIAL VARIATIONS

4.1

Other items	Over / (Underspend)	Detail
Net Interest Paid	(55,000)	<ul style="list-style-type: none"> <li>Continued low rates of interest have lowered the cost of borrowing;</li> <li>Better than forecast cashflow position has increased the level of interest received.</li> </ul>
Revenue Contribution to Capital	20,000	<ul style="list-style-type: none"> <li>In order to minimise the level of borrowing required, it has been agreed that savings will be found in revenue to fund a projected overspend in a capital project;</li> </ul>
Minimum Revenue Provision	(93,051)	<ul style="list-style-type: none"> <li>The Council's underlying need to borrow is lower than anticipated resulting in a lower requirement to set aside funds for the repayment of this debt.</li> </ul>

#### 5. HOUSING REVENUE ACCOUNT (HRA) (APPENDIX B)

5.1 The main variations in the HRA are set out below:

MU Code	Management Unit	Over / (Underspend)	Detail
85A1	Management	52,424	<ul style="list-style-type: none"> <li>Additional time charged to the HRA from Housing General Fund as set out in section 2.2</li> </ul>
85A4	Repairs Fund Contribution	1,049,908	<ul style="list-style-type: none"> <li>Approved expenditure to finance Phase 2 of the Council's Own Build Programme – on four sites.</li> <li>Approved purchase of flats at Dean Clarke House.</li> </ul>

#### 6. SUPPLEMENTARY BUDGETS

6.1 Since the budget was set, a number of additional budgets have been approved or requested for approval. These are set out in Appendix C and total £149,340 for the General Fund and £150,000 for the HRA.

#### 7. AREAS OF BUDGETARY RISK

7.1 A number of areas have been identified as a budgetary risk within the budget. Although there has not necessarily been an issue identified yet, there is a risk that adverse conditions may impact of the Council's budget. A list of these key areas is set our in Appendix D.

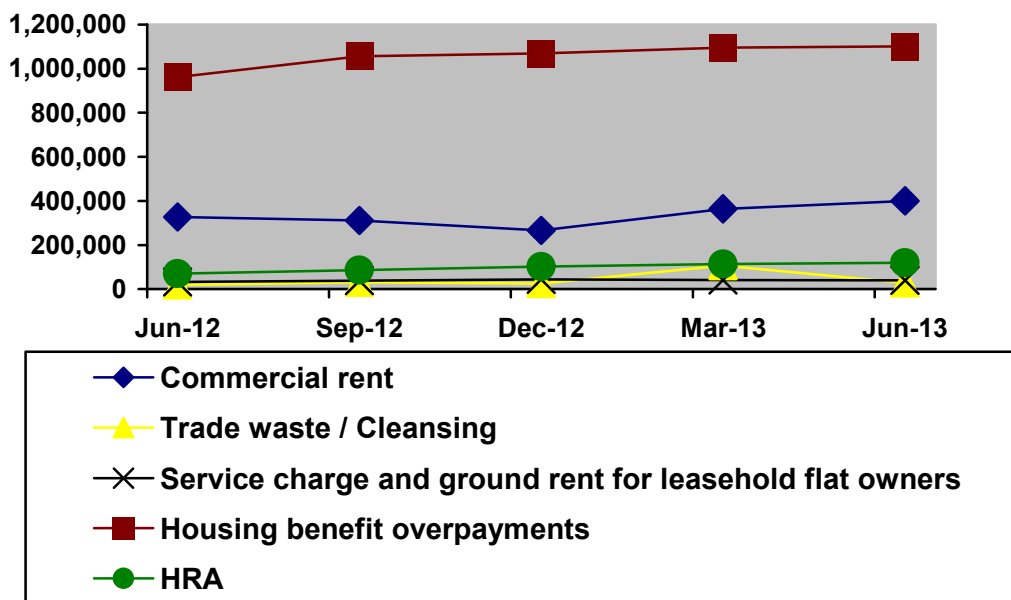


## 8. OUTSTANDING SUNDRY DEBT

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

Age of Debt	June 2012	June 2013
Up to 29 days (current)	£814,034	£912,068
30 days – 1 Year	£814,945	£1,015,619
1 – 2 years	£331,782	£419,655
2 – 3 years	£216,004	£219,108
3 – 4 years	£101,240	£152,105
4 – 5 years	£82,711	£74,868
5 + years	£161,512	£189,966
<b>Total</b>	<b>£2,522,228</b>	<b>£2,983,240</b>

8.2 Of the outstanding debt, the graph below sets out the main services and debt trends for debt over 30 days old:



## 9. DEBT WRITE-OFFS

9.1 The following amounts have been written-off during the first three months of 2013/14:

• Council Tax	£ 68,367
• Business Rates*	£ 0
• Sundry Debt	£ 9,392
• Housing Rents	£ 35

\* Business Rates write-offs are considered during March 2014.

## 10. CREDITOR PAYMENTS PERFORMANCE

10.1 During the first three months of 2013/14, the percentage of invoices paid within 30 days was 95.14%, which is marginally higher than the 2012/13 performance of 94.69%.

## **11. RECOMMENDATION**

11.1 That Scrutiny Resources Committee notes and Executive recommend that the Council approve:

- The General Fund forecast financial position for the 2013/14 financial year
- The HRA forecast financial position for 2013/14 financial year
- The additional supplementary budgets listed in Appendix C
- The outstanding Sundry Debt position as at June 2013
- The creditors' payments performance

### **ACTING ASSISTANT DIRECTOR FINANCE**

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

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

None

## APPENDIX A

GENERAL FUND  
2013/14 REVENUE ESTIMATES - SUMMARY  
as at 30 June 2013

	Annual Budget £	Supplementary Budgets £	Revised Annual Budget £	Year End Forecast £	Variance to Budget £
SCRUTINY - COMMUNITY	13,108,610	21,750	13,130,360	13,188,030	57,670
SCRUTINY - ECONOMY	(3,909,720)	273,610	(3,636,110)	(3,567,860)	68,250
SCRUTINY - RESOURCES	5,717,220	141,840	5,859,060	6,012,130	153,070
Vacancy Management	(100,000)		(100,000)	0	100,000
less Notional capital charges	(3,029,790)		(3,029,790)	(3,029,790)	0
<b><u>Service Committee Net Expenditure</u></b>	<b>11,786,320</b>	<b>437,200</b>	<b>12,223,520</b>	<b>12,602,510</b>	<b>378,990</b>
Net Interest	140,000		140,000	85,000	(55,000)
Local Services Support Grant	(502,618)		(502,618)	(502,618)	0
New Homes Bonus	(2,204,830)		(2,204,830)	(2,204,830)	0
Revenue Contribution to Capital	0		0	20,000	20,000
Minimum Revenue Provision	1,358,000		1,358,000	1,264,949	(93,051)
<b><u>General Fund Expenditure</u></b>	<b>10,576,872</b>	<b>437,200</b>	<b>11,014,072</b>	<b>11,265,011</b>	<b>250,939</b>
Transfer To/(From) Working Balance	0	(253,200)	(253,200)	(499,139)	(245,939)
Transfer To/(From) Earmarked Reserves	2,442,865	(184,000)	2,258,865	2,253,865	(5,000)
<b><u>General Fund Net Expenditure</u></b>	<b>13,019,737</b>	<b>0</b>	<b>13,019,737</b>	<b>13,019,737</b>	<b>0</b>
Formula Grant	(7,811,885)		(7,811,885)	(7,811,885)	0
Council Tax Freeze Grant	(118,420)		(118,420)	(118,420)	0
Council Tax Support Grant	(598,243)		(598,243)	(598,243)	0
Pooling of Business Rates	(100,000)		(100,000)	(100,000)	0
<b><u>Council Tax Net Expenditure</u></b>	<b>4,391,189</b>	<b>0</b>	<b>4,391,189</b>	<b>4,391,189</b>	<b>0</b>
<b>Working Balance</b>	<b>March 2013</b>	<b>£ 3,358,047</b>		<b>£ 2,858,908</b>	<b>March 2014</b>

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**HOUSING REVENUE ACCOUNT**  
**2013/14 REVENUE ESTIMATES - SUMMARY**  
as at 30 June 2013

Code	Approved Annual Budget	Current Outturn Forecast	Variance To Budget	Variance 2012-13
	£	£	£	£
85A1 Management	2,758,140	2,810,564	52,424	(233,717)
85A3 Sundry Lands Maintenance	265,330	265,330	0	4,144
85A4 Repairs Fund Contribution	9,766,710	10,816,618	1,049,908	2,516,468
85A6 Capital Charges	2,186,900	2,213,490	26,590	0
85A8 Rents	(18,624,000)	(18,624,000)	0	(539,205)
85B2 Interest	1,934,760	1,934,760	0	46,706
85B4 Variance in Working Balance	1,712,160	583,238	(1,128,922)	(1,794,396)
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Working Balance</b>	<b>6,290,297</b>	<b>31 March 2014</b>	<b>6,873,535</b>	

**COUNCIL OWN BUILD SITES**

Code	Approved Annual Budget	Current Outturn Forecast	Variance To Budget	Variance 2012-13
	£	£	£	£
H006 Rowan House	(6,260)	(6,260)	0	(1,910)
H007 Knights Place	(45,620)	(40,620)	5,000	(8,519)
H008 Interest	7,530	7,530	0	(7,013)
H009 Capital Charges	10,280	8,960	(1,320)	(10,280)
Variance in Working Balance	34,070	30,390	(3,680)	27,722
<b>Working Balance</b>	<b>73,498</b>	<b>31 March 2014</b>	<b>103,888</b>	<b>0</b>

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	Funded by	
<b>Resources</b>		
86A5	C/f of Systems Thinking budget	45,070
86A5	Subscription	2,370
	Appointment of Scrutiny Officer	18,400
	Extension of CSC Opening Hours pilot	50,000
	DELT Business Case	20,000
		<b>135,840</b>
<b>Community and Environment</b>		
81A6	AIM - Electrical supply to Rougemont Gardens	13,500
		<b>13,500</b>
<b>Economy &amp; Development</b>		
<b>HRA</b>		
85A4	Low Maintenance & Painting to Flats	150,000
		<b>150,000</b>
	<b>Overall Total</b>	<b>299,340</b>

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## KEY AREAS OF BUDGET RISK

**Community Scrutiny Committee**

<b>Budget Title</b>	<b>Approved Budget</b>	<b>Risk</b>
<b>Revenue: Recycling</b> – income from sale of recyclates	(£937,240)	Income from the sale of materials and recycling credits is dependent on the quantities collected, the quality of the material collected and the market price achievable for the materials. These factors are largely outside the control of the Council and can fluctuate considerably. As this is a significant source of income for the Council, this represents a budgetary risk.
<b>Revenue: SHS – Advisory Services</b> – repair costs to private Sector Leased Properties, cost of emergency temporary accommodation	£1,476,010	<p>The number of homeless cases approaching the service impacts on the budget in respect of emergency temporary accommodation.</p> <p>The council has a duty to house the homeless; if contracted accommodation is unavailable emergency temporary accommodation will be used. High levels of usage of emergency temporary accommodation can result in the budget being exceeded.</p> <p>A large number of Private Sector Leased properties (PSL) are used for homelessness purposes. Repairs to leased properties are the responsibility of the council. If a PSL becomes void and repairs are required to return the property to the standard required significant costs can be incurred.</p>
<b>Capital: Disabled Facility Grants</b>	£294,720	The 2013/14 budget is nearly all committed and further substantial claims are anticipated. The Council is legally bound to approve grant applications regardless of budgetary considerations. It is considered that there is therefore a high risk that this budget will be overspent in 2013/14.

## KEY AREAS OF BUDGET RISK

## Economy Scrutiny Committee

Budget Title	Approved Budget	Risk
<b>Property &amp; Estates Services</b> – Income budgets property portfolio	£3,500,610	<p>Income dependant on properties let and the number of properties which are void for long periods of the year.</p> <p>Leases can be renegotiated at lower rate to ensure income streams are maximized but resulting in shortfall of income against budget.</p> <p>If properties are void there will be a loss of income and the council becomes liable for the Non Domestic Rates at the property. This could result in an overspend if void period is significant.</p>
<b>Car Parks</b> – fee income	£5,660,000	<p>A significantly increased budget was set for 2013/14, which appears achievable based on the results for the first quarter. However, this source of income can be affected by factors outside the control of Exeter City Council and even a small shortfall in percentage terms could be significant because of the size of the budget. The income is closely monitored and updates are provided to Members and the Senior Management Team on a monthly basis.</p>
<b>Planning Services</b> – planning fee income	£667,850	<p>Fee income projected to be significantly lower than budgeted based on quarter 1 figures. Continual monitoring of income is being carried out by officers.</p> <p>An update on the projected shortfall will be provided to Members and the Senior Management Team on a monthly basis.</p>

## KEY AREAS OF BUDGET RISK

## Resources Scrutiny Committee

<b>Budget Title</b>	<b>Approved Budget</b>	<b>Risk</b>
<b>Revenue Collection/Benefits – Housing Benefit Subsidy</b>	£40,833,830	The Council administers nearly £41m of Housing Benefit Subsidy for rent allowances and rent rebates. The claiming of subsidy is based on cost and administering within timescales varied from time to time by the Government. If timescales are not met, administrative errors minimized and overpayments reduced, there is a risk of paying out for Housing Benefit and only receiving a partial reimbursement of subsidy.
<b>Budget Title</b>	<b>Approved Budget</b>	<b>Risk</b>
<b>Unapportionable Overheads – Pension contributions</b>	£291,290	Employer's contributions to the Pension Fund for staff and retired staff are administered on the Council's behalf by Devon County Council. A combination of reduced staffing, investment performance and life expectancy have meant that employer payments in to the scheme have been increasing. This is particularly relevant with the Council's staff numbers reducing and the added risk of existing or new staff leaving or not joining the scheme. Employer's contributions are based on current staff that are enrolled in to the Pension Fund, so if there are less staff, the per capita contribution will need to increase.

## KEY AREAS OF BUDGET RISK

## HRA

<b>Budget Title</b>	<b>Approved Budget</b>	<b>Risk</b>
General Maintenance	£1,530,000 (revenue)	Expenditure is dependent upon the number of repairs reported by tenants and can fluctuate significantly between financial years
Rental Income from Dwellings	£18,140,000 (revenue)	Right to Buy sales, number of new tenancies set at convergence rent levels, number of days lost through major works, rent lost in respect of void properties and welfare reform changes (for which an increased bad debt provision has been made) all impact on the annual rental income.
Kitchen Replacement Programme	£2,297,830 (capital)	The number of kitchens which can be replaced within approved budgets may vary dependent upon the cost of associated works such as electrical repairs and re-plastering, which varies per property. For 2013-14 it is currently forecast that 499 kitchens will be replaced.
Bathroom Replacement Programme	£867,990 (capital)	The number of bathrooms which can be replaced within approved budgets may vary dependent upon the cost of associated works such as re-plastering, which varies per property. For 2013-14 it is currently forecast that 322 bathrooms will be replaced.
Electrical Re-wires	£460,000 (capital)	The number of electrical re-wires identified during the year is currently affected by those referred from the kitchen and bathroom replacement programmes. Once identified the works are required to be completed in accordance with Health & Safety regulations

## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE – RESOURCES 18 SEPTEMBER 2013

EXECUTIVE  
1 OCTOBER 2013

COUNCIL  
15 OCTOBER 2013

#### CAPITAL MONITORING STATEMENT TO 30 JUNE 2013

#### 1. PURPOSE OF THE REPORT

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

#### 2. BACKGROUND

- 2.1 Local authorities are required to estimate the total of capital expenditure that they plan to incur during the financial year when it sets the prudential indicators for capital expenditure. This shows that its asset management and capital investment strategies are affordable, prudent and sustainable.
- 2.2 Capital expenditure is a significant source of risk and uncertainty since cost variations, delays and changing specifications are often features of large and complex capital projects.
- 2.3 This report is prepared on a quarterly basis in order to update Members with any known cost variations, slippage and acceleration of projects.

#### 3. REVISIONS TO THE CAPITAL PROGRAMME

- 3.1 The 2013/14 Capital Programme, including commitments brought forward from 2012/13, was last reported to Scrutiny Committee – Resources on 19 June 2013. Since that meeting the following changes have been made that have increased the programme:

Description	£	Approval/Funding
<b>Capital Programme, as at 19 June 2013</b>	<b>21,511,060</b>	
HRA Structural Repairs to four Council dwellings	120,000	Approved by the Executive 1 July 2013 (financed from Major Repairs Reserve)
HRA Acquisition of Social Housing - 1 Elaine Close	136,550	Delegated powers 14 February 2013 (financed from HRA Capital Receipts)
HRA Asbestos Surveys	(13,960)	Budget transferred to revenue

COB Wave 2 - Rennes House Car Park	(410,740)	Approved by Executive 5 February 2013
COB Wave 2 - Newport Road	(147,660)	Approved by Executive 5 February 2013
COB Wave 2 - Whipton Methodist Church	(202,600)	Approved by Executive 5 February 2013
COB Wave 2 - Bennett Square	(174,850)	Approved by Executive 5 February 2013
National Cycle Network	71,940	Contributions from DCC
Bury Meadow	4,500	Contribution from DCC
Childrens Play Areas	2,500	Contribution from DCC
Childrens Play Areas	96,790	Additional S106 funding and interest
Environmental Improvements to Cowick Street	20,000	Revenue contribution to capital outlay
Well Oak Footpath/Cycleway	5,650	S106 contribution
Other Amendments	900	
<b>Revised Capital Programme</b>	<b>21,020,080</b>	

#### 4. PERFORMANCE

- 4.1 The revised capital programme for the current financial year is £21.020 million. During the first three months of the year the Council spent £2.748 million on the programme, which equates to 13.1% of the revised programme. This compares with £1.971 million (9.9%) being spent in the first three months of 2012/13.
- 4.2 The current programme is detailed in Appendix 1. The Appendix shows a total forecast spend for 2013/14 of £17.391 million with £3.344 million of the programme potentially deferred to 2014/15.
- 4.3 Appendix 2 shows the overall position for those schemes which span more than one financial year.

#### 5. AVAILABLE CAPITAL RESOURCES

- 5.1 In previous years the annual capital programme has been financed from Government allocated grants together with money from the Council's own capital receipts and capital reserves. However the funding from these sources has now reduced and as a result the Council has to use borrowing instead to fund a significant part of its proposed capital programme.

5.2 The available capital resources for the General Fund for 2013/14 are £2.626 million. An estimated spend of £6.687 million is required of which £4.061 million will have to be funded from borrowing. The available capital resources for the HRA for 2013/14 are £12.579 million. An estimated spend of £10.704 million is required leaving £1.875 million to be carried forward into 2014/15. Appendix 3 sets out the forecast use of the resources available for the General Fund and the HRA and the likely amounts of borrowing that will be necessary to fund the capital programme over the next two years.

## 6. EXPENDITURE VARIANCES

6.1 The main variances and issues concerning expenditure in 2013/14 are as follows:

<b>Scheme</b>	<b>Estimated Overspend / (Underspend)</b>	<b>Reason</b>
Disabled Facilities Grants	£45,000	Current demand is high and ECC has a legal duty to approve grants
Renovation Grants	(£45,000)	Low interest loans given in place of grants
HCA Empty Properties	(£100,000)	Scheme withdrawn due to lack of interest from landlords
Science Park	(£116,420)	Final contribution paid giving rise to a saving
Acquisition of Social Housing	(£42,520)	Council purchasing 4 flats instead of 5 but will receive another in the form of a commuted sum

## 7. SCHEMES WHICH MAY BE DEFERRED TO 2014/15

7.1 Schemes which have been identified as being wholly or partly deferred to 2014/15 are:

<b>Scheme</b>	<b>Original 13/14 Budget</b>	<b>Budget to be Deferred to 14/15</b>	<b>Reason</b>
Replace Running Track at Exeter Arena	£750,000	£375,000	Work will be carried out from January to June 2014
RAMM Redevelopment	£404,170	£278,600	Some payments will not be required until next year
Countess Wear Community Centre	£70,000	£70,000	These community schemes are all grants awards from the New Homes Bonus. The organisations have to assemble other funding before commencing the project
Newcourt Community Association Centre	£69,750	£34,875	
Exe Water Sports Association	£50,000	£25,000	
Alphington Village Hall	£50,000	£50,000	

St Thomas Social Club	£25,000	£25,000	
Infill Sites	£350,000	£350,000	Budget set aside for land purchase but ECC are currently focusing on developing our own land
Canal Basin and Quayside	£426,150	£276,150	Further capital receipts need to be secured before works are carried out
Northbrook Flood Alleviation Scheme	£200,000	£200,000	Awaiting further information from the Environment Agency
PC & Mobile Devices Replacement Programme	£179,000	£179,000	Expenditure will be influenced by the outcome of the DELT business case
Smoke Detector Replacements	£400,000	£200,000	Contract currently being re-tendered so works will be delayed
Rennes House Structural Works	£1,000,000	£990,000	Works on hold pending outcome of an options appraisal exercise

## 8. ACHIEVEMENTS

8.1 The following schemes have been completed during the first quarter of 2013/14:

- **Play Area Refurbishments**  
An outdoor table tennis table has been provided at Kings Heath Park.
- **Exeter Community Centre Garden Phase 1 and 2**  
Exeter Community Centre's community garden is complete and has been fully planted and formed part of a combined Exeter entry to the Royal Horticultural Society's "It's your Neighbourhood" competition. The funding for this scheme has been provided from the New Homes Bonus.
- **Ride On**  
Ride On are a cycle refurbishment charity, and the grant provided from the New Homes Bonus has enabled them to expand into Exeter by equipping an operating base at Marsh Barton. Their activities include working with local schools to provide bikes for children from less well off families.
- **Topsham Lock Leak**  
Works at Topsham Lock to seal the flow of water passing under the canal into the river have been completed.
- **Science Park**  
The Science Park Centre will provide over 30,000 square foot of space for businesses and programmes of support to help new businesses to start and grow and create new jobs.



**9. RECOMMENDATION**

- 9.1 That Scrutiny Committee – Resources and Executive notes and Council notes and approves the current position in respect of the annual capital programme.

**ACTING ASSISTANT DIRECTOR FINANCE**

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

Background papers used in compiling this report:

None

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2013/14  
CAPITAL MONITORING TO 30 JUNE 2013

	2013/14 Capital Programme	2013/14 Spend to 30 June	2013/14 Forecast Spend	2013/14 Budget to be Carried Forward to 2014/15	2013/14 Programme Variances Under ( )
	£	£	£	£	£
<b>COMMUNITY &amp; ENVIRONMENT</b>					
<b>PROVIDE GREAT THINGS FOR ME TO SEE DO AND VISIT</b>					
Play Area Refurbishments	402,090	10,730	349,920	52,170	0
Replace Running Track at Exeter Arena	750,000	0	375,000	375,000	0
Sports Facilities Refurbishment	183,610	9,950	39,950	143,660	0
Parks Improvements	25,170	13,442	25,170	0	0
Contribution to RAMM Re HLF Parks Bid	10,210	0	0	0	(10,210)
RAMM Development	404,170	1,748	125,570	278,600	0
RAMM Off Site Store	7,050	0	7,050	0	0
Neighbourhood Parks & Local Open Spaces	10,840	6,700	10,840	0	0
Replacement of Flowerpot Skate Park	244,530	53,388	232,530	12,000	0
Refurbishment and Upgrade of Paddling Pools	137,170	0	137,170	0	0
Newtown Community Centre	61,580	9,610	11,580	50,000	0
Topsham Rugby Club Improvements	50,000	0	50,000	0	0
Exeter Community Centre Garden	340	336	336	(4)	0
Countess Wear Community Centre	70,000	0	0	70,000	0
Newcourt Community Association Centre	69,750	0	34,875	34,875	0
Exe Water Sports Association (Grant Towards Build)	50,000	0	25,000	25,000	0
Exwick Ark (Grant Towards Conversion)	50,000	38,478	50,000	0	0
Devonshire Place (Landscaping)	25,000	0	12,500	12,500	0
Bury Meadow (Landscaping)	11,500	3,000	11,500	0	0
Alphington Village Hall (Repairs & Extension)	50,000	0	0	50,000	0
St Thomas Social Club (New Roof)	25,000	0	0	25,000	0
Ride On (Set Up Workshop/Bike Hire)	5,000	5,000	5,000	0	0
Exeter Community Centre Garden - Phase 2	16,990	16,990	16,990	0	0
<b>IMPROVE THE ENVIRONMENT AND MY NEIGHBOURHOOD</b>					
Public Toilet Refurbishment	990	0	990	0	0
Local Authority Carbon Management Programme	66,020	8,369	66,020	0	0
Improvements to Cemetery Roads & Pathways	4,000	0	4,000	0	0

2013/14  
CAPITAL MONITORING TO 30 JUNE 2013

	2013/14 Capital Programme	2013/14 Spend to 30 June	2013/14 Forecast Spend	2013/14 Budget to be Carried Forward to 2014/15	2013/14 Programme Variances Under ( )
	£	£	£	£	£
<b>OTHER</b>					
Vehicle Replacement Programme	459,350	99,776	459,350		0
<b>HELP ME FIND SOMEWHERE SUITABLE TO LIVE</b>					
Disabled Facility Grants	294,720	146,770	339,720		45,000
Warm Up Exeter/PLEA Scheme	168,530	4,882	168,530		0
Renovation Grants	50,000	2,400	5,000		(45,000)
Wessex Loan Scheme	647,840	115,762	647,840		0
Glencoe Capital Works	4,960	0	4,960		0
St Loyes Design Fees	65,000	0	45,000	20,000	0
Private Sector Renewal Scheme	143,830	11,614	143,830		0
WHIL Empty Properties	194,000	194,000	194,000		0
HCA Empty Properties	100,000	0	0		(100,000)
The Haven	250,000	161,600	250,000		0
Temporary Accommodation Purchase	300,000	0	300,000		0
Infill Sites	350,000	0	0	350,000	0
<b>MAINTAIN ASSETS OF OUR CITY</b>					
Council Buildings - Solar Panels	99,310	68,713	99,310		0
<b>COMMUNITY &amp; ENVIRONMENT TOTAL</b>	<b>5,858,550</b>	<b>983,258</b>	<b>4,249,531</b>	<b>1,498,805</b>	<b>(110,214)</b>

2013/14  
CAPITAL MONITORING TO 30 JUNE 2013

	£	£	£	£	£	£
	2013/14 Capital Programme	2013/14 Spend to 30 June	2013/14 Forecast Spend	2013/14 Budget to be Carried Forward to 2014/15	2013/14 Programme Variances Under ()	2013/14
<b>ECONOMY &amp; DEVELOPMENT</b>						
<b>PROVIDE GREAT THINGS FOR ME TO SEE DO AND VISIT</b>						
Canal Basin and Quayside	426,150	5,500	150,000	276,150	0	0
<b>ACCESSIBLE CITY</b>						
National Cycle Network	71,940	71,940	71,940	0	0	0
John Lewis Car Park Refurbishment	2,330	200	2,330	0	0	0
<b>IMPROVE THE ENVIRONMENT AND MY NEIGHBOURHOOD</b>						
Cowick Street Environmental Works	167,480	4,565	167,480	0	0	0
City Centre Enhancements	25,650	71	25,650	0	0	0
Well Oak Footpath/Cycleway	59,940	42,855	59,940	0	0	0
Exhibition Way Bridge Maintenance	45,000	2,175	45,000	0	0	0
Northbrook Flood Alleviation Scheme	200,000	0	0	200,000	0	0
Purchase of Land	280,000	0	280,000	0	0	0
Paris Street Roundabout Landscaping & Sculptural Swift Tower	43,740	0	43,740	0	0	0
Heavitree Environmental Improvements	22,880	0	22,880	0	0	0
Ibstock Environmental Improvements	3,240	0	3,240	0	0	0
Planting Improvements in Riverside Valley Park	14,910	0	14,910	0	0	0
Central Station Environmental Works	185,000	0	185,000	0	0	0
<b>MAINTAIN THE ASSETS OF OUR CITY</b>						
Topsham Lock Leak	35,000	33,989	33,989	0	(1,011)	0
Verney House Window Replacement	60,000	0	60,000	0	0	0
<b>OTHER</b>						
Replacement of Car Park Pay & Display Machines	230,000	0	230,000	0	0	0

2013/14  
CAPITAL MONITORING TO 30 JUNE 2013

	2013/14 Capital Programme	2013/14 Spend to 30 June	2013/14 Forecast Spend	2013/14 Budget to be Carried Forward to 2014/15	2013/14 Programme Variances Under ()
	£	£	£	£	£
<b>PROSPEROUS CITY</b>					
Science Park	675,990	559,568	559,568		(116,422)
137 Cowick Street	3,160	0	3,160		0
<b>SAFE CITY</b>					
Security Measures for Riverside Valley Park	1,900	0	1,900		0
<b>ECONOMY &amp; DEVELOPMENT TOTAL</b>	<b>2,554,310</b>	<b>720,863</b>	<b>1,960,727</b>	<b>476,150</b>	<b>(117,433)</b>

2013/14  
CAPITAL MONITORING TO 30 JUNE 2013

	2013/14 Capital Programme	2013/14 Spend to 30 June	2013/14 Forecast Spend	2013/14 Budget to be Carried Forward to 2014/15	2013/14 Programme Variances Under ( )
	£	£	£	£	£
<b>RESOURCES</b>					
<b>OTHER</b>					
Server and Storage Strategy	32,000	13,954	32,000		0
Security Compliance for GCSx & PCI DSS Authentication Module	21,110	0	21,110		0
PC & Mobile Devices Replacement Programme	10,130	1,000	10,130	179,000	0
Corporate Network Infrastructure	179,000	0	0		0
PARIS Income Management System Upgrade	22,000	3,280	22,000		0
Invest to Save Opportunities	25,000	0	25,000		0
Capitalised Staff Costs	100,000	557	100,000		0
Upgrade of E-FIMS to v4.1	261,000	0	261,000		0
	5,300	0	5,300		0
<b>RESOURCES TOTAL</b>	<b>655,540</b>	<b>18,791</b>	<b>476,540</b>	<b>179,000</b>	<b>0</b>

2013/14  
CAPITAL MONITORING TO 30 JUNE 2013

	2013/14 Capital Programme	2013/14 Spend to 30 June	2013/14 Forecast Spend	2013/14 Budget to be Carried Forward to 2014/15	2013/14 Programme Variances Under ( )
	£	£	£	£	£
<b>HRA CAPITAL</b>					
Adaptations	630,000	81,883	630,000		0
Rendering of Council Dwellings	305,670	72,561	305,670		0
MRA Fees	389,030	0	389,030		0
Communal Door Entry System	10,000	118	10,000		0
Environmental Improvements - General	41,000	325	41,000		0
Programmed Re-roofing	300,000	13,961	300,000		0
Energy Conservation	160,960	973	160,960		0
Smoke Detector Replacements	400,000	0	200,000	200,000	0
LAINGS Refurbishments	365,270	1,955	365,270		0
Kitchen Replacement Programme	2,297,830	10,425	2,297,830		0
Bathroom Replacement Programme	867,990	112,924	867,990		0
Other Works	86,670	13,808	86,670		0
Repointing	50,000	736	50,000		0
Fire Precautionary Works to Flats	302,330	102,780	302,330		0
Communal Areas	161,530	0	161,530		0
Structural Repairs	147,380	644	147,380		0
Fire Alarms at Sheltered Accommodation	127,820	18,389	127,820		0
Replacement Concrete Canopies	73,690	33,133	73,690		0
Acquisition of Social Housing	848,900	151,592	806,378		(42,522)
Flood Prevention Works	10,000	0	10,000		0
Property Entrance Improvements	20,000	0	20,000		0
Rennes House Scooter Store	15,000	0	0		(15,000)
Rennes House Structural Works	1,000,000	1,500	10,000	990,000	0
Electrical Re-wiring	460,000	100,277	460,000		0
Central Heating Programme	245,160	97,264	245,160		0
Boiler Replacement Programme	260,000	99,507	260,000		0



2013/14  
CAPITAL MONITORING TO 30 JUNE 2013

	2013/14 Capital Programme	2013/14 Spend to 30 June	2013/14 Forecast Spend	2013/14 Budget to be Carried Forward to 2014/15	2013/14 Programme Variances Under ( )
	£	£	£	£	£
<b>COUNCIL OWN BUILD</b>					
COB Wave 2 - Rennes Car Park	205,080	400	205,080		0
COB Wave 2 - Newport Road	600,940	35,404	600,940		0
COB Wave 2 - Whipton Methodist Church	654,670	40,131	654,670		0
COB Wave 2 - Bennett Square	594,190	34,710	594,190		0
Phase 3 Professional Fees	10,340	0	10,340		0
Phase 2 St Andrews Road	10,230	0	10,230		0
COB Land Purchase	300,000	0	300,000		0
<b>HRA TOTAL</b>	<b>11,951,680</b>	<b>1,025,397</b>	<b>10,704,158</b>	<b>1,190,000</b>	<b>(57,522)</b>
<b>CAPITAL AND PROJECT BUDGET TOTAL</b>	<b>21,020,080</b>	<b>2,748,309</b>	<b>17,390,956</b>	<b>3,343,955</b>	<b>(285,169)</b>

2013/14  
CAPITAL SCHEMES SPANNING MORE THAN ONE FINANCIAL YEAR

	£	£	£	£	£	£
	Total Capital Budget	Total Spend to Jun 2013	Total Forecast Spend to End of 2013/14	2013/14 Budget to be Carried Forward to 2014/15	2013/14 Programme Variances Under ()	
<b>COMMUNITY &amp; ENVIRONMENT</b>						
<b>PROVIDE GREAT THINGS FOR ME TO SEE DO AND VISIT</b>						
Replacement of Flowerpot Skate Park	260,410	69,265	248,410	12,000	0	
Refurbishment and Upgrade of Paddling Pools	202,000	64,830	202,000	0	0	
Newtown Community Centre	70,000	18,026	20,000	50,000	0	
Exeter Community Centre Garden	50,000	50,000	49,996		(4)	
<b>HELP ME FIND SOMEWHERE SUITABLE TO LIVE</b>						
Glencoe Capital Works	20,000	15,037	20,000		0	
St Loyes Design Fees	297,830	232,844	277,830	20,000	0	
<b>MAINTAIN ASSETS OF OUR CITY</b>						
Council Buildings - Solar Panels	247,470	216,875	247,470		0	
<b>COMMUNITY &amp; ENVIRONMENT TOTAL</b>	<b>1,147,710</b>	<b>666,877</b>	<b>1,065,706</b>	<b>82,000</b>	<b>(4)</b>	
<b>ECONOMY &amp; DEVELOPMENT</b>						
<b>PROVIDE GREAT THINGS FOR ME TO SEE DO AND VISIT</b>						
Canal Basin and Quayside	2,138,210	1,717,560	1,862,060	276,150	0	
<b>IMPROVE THE ENVIRONMENT AND MY NEIGHBOURHOOD</b>						
Cowick Street Environmental Works	221,360	58,442	221,360		0	
Well Oak Footpath/Cycleway	85,930	68,845	85,930		0	
<b>PROSPEROUS CITY</b>						
Science Park	849,910	727,115	849,910		(122,795)	
137 Cowick Street	153,400	150,235	153,400		0	
<b>ECONOMY &amp; DEVELOPMENT TOTAL</b>	<b>3,448,810</b>	<b>2,722,197</b>	<b>3,172,660</b>	<b>276,150</b>	<b>(122,795)</b>	
<b>HRA CAPITAL</b>						
<b>COUNCIL OWN BUILD</b>						
COB Wave 2 - Newport Road	600,940	41,633	600,940		0	
COB Wave 2 - Whipton Methodist Church	654,670	40,531	654,670		0	
COB Wave 2 - Bennett Square	594,190	35,460	594,190		0	
Phase 2 St Andrews Road	19,800	9,574	10,230		0	
<b>HRA TOTAL</b>	<b>1,869,600</b>	<b>127,198</b>	<b>1,860,030</b>	<b>0</b>	<b>0</b>	
<b>CAPITAL AND PROJECT BUDGET TOTAL</b>	<b>6,466,120</b>	<b>3,516,272</b>	<b>6,098,396</b>	<b>358,150</b>	<b>(122,799)</b>	

APPENDIX 3

GENERAL FUND	2013-14 £	2014-15 £	2015-16 £	TOTAL £
<b>CAPITAL RESOURCES AVAILABLE</b>				
Usable Receipts Brought Forward	0			0
GF Capital Receipts	880,000			880,000
GF Capital Receipts from the Canal Basin Redevelopment	134,081	276,150		410,231
Revenue Contributions to Capital Outlay	20,000			20,000
Disabled Facility Grant	294,717	290,000	290,000	874,717
Regional Housing Capital Grant	218,533	142,878		361,411
New Homes Bonus	312,591	267,375		579,966
Other - Grants/External Funding/Reserves/S106	765,916	33,820		799,736
<b>Total Resources Available</b>	<b>2,625,838</b>	<b>1,010,223</b>	<b>290,000</b>	<b>3,926,061</b>
<b>GENERAL FUND CAPITAL PROGRAMME</b>				
Capital Programme	9,068,400	5,021,000	1,251,000	15,340,400
Overspends/(Savings)	(227,647)			(227,647)
Slippage	(2,153,955)	2,153,955		0
<b>Total General Fund</b>	<b>6,686,798</b>	<b>7,174,955</b>	<b>1,251,000</b>	<b>15,112,753</b>
<b>UNCOMMITTED CAPITAL RESOURCES:</b>				
Capital Receipts Brought Forward	0	0	0	0
Resources in Year	2,625,838	1,010,223	290,000	3,926,061
Less Estimated Spend in Year	(6,686,798)	(7,174,955)	(1,251,000)	(15,112,753)
<b>Borrowing Requirement</b>	<b>4,060,960</b>	<b>6,164,732</b>	<b>961,000</b>	<b>11,186,692</b>
Uncommitted Capital Receipts	0	0	0	0

APPENDIX 3

HOUSING REVENUE ACCOUNT	2013-14 £	2014-15 £	2015-16 £	TOTAL £
<b>CAPITAL RESOURCES AVAILABLE</b>				
Usable Receipts Brought Forward	1,263,927			1,263,927
Major Repairs Reserve Brought Forward	2,269,804			2,269,804
Other HRA Sales	200,000	0	0	200,000
RTB sales	700,000	500,000	163,294	1,363,294
Major Repairs Reserve	2,213,490	2,186,900	2,186,900	6,587,290
Revenue Contributions to Capital	5,762,388	8,647,109	5,782,528	20,192,025
External contributions from utility company	169,561	0	0	169,561
Committed sums	0	0	0	0
<b>Total Resources Available</b>	<b>12,579,170</b>	<b>11,334,009</b>	<b>8,132,722</b>	<b>32,045,901</b>
<b>CAPITAL PROGRAMME</b>				
HRA Capital Programme	11,951,680	11,512,015	7,685,076	31,148,771
Overspends/(Savings)	(57,522)			(57,522)
Slippage	(1,190,000)	1,190,000		0
<b>Total Housing Revenue Account</b>	<b>10,704,158</b>	<b>12,702,015</b>	<b>7,685,076</b>	<b>31,091,249</b>
<b>UNCOMMITTED CAPITAL RESOURCES:</b>				
Usable Receipts Brought Forward	1,263,927	507,007	507,007	1,263,927
Major Repairs Reserve Brought Forward	2,269,804	1,368,006	0	2,269,804
Resources in Year	9,045,439	11,334,009	8,132,722	28,512,170
Less Estimated Spend	(10,704,158)	(12,702,015)	(7,685,076)	(31,091,248)
Uncommitted Capital Resources	1,875,012	507,007	954,653	954,653
<b>WORKING BALANCE RESOURCES:</b>				
Balance Brought Forward	6,290,296	6,873,534	5,040,863	6,290,296
HRA Balance Transfer - Surplus/(Deficit)	583,238	(1,832,671)	2,132,785	883,352
Balance Carried Forward	6,873,534	5,040,863	7,173,648	7,173,648
Balance Resolved to be Retained	(3,000,000)	(3,000,000)	(3,000,000)	(3,000,000)
	3,873,534	2,040,863	4,173,648	4,173,648
<b>TOTAL AVAILABLE CAPITAL RESOURCES</b>	<b>5,748,546</b>	<b>2,547,870</b>	<b>5,128,301</b>	<b>5,128,301</b>

## EXETER CITY COUNCIL

### SCRUTINY COMMITTEE – RESOURCES 18 SEPTEMBER 2013

EXECUTIVE  
1 OCTOBER 2013

#### REVISION OF ASBESTOS POLICY

#### 1 PURPOSE OF REPORT

- 1.1 To seek approval of a revision of the Asbestos Policy.

#### 2 BACKGROUND

- 2.1 The Council's Asbestos Policy was first approved in 2008 and it is now timely to review the policy to ensure it meets current regulations and aligns with organisational structures. The review incorporates a legislation up-date (The Control of Asbestos Regulations 2012 (CAR12)) and recognises organisational changes.

#### 3. SCOPE OF POLICY

- 3.1 Whilst seeking to address the very different approaches adopted within domestic and non-domestic properties it is predominantly intended to confirm the approach to managing asbestos in non-domestic properties. However, it has a common overarching policy statement and set of aims and includes the Housing Policy as an appendix. The revised asbestos policy is available in the Members' Room, on the Council's website linked to this agenda or available on request
- 3.2 The Current position (in accordance with regulation 4 of CAR12) is that a programme of proactive asbestos management is being rolled out to cover all non-domestic areas of responsibility including Operational, Commercial and Communal areas of domestic premises.
- 3.3 The register of asbestos and asbestos management surveys in Council non-domestic buildings continues to be maintained along with a rolling programme of re-surveys. The programme of surveying all council houses for asbestos continues to move forward.
- 3.4 It is recognised that asbestos management surveys cannot guarantee a totally accurate picture of the asbestos content within a property; therefore whenever refurbishment or demolition work is planned on any type of building a further (more comprehensive) survey is undertaken. This type of survey uses sampling and laboratory testing techniques to confirm the presence of asbestos.

#### 4 RESPONSIBILITIES

- 4.1 Specific officer responsibilities are detailed in the policy together with clarification over management roles and responsibilities, in order that asbestos is actively managed in accordance with regulations and HSE guidance. Practical help, advice and support to other Council officers, Contractors and the Public is available on an ongoing basis from the Safety & Asbestos Officer.

4.2 Surveys of non-domestic properties have now been substantially completed to a consistent level and have been used to populate the asbestos register which is available electronically to all facilities managers.

## **5 POLICY FRAMEWORK**

5.1 The Asbestos Policy sets the framework within which the Council will operate in order to demonstrate proactive asbestos management; the policy is a typical objective for most organisations with a large property portfolio. Clearly once adopted the asbestos policy will need to be reviewed on an ongoing basis and also to reflect changes in legislation, best practice and the asset base.

## **6. RESOURCE IMPLICATIONS**

6.1 The management of the Asbestos Policy can be conducted within existing resources although there is an additional resource need to ensure that staff with specific responsibilities have the necessary skills to carry out those responsibilities. This will require training needs to be identified and met.

6.2 A budget is identified within AIM to fund survey work and subsequent remedial work where it is considered necessary. It is also used to provide a 'contingency' to cover emergency asbestos work.

6.3 Where programmed works are being undertaken then allowance for any further asbestos surveys must be made within the funding arrangements for the programme. Advice on how best to organise and procure asbestos surveys and any resulting remedial asbestos related issue is provided by Environment.

## **7 RECOMMENDED**

7.1 That Scrutiny Committee - Resources support and Executive approves the Asbestos Policy and management arrangements contained within it.

ASSISTANT DIRECTOR ENVIRONMENT

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

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

None

**EXETER CITY COUNCIL**  
**SCRUTINY RESOURCES COMMITTEE**  
**18 SEPTEMBER 2013**

**HEALTH AND SAFETY AT WORK UPDATE**

**1. PURPOSE OF THE REPORT**

- 1.1 To provide the Council with a quarterly update on strategic health and safety at work matters and help ensure that Members are aware of key health and safety considerations.

**2. BACKGROUND**

- 2.1 This quarterly update forms part of the Corporate Health and Safety Management System and is designed to provide Elected Members with an all-round briefing on the 'state of play' in corporate health and safety.
- 2.2 The quarterly update may also assist and advise Members of priority remedial actions needed to control risks arising from workplace hazards, and the implications of such mitigations in terms of resources and change management.
- 2.3 More detailed information on the items raised can be obtained from Robert Norley, Assistant Director Environment and Paul Barton, Principal Health and Safety Officer.

**3. KEY HEALTH & SAFETY MATTERS**

- 3.1 The following matters of importance are highlighted from Appendix 1:
- the Council have procured 'AssessNET' a new modular safety management system, and training of key employees has commenced;
  - in response to a fatal accident the risk assessment of all Council footpaths and associated assets has commenced – this is a long-term task with resource implications;
  - the Council's Asbestos Policy has been refreshed to take account of changes in regulations (consider at this committee);
  - the second meeting of the new multi-agency Exeter Safety Advisory Group has now taken place, and appears to be working well in evaluating major events planned in Exeter (e.g. Great West Run, Tour of Britain, Unexpected Festival).

**4. FINANCIAL IMPLICATIONS**

- 4.1 There are resource implications in terms of the footpaths assessment that will be subject to a further report.

**5. RECOMMENDED**

- 1) That Members of Scrutiny Resources read the quarterly update in Appendix 1.

ASSISTANT DIRECTOR ENVIRONMENT

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

None



## **APPENDIX 1**

### **Corporate Health and Safety - September 2013**

The following update provides a 'state of play' in respect of corporate health and safety management.

#### **Safety incident reporting**

There have been 8 accidents and incidents since the last Scrutiny Resources meeting 19<sup>th</sup> June 2013. Only one of these were reportable to HSE under RIDDOR 1995, but responsibility for this remained with the employment agency.

#### **Ongoing Prevention of Slip, Trip and Fall Accidents**

Major resurfacing of Leighton Terrace Car park is to proceed before Winter on safety grounds. This means the car park will not have to be closed for a prolonged period during winter weather. The work itself is estimated at two to three weeks duration.

#### **Noise at Work Regulations**

Noise risk assessment reviews are taking place in Cleansing and Waste in relation to the proximity of employees to the machinery and vehicles that are used. These will be completed by the end of March 2014.

#### **Health and Safety Systems Management Software**

Training on the new health and safety management modular system called 'AssessNET' has commenced. Risk Assessment of substances hazardous to health is the first module to be 'rolled out' to council service managers.

#### **Footpaths and Associated Assets – follow up to Notice of Contravention**

Actions pertaining to the risk assessment and inspection of all footpaths and associated assets is underway. One action is to GIS map and simultaneously risk rate assets. A scoping exercise is underway and a business case will be submitted to SMT in Autumn.

#### **Needle stick injury risk management**

In the light of new regulations, a review of health risk management in respect of handling of sharps is being undertaken. The current risk control measures remain suitable and sufficient, although a recommendation has been made for all relevant employees to be reminded by their line managers of the policy. Staff choosing to undergo vaccination for Hepatitis B will no longer have to claim reimbursement, but will only need to present a purchase order to their surgery, thus avoiding the need for the employee to pay 'up-front'. Vaccinations are in the region of £100 and this is significant amount from the monthly salary of lower waged workers.

#### **Health and Safety Training**

The training policy has been redrafted and will go out for consultation shortly. The draft sets out a more strategic corporate approach to health and safety training as well as seeking cost savings.

#### **Asbestos Management in Council Buildings**

The policy has been revised in response to new regulations that came into force last year. As previously the policy is in two halves; the main overall policy for non-housing properties and a separate section for our housing properties.

**Public safety at City Events**

A new Exeter Safety Advisory Group (SAG) has been formed. The aim is to strengthen existing links between key partner agencies for safe delivery of events in the city. Robert Norley, AD Environment chairs. Amongst other things, the Group is currently working on 'Unexpected', Tour of Britain and the Great West Run. The SAG will also be instrumental in assisting with safety planning for the Rugby World Cup events in Exeter.

**Annual Members' Briefing and Annual South West Local Authority Health and Safety Forum**

The annual Members Briefing takes place on Tuesday 29<sup>th</sup> October at 5.30 pm in the Civic Centre, this will be an engaging presentation on the Council's internal and external involvement with health and safety, with photographic and practical examples.

N.B. Further details and information on these and other Corporate Health and Safety matters are available from Paul Barton Principal Health and Safety Officer, extension 5456.

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## SCRUTINY (RESOURCES)

### MEMBERS' SUGGESTIONS FOLLOWING THE SCRUTINY WORK PROGRAMME MEETING

(JULY 2013)

#### High Priority Issues:-

- Income Generating services – expansion?
- Fees and Charges – a need to look at charging at the point of need and not once a year.
- RAMM Development – legal issues.
- On line by default – service delivery.
- Community Grants Strategy Review - Grants analysis and rationalisation.

#### Medium Priority Issues:-

- Emergency Planning Report.

#### Low Priority Issues:-

None identified.

#### Considerations for the Future:-

- Asset Register and Management.
- Estate Management.

Risk Management Update to be placed with Audit and Governance Committee rather than Scrutiny Resources.

*Members are asked to comment on the proposed topics, priority of items and new Financial Reporting layout.*

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