

SCRUTINY COMMITTEE - RESOURCES

Date: Wednesday 17 September 2014
Time: 5.30 pm
Venue: Rennes Room, Civic Centre, Paris Street, Exeter

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

If you have an enquiry regarding any items on this agenda, please contact Sharon Sissons, Democratic Services Officer (Committees) on 01392 265115 or email sharon.sissons@exeter.gov.uk

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

Membership -

Councillors Baldwin (Chair), Mottram (Deputy Chair), Bialyk, Brock, Bull, George, Lyons, Morris, Robson, Sheldon, Spackman, Tippins and Winterbottom

Agenda

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

1 Apologies

To receive apologies for absence from Committee Members.

2 Minutes

To sign the minutes of the meeting held on 2 July 2014.

3 Declarations of Interest

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

4 Local Government (Access to Information) Act 1985 - Exclusion of Press and Public

It is considered that the Committee would be unlikely to exclude the press and public during 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 the relevant paragraphs 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.

Item for Executive

7 Constitutional Changes - Strata - (Report to Follow)

To consider the report of the Deputy Chief Executive *to follow*

8 Capital Monitoring Statement

To consider the report of the Assistant Director Finance.

(Pages 5 -
20)

9 Overview of the Revenue Budget 2014/15

To consider the report of the Assistant Director Finance.

(Pages 21
- 34)

10 The Review of Polling Districts and Polling Places within the Exeter Parliamentary Constituency

To consider the report of the Corporate Manager Democratic & Civic Support and Returning Officer.

(Pages 35
- 64)

11 Corporate Health and Safety Policy Update

To consider the report of the Assistant Director Environment.

(Pages 65
- 102)

Item for Discussion

12 **A Renewable and Energy Efficiency Programme Update**

To consider the report of the Corporate Manager Property.

(Pages
103 - 108)

13 **Budget Monitoring (1st Quarter)**

To consider the report of the Assistant Director Finance.

(Pages
109 - 112)

Date of Next Meeting

The next **Scrutiny Committee - Resources** will be held on Wednesday 19 November 2014 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.

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

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REPORT TO SCRUTINY COMMITTEE RESOURCES, EXECUTIVE AND COUNCIL
Date of Meeting: Scrutiny Committee Resources - 17 September 2014
Executive - 7 October 2014
Council - 14 October 2014
Report of: Assistant Director Finance
Title: Capital Monitoring Statement to 30 June 2014

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

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

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

2. Recommendations:

It is recommended that Scrutiny Committee – Resources notes and Council approves:

(i) The current position in respect of the annual capital programme.

3. Reasons for the recommendation:

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

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

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

4. What are the resource implications including non financial resources

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

5. Section 151 Officer comments:

This report has been prepared on behalf of the Section 151 Officer to set out the financial position of the Capital Programme as at 30 June 2014.

6. What are the legal aspects?

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

7. Monitoring Officer's comments:

The Monitoring Officer has no issues to raise on the content of this report.

8. Report Details:

CAPITAL MONITORING STATEMENT TO 30 JUNE 2014

8.1 REVISIONS TO THE CAPITAL PROGRAMME

The 2014/15 Capital Programme, including commitments brought forward from 2013/14, was last reported to Scrutiny Committee – Resources on 2 July 2014. Since that meeting the following changes have been made that have increased the programme:

Description	£	Approval/Funding
Capital Programme, as reported to Scrutiny Committee – Resources, 2 July 2014	24,180,130	
Play Area Refurbishments	7,250	Contribution from Bull Meadow Playground Project
Topsham Recreation Ground	30,490	Contribution from Topsham Community Association
Firewalls	18,050	Approved by delegated powers (24 June 2014)
Rennes House Wider Development	280,000	Executive 24 June 2014
St Loyes Extra Care Scheme	231,350	Executive 18 March 2014
Revised Capital Programme	24,747,270	

8.2 PERFORMANCE

The revised capital programme for the current financial year is £24.747 million. During the first three months of the year the Council spent £1.210 million on the programme, which equates to 4.89% of the revised programme. This compares with £2.748 million (13.1%) being spent in the first three months of 2013/14.

The current programme is detailed in Appendix 1. The Appendix shows a total forecast spend for 2014/15 of £24.837 million with £0.204 million of the programme potentially being accelerated from 2015/16.

Appendix 2 shows the overall position for those schemes which span more than one financial year.

8.3 AVAILABLE CAPITAL RESOURCES

The available capital resources for the General Fund for 2014/15 are £1.537 million. An estimated spend of £7.462 million is required of which £5.925 million will have to be funded from borrowing. The available capital resources for the HRA for 2014/15 are £15.855 million. An estimated spend of £14.825 million is required leaving £1.03 million to be carried forward into 2015/16. 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.

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

	General Fund £	HRA £
New Receipts	127,095	763,880
Less HRA Pooling		(96,380)
Balance as at 30 June 2014	127,095	667,500

8.5 EXPENDITURE VARIANCES

The main variances and issues concerning expenditure in 2014/15 are:

Scheme	Estimated Overspend / (Underspend) £	Reason
Structural Repairs	(70,000)	Savings are projected in respect of underpinning 44 Heath Road, 37 Leypark Road and 129 Beacon Lane as less extensive works have been identified as necessary in order to stabilise the properties.
Flood Prevention Works	(20,000)	Despite prolonged heavy rain in the early part of 2014, no council dwellings experienced problems with flooding. There are therefore no plans to spend this budget in 2014/15. Budgets may be requested in future years for flood prevention measures as and when they are deemed necessary.
Bridespring / Mincinglake Road Works	(16,000)	Alterations to the car park and retaining walls have been completed below their estimated cost, following a re-design of the existing car park drainage rather than installing a new drainage system.
COB Wave 2 – Newport Road	191,606	In overall terms, a budget of £7.5m was approved by Executive in respect of COB Wave 2. The allocation of this budget over the four sites has been adjusted to reflect the latest cash-flow projections, with the budgets for Newport Road, Whipton Methodist Church site and Bennett Square increasing and a corresponding reduction made in respect of Rennes House Car Park – due to a re-design of the scheme. It is projected that all four sites remain deliverable within the overall
COB Wave 2 – Rennes House Car Park	(471,102)	
COB Wave 2 – Whipton Methodist Church	144,549	

COB Wave 2 – Bennett Square	134,947	budget, unless additional affordable units are added to the Rennes House scheme.
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8.6 SCHEMES TO BE DEFERRED TO 2015/16 AND BEYOND

Schemes which have been identified as being wholly or partly deferred to 2015/16 and beyond are:

Scheme	Revised 14/15 Budget £	Budget to be Deferred £	Reason
Play Area Refurbishments	182,280	48,010	The schemes at Pinhoe and Crossmead are unlikely to be completed in this financial year.
Northbrook Flood Alleviation Scheme	198,130	198,130	Awaiting further information from the Environment Agency
Newtown Community Centre (2 nd Grant)	50,000	40,000	Significant funds need to be raised from other sources before this project can proceed
Wear United	50,000	50,000	This New Home Bonus Grant is for a new community building but it is unlikely the project will be able to commence this financial year
Smoke Detector Replacements	428,230	150,000	The programme of replacing smoke detectors has been incorporated into the new comprehensive Gas Contract, which commenced in July 2014; to be completed over a 12 month period. The budget for works profiled for April to July 2015 will therefore need to be carried forward into 2015/16.
Structural Repairs	279,390	25,000	The stability of 3 Leypark Crescent will be monitored during 2014/15 in order to determine the extent of structural repairs required. Actual works are expected to be deferred until 2015/16 until the outcomes are known.

Common Area Footpath/Wall Improvements	150,000	100,000	The appointment of a Health and Safety Compliance Officer is pending the restructure of Housing Services. It is therefore projected that significant spend of this budget will be deferred until 2015/16 when the new officer will be tasked with identifying a programme of works to improve footpaths and walls. Priority health and safety works will be undertaken in the interim.
COB Wave 2 – Rennes House car park	148,430	(1,504,615)	Significant spend on the Rennes House site was not anticipated until 2015/16, therefore this represents an acceleration of approved funding to 2014/15, as works are now projected to start on site in November.
COB Wave 2 – Newport Road	1,023,560	498,918	In accordance with the latest projections, this scheme is due to complete in August 2015 and therefore this budget will need to be carried forward into 2015/16.
Acquisition of Social Housing	904,580	152,415	The acquisition of three properties on the lower Royal Navy Store Depot site, for social housing, are unlikely to complete until 2015/16 as this phase of the development is not due to start on site until January 2015.

8.7 ACHIEVEMENTS

The following schemes have been completed during the first quarter of 2014/15:

- **Play Area Refurbishments**

The Bull Meadow project has been completed and is proving very successful. The new play area at Sylvan Heights has been provided, there is some remaining budget which will fund possible future improvements at the site following further public consultation. Further safety surfacing improvements have been made at Newcourt and this project is now fully complete.

- **Refurbishment and Upgrade of Paddling Pools**

The new Splash Pad at St Thomas Pleasure Ground opened on 23 May. The City Council has replaced the old paddling pool with a brand new water splash play area that is unique to the city.

A series of water fountains, cannons and a tipping bucket now entertain children on top of a brightly coloured rubber surface. There has also been a series of general improvements in the park with an old tarmac area being replaced with freshly laid turf, ideal for picnicking families.

- **Vehicle Replacement Programme**

Exeter City Council has underlined its green credentials by purchasing two Nissan LEAF electric cars for staff to use when out and about on official duty.

The pool cars will replace some of the Council's ageing diesel-powered vans. As well as reducing climate change emissions, moving away from diesel power reduces particulate emissions and this will help improve air quality on Exeter's streets.

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

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

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

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

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

No impact

12. Are there any other options?

No

David Hodgson, Assistant Director Finance

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

Background papers used in compiling this report:

None

Contact for enquiries: Democratic Services (Committees), Room 2.3, (01392) 265275

CAPITAL MONITORING TO 30 JUNE 2014

	2014/15 Capital Programme	2014/15 Spend to 30 June	2014/15 Forecast Spend	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances Under ()
	£	£	£	£	£
COMMUNITY & ENVIRONMENT					
KEEP PLACE LOOKING GOOD					
Play Area Refurbishments	182,280	104,609	133,460	48,820	
Replacement of Flowerpot Skate Park	360				(360)
Flowerpot Skate Park Lighting	35,000		35,000		
Heavitree Pleasure Ground Tennis Courts	40,000		40,000		
Topsham Recreation Ground	30,490		30,490		
Refurbishment and Upgrade of Paddling Pools	27,460	25,038	27,460		
Parks Improvements	11,730		11,730		
Neighbourhood Parks & Local Open Spaces	8,020		8,020		
KEEP ME/MY ENVIRONMENT SAFE & HEALTHY					
Vehicle Replacement Programme	426,000	73,885	397,000	29,000	
HELP ME FIND SOMEWHERE TO LIVE					
Disabled Facility Grants	359,100	49,874	359,100		
Warm Up Exeter/PLEA Scheme	163,650		163,650		
Wessex Loan Scheme	15,610		15,610		
Glencoe Capital Works	3,890		3,890		
Private Sector Renewal Scheme	159,080	10,849	159,080		
WHIL Empty Properties	194,000		194,000		
The Haven	63,980	17,106	63,980		
Temporary Accommodation Purchase	300,000		300,000		
Grant to the Red House Hotel	85,000	85,000	85,000		
COMMUNITY & ENVIRONMENT TOTAL	2,105,650	366,361	2,027,470	77,820	(360)

CAPITAL MONITORING TO 30 JUNE 2014

	2014/15 Capital Programme	2014/15 Spend to 30 June	2014/15 Forecast Spend	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances Under ()
	£	£	£	£	£
ECONOMY & DEVELOPMENT					
<i>KEEP PLACE LOOKING GOOD</i>					
Canal Basin and Quayside	79,840		79,840		
Exhibition Way Bridge Maintenance	39,980		39,980		
John Lewis Car Park Refurbishment	2,130	2,130	2,130		
Replacement of Car Park Pay & Display Machines	47,770	1,000	47,770		
Canal Bank Repairs & Strengthening	10,880		10,880		
Northbrook Flood Alleviation Scheme	198,130			198,130	
Major Flood Prevention Works	3,000,000		3,000,000		
National Cycle Network	3,200		3,200		
Repair to Turf Lock Gates	150,000		150,000		
<i>PROVIDE GREAT THINGS FOR ME TO SEE & DO</i>					
Replace Running Track at Exeter Arena	743,000	146,090	743,000		
Sports Facilities Refurbishment	83,890	3,454	83,890		
RAMM Development	384,000		384,000		
Storage of Archives	64,230	9,145	64,230		
Livestock Market Electrical Distribution Boards	55,000		55,000		
Wonford Community Centre Boiler	14,250		14,250		

CAPITAL MONITORING TO 30 JUNE 2014

	2014/15 Capital Programme	2014/15 Spend to 30 June	2014/15 Forecast Spend	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances Under ()
	£	£	£	£	£
DELIVER GOOD DEVELOPMENT					
Newcourt Community Hall (S106)	29,240	8,739	29,240		
Newcourt Community Association Centre	68,240	35,739	60,240	8,000	
Exe Water Sports Association (Grant Towards Build)	12,240		12,240		
Devonshire Place (Landscaping)	25,000		25,000		
Alphington Village Hall (Repairs & Extension)	50,000		50,000		
St Thomas Social Club (New Roof)	25,000		16,995		(8,005)
St James Forum (Queens Crescent Garden)	8,100	4,550	8,100		
2nd Exeter Scouts & Park Life ('Urban Village Hall' Heavitree Park)	10,000	1,500	10,000		
Citizens Advice Bureau (Building Improvements)	10,000		10,000		
St Sidwells Community Centre	40,000		40,000		
Newtown Community Centre (2nd Grant)	50,000	988	10,000	40,000	
Wear United	50,000			50,000	
Alphington Church	16,000		16,000		
Exeter City Football in the Community	19,800		19,800		
City Centre Enhancements	22,220		22,220		
Well Oak Footpath/Cycleway	740		740		
Paris Street Roundabout Landscaping & Sculptural Swift Tower	62,430	5,553	62,430		
Heavitree Environmental Improvements	22,880		22,880		
Ibstock Environmental Improvements	3,240		3,240		
HELP ME RUN A SUCCESSFUL BUSINESS					
Science Park Loan	1,000,000		1,000,000		
ECONOMY & DEVELOPMENT TOTAL	6,401,430	218,889	6,097,295	296,130	(8,005)

CAPITAL MONITORING TO 30 JUNE 2014

	2014/15 Capital Programme	2014/15 Spend to 30 June	2014/15 Forecast Spend	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances Under ()
	£	£	£	£	£
RESOURCES					
WELL RUN COUNCIL					
Security Compliance for GCSx & PCI DSS	12,190		12,190		
PC & Mobile Devices Replacement Programme	65,000	23,155	65,000		
Corporate Network Infrastructure	9,490		9,490		
Capita Upgrade	7,500	7,500	7,500		
Firewalls	18,050		18,050		
PARIS Income Management System Upgrade	4,090		4,090		
Upgrade of E-FIMS to v4.1	5,300		5,300		
eTendering System	15,000		15,000		
Invest to Save Opportunities	100,000		100,000		
Energy Saving Projects	1,390,170		1,390,170		
Capitalised Staff Costs	261,000		261,000		
RESOURCES TOTAL	1,887,790	30,655	1,887,790		

CAPITAL MONITORING TO 30 JUNE 2014

	2014/15 Capital Programme	2014/15 Spend to 30 June	2014/15 Forecast Spend	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances Under ()
	£	£	£	£	£
HRA CAPITAL					
MAINTAIN OUR PROPERTY ASSETS					
Adaptations	630,000	157,728	630,000		
Rendering of Council Dwellings	323,500	6,122	323,500		
MRA Fees	35,280		35,280		
Communal Door Entry System	10,000	173	10,000		
Environmental Improvements - General	30,000	173	30,000		
Programmed Re-roofing	65,310	9,128	65,310		
Energy Conservation	70,400	16,321	70,400		
Smoke Detector Replacements	428,230		278,230	150,000	
LAINGS Refurbishments	296,850		296,850		
Kitchen Replacement Programme	2,648,710	169,815	2,648,710		
Bathroom Replacement Programme	1,164,850	45,736	1,164,850		
Other Works	44,620		44,620		
Fire Precautionary Works to Flats	277,090	4,104	277,090		
Communal Areas	191,640		191,640		
Structural Repairs	279,390	3,656	184,390	25,000	(70,000)
Fire Alarms at Sheltered Accommodation	15,300		15,300		
Flood Prevention Works	20,000				(20,000)
Property Entrance Improvements	20,000		20,000		
Rennes House Structural Works	435,840		435,840		
Automatic Doors - Faraday House	15,000		15,000		
Bridespring/Mincinglake Road Works	36,000		20,000		(16,000)
Common Area Footpaths/Wall Improvements	150,000		50,000	100,000	
Higher Barley Mount Improvements	34,000		34,000		
Lift Replacement - 98 Sidwell Street	50,000		50,000		
Replacement of Lead Water Mains	25,000	5,003	25,000		
Communal Garden Retaining Walls	55,000		55,000		
Soil Vent Pipe Replacement	20,000		20,000		
Electrical Central Heating	35,000		35,000		
Capita Upgrade	7,500	7,500	7,500		

CAPITAL MONITORING TO 30 JUNE 2014

	2014/15 Capital Programme	2014/15 Spend to 30 June	2014/15 Forecast Spend	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances Under ()
	£	£	£	£	£
Electrical Re-wiring	899,630	52,878	899,630		
Central Heating Programme	354,190	22,955	354,190		
Boiler Replacement Programme	550,630	27,045	550,630		
HELP ME FIND SOMEWHERE TO LIVE					
COB Wave 2 - Rennes Car Park	148,430	23,870	1,181,943	(1,504,615)	(471,102)
COB Wave 2 - Newport Road	1,023,560	21,865	716,248	498,918	191,606
COB Wave 2 - Brookway (Whipton Methodist Church)	1,149,590	7,056	1,294,139		144,549
COB Wave 2 - Bennett Square	1,011,500	9,996	1,146,447		134,947
St Loyes Design Fees	296,350		296,350		
Phase 3 Professional Fees	9,200		9,200		
Phase 3 St Andrews Road	10,230		10,230		
COB Land Purchase	300,000		300,000		
Rennes House Wide Site Development	280,000		280,000		
Acquisition of Social Housing	904,580	3,212	752,165	152,415	
HRA TOTAL	14,352,400	594,336	14,824,682	(578,282)	(106,000)
TOTAL CAPITAL BUDGET	24,747,270	1,210,242	24,837,237	(204,332)	(114,365)

CAPITAL SCHEMES SPANNING MORE THAN ONE FINANCIAL YEAR

	Total Capital Budget to end of 2014/15	Total Spend Uo 30 June 2014	Total Forecast Spend to End of 2014/15	2014/15 Budget to be Carried Forward to 2015/16	2014/15 Programme Variances Under ()
	£	£	£	£	£
COMMUNITY & ENVIRONMENT					
KEEP PLACE LOOKING GOOD					
Refurbishment and Upgrade of Paddling Pools	214,550	212,132	214,550	0	0
HELP ME FIND SOMEWHERE TO LIVE					
Glencoe Capital Works	20,000	16,103	20,000	0	0
The Haven	250,000	203,123	250,000	0	0
COMMUNITY & ENVIRONMENT TOTAL	484,550	431,358	484,550	0	0
ECONOMY & DEVELOPMENT					
KEEP PLACE LOOKING GOOD					
Canal Basin and Quayside	1,870,710	1,790,865	1,870,710	0	0
Exhibition Way Bridge Maintenance	45,000	5,015	45,000	0	0
Replacement of Car Park Pay & Display Machines	230,000	182,229	230,000	0	0
Canal Bank Repairs & Strengthening	40,000	29,121	40,000	0	0
PROVIDE GREAT THINGS FOR ME TO SEE & DO					
Replace Running Track at Exeter Arena	750,000	153,090	750,000	0	0
Storage of Archives	65,000	9,917	65,000	0	0
DELIVER GOOD DEVELOPMENT					
Newcourt Community Hall (S106)	34,900	14,403	34,900	0	0
Newcourt Community Association Centre	69,750	37,245	61,750	8,000	0
Exe Water Sports Association (Grant Towards Build)	50,000	37,758	50,000	0	0
Paris Street Roundabout Landscaping & Sculptural Swift Tower	69,500	12,620	69,500	0	0
ECONOMY & DEVELOPMENT TOTAL	3,244,860	2,292,264	3,236,860	8,000	0
HRA CAPITAL					
HELP ME FIND SOMEWHERE TO LIVE					
COB Wave 2 - Rennes Car Park	205,080	80,520	1,238,593	(1,504,615)	(471,102)
COB Wave 2 - Newport Road	1,112,920	117,453	805,608	498,918	191,606
COB Wave 2 - Brookway (Whipton Methodist Church)	1,307,460	165,330	1,452,009	0	144,549
COB Wave 2 - Bennett Square	1,101,750	100,994	1,236,697	0	134,947
Phase 2 St Andrews Road	10,230	9,574	10,230	0	0
St Loyes Design Fees	529,190	232,844	529,190	0	0
HRA TOTAL	4,266,630	706,715	5,272,327	(1,005,697)	0
CAPITAL AND PROJECT BUDGET TOTAL	7,996,040	3,430,337	8,993,737	(997,697)	0

APPENDIX 3

GENERAL FUND	2014-15 £	2015-16 £	2016-17 £	Future Years £	TOTAL £
CAPITAL RESOURCES AVAILABLE					
Usable Receipts Brought Forward					0
GF Capital Receipts	572,500				572,500
Revenue Contributions to Capital Outlay	20,000				20,000
Disabled Facility Grant	305,183	290,000	290,000	290,000	1,175,183
Regional Housing Capital Grant	0				0
New Homes Bonus	273,381	218,000			491,381
Other - Grants/External Funding/Reserves/S106	366,058	48,819			414,877
Total Resources Available	1,537,122	556,819	290,000	290,000	2,673,941
GENERAL FUND CAPITAL PROGRAMME					
Capital Programme	7,844,470	3,391,760	1,866,430	489,290	13,591,950
Overspends/(Savings)	(8,365)				(8,365)
Slippage	(373,950)	373,950			0
Total General Fund	7,462,155	3,765,710	1,866,430	489,290	13,583,585

UNCOMMITTED CAPITAL RESOURCES:					
Capital Receipts Brought Forward	0	0	0	0	0
Resources in Year	1,537,122	556,819	290,000	290,000	2,673,941
Less Estimated Spend in Year	(7,462,155)	(3,765,710)	(1,866,430)	(489,290)	(13,583,585)
Borrowing Requirement	5,925,033	3,208,891	1,576,430	199,290	10,909,644
Uncommitted Capital Receipts	0	0	0	0	0

APPENDIX 3

HOUSING REVENUE ACCOUNT	2014-15 £	2015-16 £	2016-17 £	TOTAL £
CAPITAL RESOURCES AVAILABLE				
Usable Receipts Brought Forward				2,057,869
Major Repairs Reserve Brought Forward				3,783,728
Other HRA Sales	176,000	0	0	176,000
RTB sales	750,000	500,000	350,000	1,600,000
Major Repairs Reserve	2,356,390	2,356,390	2,356,390	7,069,170
Revenue Contributions to Capital	6,349,980	5,771,928	5,689,075	17,810,983
External contributions	84,340	0	0	84,340
HCA funding	0	0	700,000	700,000
Commuted sums	296,346	1,605,737	1,897,918	3,800,001
Total Resources available	10,013,056	10,234,055	10,993,383	37,082,091
CAPITAL PROGRAMME				
HRA Capital Programme	14,056,057	7,477,274	8,357,732	29,891,063
St Loyes Extra Care	296,346	1,605,737	4,127,193	6,029,276
COB Wave 2 - Re-profiling	1,005,697	1,267,235	(2,272,932)	0
Overspends / (Savings)	(106,000)			(106,000)
Slippage - June	(427,415)	427,415		0
Total Housing Revenue Account	14,824,685	10,777,661	10,211,993	35,814,339
UNCOMMITTED CAPITAL RESOURCES:				
Usable Receipts Brought Forward	2,057,869	400,665	400,665	2,057,869
Major Repairs Reserve Brought Forward	3,783,728	629,303	85,697	3,783,728
Resources in Year	10,013,056	10,234,055	10,993,383	31,240,494
Less Estimated Spend	(14,824,685)	(10,777,661)	(10,211,993)	(35,814,339)
Uncommitted Capital Resources	1,029,968	486,362	1,267,752	1,267,752
WORKING BALANCE RESOURCES:				
Balance Brought Forward	5,963,219	5,205,489	5,136,819	6,290,296
HRA Balance Transfer - Surplus/(Deficit)	(757,730)	(68,670)	314,023	(839,454)
Balance Carried Forward	5,205,489	5,136,819	5,450,842	5,450,842
Balance Resolved to be Retained	(3,000,000)	(3,000,000)	(3,000,000)	(3,000,000)
	2,205,489	2,136,819	2,450,842	2,450,842
TOTAL AVAILABLE CAPITAL RESOURCES	3,235,457	2,623,181	3,718,594	3,718,594

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REPORT TO RESOURCES SCRUTINY COMMITTEE

Date of Meeting: 17 September 2014

REPORT TO EXECUTIVE

Date of Meeting: 7 October 2014

REPORT TO COUNCIL

Date of Meeting: 15 October 2014

Report of: Assistant Director Finance

Title: OVERVIEW OF REVENUE BUDGET 2014/15

Is this a Key Decision?

No

* One that affects finances over £1m or significantly affects two or more wards. If this is a key decision then the item must be on the appropriate forward plan of key decisions.

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1 To advise Members of the overall projected financial position of the HRA & General Fund Revenue Budgets for the 2014/15 financial year after three months and to seek approval for a number of supplementary budgets.

2. Recommendations:

It is recommended that Scrutiny Resources Committee and the Executive note the report and Council notes and approves (where applicable):

2.1 The General Fund forecast financial position for the 2014/15 financial year;

2.2 The HRA forecast financial position for 2014/15 financial year;

2.3 The additional supplementary budgets listed in Appendix C;

2.4 The outstanding Sundry Debt position as at June 2014;

2.5 The creditors' payments performance;

2.6 The Council Tax and Business Rates collection performance.

3. Reasons for the recommendation:

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

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

4.1 The impact on the General Fund working balance, HRA working Balance and Council Own Build working balance are set out in sections 8.3.6, 8.2.1 and 8.2.3 respectively.

4.2 A request for supplementary budgets totalling £89,000 has been included in the report.

5. Section 151 Officer comments:

5.1 The report represents the projected financial position to 31 March 2015. In respect of the year end projections, the overall position in respect of the General Fund is positive, with a small addition to the working balance. The earmarked reserve to assist with funding the leisure complex now stands at close to £5 million.

6. What are the legal aspects?

6.1 There are no issues to raise on the content of this report.

7. Monitoring Officer's comments:

7.1 There are no issues to raise on the content of this report.

8. Report details:

8.1 Financial Summary

FUND	Planned Transfer (to) / from Working Balance	Budget Variance Over / (under)	Outturn Transfer 2013/14
	£	£	£
General Fund	32,242	(261,527)	(229,285)
HRA	866,550	(108,820)	757,730
Council own Build Houses	(22,670)	0	(22,670)

8.2 Housing Revenue Account (Appendix A)

8.2.1 The first quarter projection shows an improvement against the estimated budget reduction in the working balance. The projected reduction is £757,730 to leave the working balance at £5,205,489.

Movement	2014/15
Opening HRA Balance, as at 01/04/14	£5,963,219
Deficit	(£757,730)
Projected balance, as at 31/3/15	£5,205,489

8.2.2 The key variances are as follows:

Management Unit	Over / (Underspend)	Detail
Management Costs	(£77,600)	<ul style="list-style-type: none"> • Savings in employee costs as certain posts have remained vacant pending the outcome of the restructure of Housing Services • Additional Supporting People Subsidy is receivable for 2014-15 following negotiation of a 12 month contract extension • Less extensive structural repairs to three council properties has resulted in a saving in respect of tenant decant costs.
Repairs and Maintenance Programme	(£169,000)	<ul style="list-style-type: none"> • Savings are forecast to be made in respect of routine service and maintenance budgets as follows: <ul style="list-style-type: none"> - Works to UPVC windows and extractor fans will be demand led in response to reported faults, rather than through a routine inspection regime (£32k) - Servicing smoke detectors will not be necessary during 2014-15 as a programme of smoke detector replacements has been incorporated into the new gas servicing contract, which commenced in July 2014 (£20k) - The inspection of ducts for warm air units in communal areas has also been incorporated into the new gas servicing contract and the costs will be absorbed within the approved gas servicing budget (£30k) • A lower than anticipated general maintenance contract inflationary increase for 2013/14 has also been negotiated
Revenue Contribution to Capital	£154,780	<ul style="list-style-type: none"> • This represents the additional revenue monies required to finance the acquisition of four flats at Dean Clarke House, as approved by Executive 18 September 2012. It was originally expected that the flats would be acquired in 2013-14 but developer amended the schedule for their conversion to September 2014.

- 8.2.3 The Council's new properties at Rowan House and Knights Place form part of the overall Housing Revenue Account, but separate income and expenditure budgets are maintained in order to ensure that they are self-financing. There is no projected variance to the projected surplus at the end of the first quarter.

Movement	2014/15
Opening Council Own Build, as at 01/04/14	£103,512
Surplus	£22,670
Balance, as at 31/3/15	£126,182

8.3 General Fund (Appendix B)

- 8.3.1 The Service Committees show projected underspends of £66,290 against a revised budget of £12,372,560. The main variances are:

8.3.2 **Scrutiny Committee Community – (An underspend in total of £2,880)**

Management Unit	Over / (Underspend)	Detail
Health & Safety, Licensing & Commercial	(£5,260)	• Vacancy pay savings
Public Safety	£3,000	• University Contract loss of income
Bereavement Services	(£31,200)	• Backdated NNDR refund Higher Cemetery
Private Sector Housing	£39,170	• Introduction of a new licensing scheme not expected until late 2014/15
Exton Road Overheads and Fleet Management	(£6,260)	• Rate refund and utility savings

8.3.3 **Scrutiny Committee Economy – (An underspend in total of £20,340)**

Management Unit	Over / (Underspend)	Detail
Parking Services	37,070	• Shortfall on Penalty Charge Notice Income • Saving on Non Domestic Rates budget
Economic Development	3,130	• Job evaluation increase
Tourist Information	1,880	• Sickness cover
Engineering & Construction Services	(17,140)	• Vacancy pay savings
Markets & Halls	(38,510)	• Net increase in income from usage
Museum Service	(6,770)	• Vacancy pay savings

8.3.4 Scrutiny Committee Resources – (An underspend in total of £43,070)

Management Unit	Over / (Underspend)	Detail
Revenue Collection/Benefits	(7,500)	<ul style="list-style-type: none"> Revenue contribution to capital expenditure upgrading the Capita system
Democratic Representation	25,000	<ul style="list-style-type: none"> Members allowances saving will not be achieved
Unapportionable Overheads	(6,240)	<ul style="list-style-type: none"> Reduced pension costs of former employees
Financial Services	(9,240)	<ul style="list-style-type: none"> Delays in recruitment for vacancies
Internal Audit	(7,530)	<ul style="list-style-type: none"> Maternity leave
Human Resources	(7,280)	<ul style="list-style-type: none"> Delay in recruitment for vacancy
Corporate Customer Services	(15,000)	<ul style="list-style-type: none"> Savings on Postages due to change of supplier
Strategic Management	(15,280)	<ul style="list-style-type: none"> Some support work now charged direct to services.

8.3.5 Other Financial Variations

Other items	Over / (Underspend)	Detail
Net Interest Paid	(65,000)	<ul style="list-style-type: none"> Continued low rates of interest have lowered the cost of borrowing; Better than forecast cashflow position has increased the level of interest received.
Revenue Contribution to Capital	7,500	<ul style="list-style-type: none"> Revenue contribution to capital expenditure upgrading the Capita system resulting in a saving set out above on Resources.
Minimum Revenue Provision	(137,737)	<ul style="list-style-type: none"> A significant underspend on the 2013/14 capital programme has resulted in a saving in the amount required to repay debt.

8.3.6 General Fund Balance

In 2014/15 it is projected that there will be an overall net contribution to the General Fund Balance of £229,285. The minimum requirement for the General Fund working balance was approved by Council in February 2014 at £2million.

Movement	2014/15
Opening Balance, as at 01/04/14	£3,364,640
Surplus	£ 229,285
Balance, as at 31/3/15	£3,593,925

8.3.7 Supplementary Budgets

There is a small requirement for further supplementary budgets in 2014/15. It is therefore proposed that supplementary budgets totalling £89,000, identified in Appendix C are approved in 2014/15.

8.4 COUNCIL TAX AND BUSINESS RATES COLLECTION

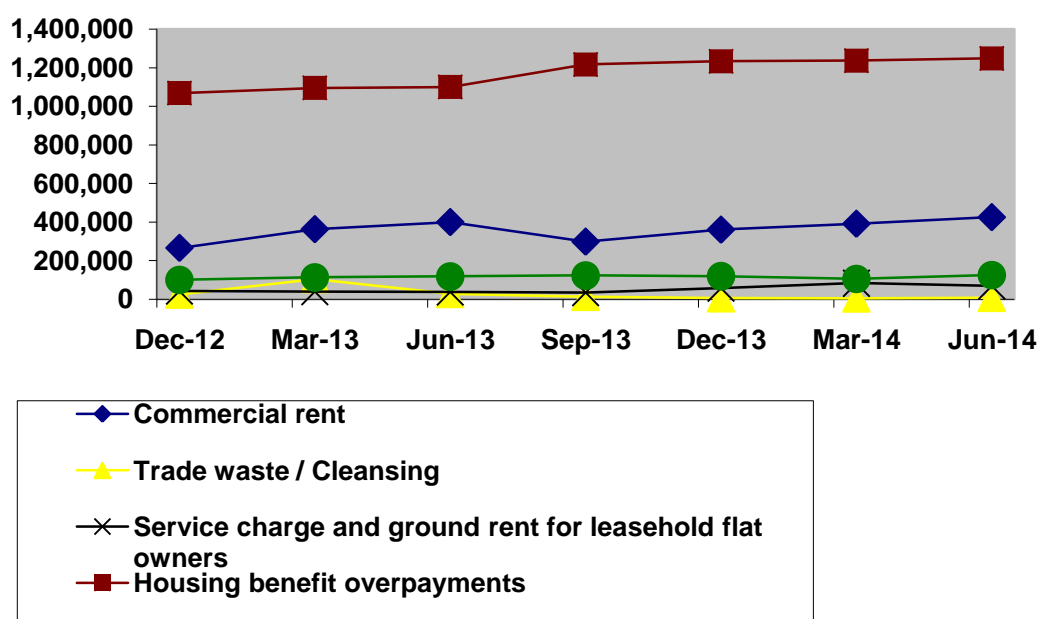
8.4.1 During the first quarter the Council collected 28.7% of the Council Tax due for the year compared to a target of 29.1%. This is slightly down owing to some delays caused by the Council's change of banking provider at the start of the year. Business Rates collection is substantially below target at 31.3% against a target of 33.2%, however changes to allow payments over 12 instead of 10 months are likely to have affected collection, which is expected to recover over the course of the full year.

8.5 OUTSTANDING SUNDRY DEBT

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

Age of Debt	June 2013	March 2014	June 2014
Up to 29 days (current)	£912,068	£1,425,531	£961,767
30 days – 1 Year	£1,015,619	£1,360,144	£1,020,962
1 – 2 years	£419,655	£465,665	£483,753
2 – 3 years	£219,108	£219,889	£271,280
3 – 4 years	£152,105	£107,701	£112,054
4 – 5 years	£74,868	£92,602	£87,808
5 + years	£189,966	£174,446	£181,678
Total	£2,983,240	£3,845,978	£3,120,302

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



8.6 DEBT WRITE-OFFS

8.6.1 The following amounts have been written-off during 2014/15:

	2013/14 Total	2014/15 (Qtr 1)
• Council Tax	£83,940	£0
• Business Rates	£366,058	£0
• Sundry Debt	£138,915	£7,323
• Housing Rents	£ 72,921	£1,841

8.7 CREDITOR PAYMENTS PERFORMANCE

8.7.1 Creditors' payments continue to be monitored in spite of the withdrawal of statutory performance indicator BVPI8. The percentage paid within 30 days was 96.41% for the first quarter of 2014/15 compared with 95.69% for 2013/14.

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

9.1 This is a statement of the projected financial position to the end of the 2014/15.

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

10.1 The risks relate to overspending the Council budget and are mitigated by regular reporting to the Strategic Management Team and Members.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

11.1 Not applicable

12. Are there any other options?

12.1 Not applicable

Assistant Director Finance

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

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 2.3
01392 265275

HOUSING REVENUE ACCOUNT

ACTUAL TO DATE			YEAR END FORECAST			
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	Code	APPROVED BUDGET	CURRENT OUTTURN FORECAST	FORECAST VARIANCE
£	£	£		£	£	£
826,271	807,575	(18,696)	85A1	3,264,640	3,187,040	(77,600)
91,122	82,743	(8,379)	85A3	287,590	270,590	(17,000)
1,542,792	881,097	(661,695)	85A4	6,175,400	6,006,400	(169,000)
0	0	0	85A5	6,195,200	6,349,980	154,780
0	0	0	85A6	2,356,390	2,356,390	0
(4,836,250)	(4,886,948)	(50,698)	85A8	(19,347,730)	(19,347,730)	0
0	0	0	85B2	1,935,060	1,935,060	0
			85B4	(866,550)	(757,730)	108,820
				0	0	0
			Net Expenditure			
			Working Balance	5,963,219	31 March 2015	5,205,489

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COUNCIL OWN BUILD SITES

PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	Code	APPROVED BUDGET	CURRENT OUTTURN FORECAST	FORECAST VARIANCE
£	£	£		£	£	£
(1,880)	(1,935)	(55)	H006	(7,540)	(7,540)	0
(3,580)	(4,489)	(909)	H007	(35,150)	(35,150)	0
0	0	0	H008	9,390	9,390	0
0	0	0	H009	10,630	10,630	0
			H010	22,670	22,670	0
				0	0	0
			Net Expenditure			
			Working Balance	103,512	31 March 2015	126,182

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GENERAL FUND
2014/15 REVENUE ESTIMATES - SUMMARY
as at 30 June 2014

	Annual Budget	Supplementary Budgets	Revised Annual Budget	Year End Forecast	Variance to Budget
	£	£	£	£	£
SCRUTINY - COMMUNITY	9,745,370	10,130	9,755,500	9,752,620	(2,880)
SCRUTINY - ECONOMY	(464,880)	219,560	(245,320)	(265,660)	(20,340)
SCRUTINY - RESOURCES	5,634,170	83,620	5,717,790	5,674,720	(43,070)
less Notional capital charges	(2,855,410)		(2,855,410)	(2,855,410)	0
<u>Service Committee Net Expenditure</u>	12,059,250	313,310	12,372,560	12,306,270	(66,290)
Net Interest	165,000		165,000	100,000	(65,000)
New Homes Bonus	(2,778,000)		(2,778,000)	(2,778,000)	0
Revenue Contribution to Capital	0		0	7,500	7,500
Minimum Revenue Provision	1,470,000		1,470,000	1,332,263	(137,737)
<u>General Fund Expenditure</u>	10,916,250	313,310	11,229,560	10,968,033	(261,527)
Transfer To/(From) Working Balance	58,448	(90,690)	(32,242)	229,285	261,527
Transfer To/(From) Earmarked Reserves	2,498,000	(132,620)	2,365,380	2,365,380	0
<u>General Fund Net Expenditure</u>	13,472,698	90,000	13,562,698	13,562,698	0
Formula Grant	(7,715,000)		(7,715,000)	(7,715,000)	0
Council Tax Freeze Grant	(118,000)		(118,000)	(118,000)	0
Pooling of Business Rates	(1,070,000)		(1,070,000)	(1,070,000)	0
<u>Council Tax Net Expenditure</u>	4,569,698	90,000	4,659,698	4,659,698	0
Working Balance	March 2014	£ 3,364,640		£ 3,593,925	March 2015

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	Funded by	£
Resources		
Budget Consultation	Earmarked Reserve	57,000
Exeter Pound	General Fund Balance	12,000
Office accommodation moves	General Fund Balance	20,000
		<u>89,000</u>
Community and Environment		
		<u>0</u>
Economy & Development		
		<u>0</u>
General Fund Total		<u>89,000</u>
		0
HRA Total		<u>0</u>
Overall Total		<u>89,000</u>

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REPORT TO: SCRUTINY COMMITTEE RESOURCES AND EXECUTIVE

Date of Meeting: Scrutiny Committee Resources – 17 September 2014

Executive – 7 October 2014

Report of: Corporate Manager, Democratic & Civic Support

Title: The Review of Polling Districts and Polling Places within the Exeter Parliamentary Constituency

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1 This report sets out for consideration by the Scrutiny Resources Committee proposals for new polling district and polling places arrangements recommended as a result of the Council's responsibilities under the Electoral Registration and Administration Act 2013 and Schedule A1 of the Representation of the People Act 1983.

2. Recommendations:

2.1 To adopt the proposals at below for implementation from a revised register of electors to be published on 1 December 2014.

2.2 For the Council to formally publish its final report on the Review of Parliamentary Polling Districts and Places within the Exeter Constituency on 16 October 2014, as required by the Electoral Administration Act 2006.

2.3 For the Council to complete a further review by 31 January 2020, as required by the Electoral Registration and Administration Act 2013.

3. Reasons for the recommendation:

3.1 The Electoral Registration and Administration Act 2013 requires each Council to carry out a review of polling districts and places for all of the existing Parliamentary Constituencies contained within its boundaries. The review must be carried out between 1 October 2013 and 31 January 2015.

3.2 Each Council is subsequently required to carry out a polling district and polling place review every fifth year. The review must be carried out during a sixteen month period that starts every fifth year after 1 October 2013. The last review was approved by the Council on 18 October 2011.

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

4.1 There would be some officer time involved in redrawing the appropriate polling district boundaries to match the proposals contained within this report. This can be contained within existing resources.

4.2 There would be no significant change in the costs of running polling stations if the proposals were adopted as the costs of an additional polling station within Exwick would

be more than outweighed by reducing the existing double station at Exwick Community Centre to a single station, as well as removing the need to hire in a temporary station at Orwell Garth.

5. Section 151 Officer Comments:

5.1 There are no financial implications contained within this report.

6. What are the legal aspects?

6.1 There are no issues to raise on the content of this report.

7. Monitoring Officer's comments:

7.1 There are no issues to raise on the content of this report.

8. Report details:

- 8.1 A public consultation phase was carried out between 9 June and 14 July 2014. Additionally, all Exeter City and Devon County Councillors, political parties and other stakeholders such as disability charities were contacted. (See list at Appendix A). Further opportunity to comment on the proposals put forward by the Acting Returning Officers for the Exeter Parliamentary Constituency and the part of the East Devon Parliamentary Constituency which falls within Exeter City Council, was carried out until 1 August 2014.
- 8.2 Since the last polling district review carried out in 2011, Exeter has grown in terms of residential housing (up 3%) and registered electors (up 4.5%). There continues to be several anticipated housing developments in the pipeline.
- 8.3 Due to its urban nature, to afford the maximum flexibility in selecting polling stations (particularly if required at short notice), Exeter City Council has always defined its polling places as being coterminous with its polling district boundaries. The only exception to this rule being where the polling station may be located just outside of the ward boundary. It is recommended that this practice be continued.

8.4 Exwick Ward (see Map A)

The number of polling districts in the Exwick Ward was reduced from four to three following the Review carried out in 2007. The Exeter Civil Service Sports Club was subsequently used as a polling station. However, this venue has not been available for a number of years and the Thatched House Inn has been successfully used in its place.

The current number of electors registered to vote in the relevant polling district (DB) is just over 2,000. Although the venue can cope with average turnouts of 30 – 40%, there is some doubt that it will have sufficient space to deal with larger turnouts, particularly with respect to the forthcoming Parliamentary election, where turnout could be as high as 70%.

Therefore it is recommended that Exwick Ward reverts to four polling districts

based around the existing three polling stations, together with an additional polling station at Exwick Parish Hall (see Map A). It is estimated that this will reduce the electorate at the Thatched House Inn to a more manageable 1500. In order to balance numbers a reduction of approximately 500 will be made from DC Exwick Community Centre, which will reduce the need to provide a double station at that venue.

8.5 Topsham Ward (Map B)

The residential developments on the site of the Old Royal Navy Stores and adjacent areas continue to become inhabited, with further developments also being proposed.

Since the last Polling District Review in 2011 a Community Room has become available within the Rydon's housing development (See Map B). This would be ideally situated as a polling station and be readily accessible for the residents of the new developments. Therefore it is recommended that a new polling district be created (SD) in addition to the three existing polling districts in Topsham Ward.

It is recommended that, given the distances involved, the polling district at SC based around Topsham AFC as a polling station is retained to take account of the continuing and future residential development in that area.

Given the expected rate of growth over the next few years, the number of electors in this new polling district area will be monitored. Therefore, this may require a further specific review before the next statutory polling district review is due.

8.6 Pinhoe Ward (Map C)

Polling District JA is served by a mobile polling station based at Orwell Garth. Although meeting the geographical needs of the electors in that area, the polling station accommodation itself is unsatisfactory for electors, staff and election tellers. For example, there are no toilet facilities available for staff other than by consent with a nearby resident, or by the provision of temporary facilities. Similarly, it is difficult for the secrecy of those voting to be maintained due to the type of temporary accommodation which is available, which also affects disabled access which is virtually non-existent. Additionally, the costs of providing the temporary structure are significantly higher than for any other polling station.

It is therefore recommended that the Polling Place for JA is extended to include Willowbrook School.

Whilst it is recognised that this is outside the current polling place which would necessitate the polling place area being extended, it is felt that this offers a far more sustainable proposal than that which currently exists. Facilities are available at the school which would allow the school to function as normal on election day without the need to close.

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

9.1 By making polling districts and places coterminous, allows the (Acting) Returning Officer discretion to locate a Polling Station within that area which best meets the needs of the area and the electors within in.

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

10.1 There are no risks associated with the proposals.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

11.1 By ensuring that polling stations are, within the constraints of the buildings available, as accessible as possible impacts on equality issues especially for the disabled elector.

12. Are there any other options?

12.1 An option which has been considered is an overall reduction in the numbers of polling stations used for elections. This could, on paper, give rise to some savings for the Council in terms of lower hire fees for building hire, and staff costs. However, Members will be aware of the issues surrounding queues at polling stations at the last Parliamentary election which, it is understood, were attributable to a reduction in the number of polling stations in those areas, therefore increasing elector numbers beyond that which could be reasonably handled.

12.2 The number of polling stations in the City allows for efficient running of all types of elections, and also for ease of access to them for the City's electors. To this end, it is felt unnecessary, and potentially risky, to reduce the numbers.

John Street

Corporate Manager, Democratic & Civic Support and Returning Officer

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

Background papers used in compiling this report:-

Correspondence received from consultation exercise

Contact for enquires: Democratic Services (Committees), Room 2.3, 01392 265275

**REPORT CONCERNING THE REVIEW OF POLLING DISTRICTS AND POLLING
PLACES WITHIN THE EXETER PARLIAMENTARY CONSTITUENCY**
SCRUTINY COMMITTEE: RESOURCES 17 SEPTEMBER 2014
EXECUTIVE COMMITTEE 7 OCTOBER 2014

1 PURPOSE OF REPORT

This report sets out for consideration by the Scrutiny Resources Committee proposals for new polling district and polling places arrangements recommended as a result of the Council's responsibilities under the Electoral Registration and Administration Act 2013 and Schedule A1 of the Representation of the People Act 1983.

2 BACKGROUND

- 2.1 The Electoral Registration and Administration Act 2013 requires each Council to carry out a review of polling districts and places for all of the existing Parliamentary Constituencies contained within its boundaries. The review must be carried out between 1 October 2013 and 31 January 2015.
- 2.2 Each Council is subsequently required to carry out a polling district and polling place review every fifth year. The review must be carried out during a sixteen month period that starts every fifth year after 1 October 2013. The last review was approved by the Council on 11 December 2007.
- 2.3 A public consultation phase was carried out between 9 June and 14 July 2014. Additionally, all Exeter City and Devon County Councillors, political parties and other stakeholders such as disability charities were contacted. (See list at Appendix A). Further opportunity to comment on the proposals put forward by the Acting Returning Officers for the Exeter Parliamentary Constituency and the part of the East Devon Parliamentary Constituency which falls within Exeter City Council, was carried out until 1 August 2014.
- 2.4 Since the last polling district review carried out in 2011, Exeter has grown in terms of residential housing (up 3%) and registered electors (up 4.5%). There continues to be several anticipated housing developments in the pipeline.
- 2.5 Due to its urban nature, to afford the maximum flexibility in selecting polling stations (particularly if required at short notice), Exeter City Council has always defined its' polling places as being coterminous with its' polling district boundaries. The only exception to this rule being where the polling station may be located just outside of the ward boundary. It is recommended that this practice be continued.

3 PROPOSALS

3.1 POLLING DISTRICTS /PLACES

Following the completion of the consultation phase, the following proposals for the designation of polling districts and places are put forward. Comments received as a result of the consultation are attached. These have been taken into consideration as far as reasonably practicable.

3.1.1 Exwick Ward (see Map A)

The number of polling districts in the Exwick Ward was reduced from four to three following the Review carried out in 2007. The Exeter Civil Service Sports Club was subsequently used as a polling station. However, this venue has not been available for a number of years and the Thatched House Inn has been used in its place.

The current number of electors registered to vote in the relevant polling district (DB) is just over 2,000. Although the venue can cope with average turnouts of 30 – 40%, there is some doubt that it will have sufficient space to deal with larger turnouts, particularly with respect to the forthcoming Parliamentary election, where turnout could be as high as 70%.

Therefore it is recommended that Exwick Ward reverts to four polling districts based around a polling station at Exwick Parish Hall (see Map A). It is estimated that this will reduce the electorate to a more manageable 1500. (In order to balance numbers a reduction of approximately 500 will be made from DC Exwick Community Centre, which will reduce the need to provide a double station at that venue).

3.1.2 Topsham Ward (Map B)

The residential developments on the site of the of the Old Royal Navy Stores and adjacent areas continue to become inhabited. Further developments are proposed.

Since the last Polling District Review in 2011 a Community Room has become available (See Map B). This would be ideally situated as a polling station and be readily accessible for the residents of the new developments. Therefore it is recommended that a new polling district be created (SD) in addition to the 3 existing polling districts in Topsham Ward.

It is recommended that, given the distances involved, the polling district at SC based around Topsham AFC as a polling station; is retained to take account of the continuing residential development.

Given the expected rate of growth over the next few years, the

number of electors in this new polling district area will be monitored. Therefore, this may require a further specific review before the next statutory polling district review is due.

3.1.3 Pinhoe Ward (Map C)

Polling District JA is served by a mobile polling station based at Orwell Garth. Although geographically well served, the polling station accommodation is unsatisfactory for electors, staff and election tellers. Disabled access, in particular, is virtually non-existent. Additionally, the costs of providing the temporary structure are significantly higher than for any other polling station.

It is therefore recommended that the Polling Place for JA is extended to include Willowbrook School.

3.1.4 All other Wards

No changes proposed.

4. **RECOMMENDATIONS**

- 4.1 To adopt the proposals above (at 3.1.1 - 3.1.3) for implementation from a revised register of electors to be published on 1 December 2014.
- 4.1.2 For the Council to formally publish its final report on the Review of Parliamentary Polling Districts and Places within the Exeter Constituency on 11 October 2011, as required by the Electoral Administration Act 2006.
- 4.1.3 For the Council to complete a further review by 11 October 2020, as required by the Electoral Registration and Administration Act 2013.

**John Street
Corporate Manager
Democratic & Civic Support
August 2014**

List of Background Papers:

Electoral Registration & Administration Act 2013
& Consultation Responses

Appendices/Attachments

Appendix A

Copy of Original Consultation Document

Appendix B

Copies of correspondence received

Appendix C

Maps A - C

Appendix D

Acting Returning Officer Comments

Appendix E

List of proposed new polling stations and estimated numbers of electors (including postal voters)

Appendix A

Please ask for: Jeff Chalk
Direct Dial: 01392 265141
Email: electoral.services@exeter.gov.uk
Our ref: JC
Your ref:
Date: 9 June 2014

REVIEW OF POLLING DISTRICTS & POLLING PLACES/STATIONS

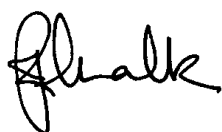
Legislation requires each local authority to undertake a review of all Parliamentary polling districts and places and to consider access arrangements at polling stations. The last review was conducted in 2011.

To this end I am writing to you as a stakeholder, to ask for your assistance in this matter. I would be most grateful, if you have any observations or comments on the current arrangement of polling districts and access to polling stations, that you would let me know by **14 July 2014**.

I have attached a fact sheet, which may help you to consider the issues.

If you have any queries would you please direct them to the Electoral Services Office in the first instance.

Yours faithfully



Jeff Chalk
Democratic Services Manager (Elections)

EXETER CITY COUNCIL REVIEW OF POLLING DISTRICTS & POLLING PLACES/STATIONS 2014

Information Sheet

General Information

1.1 The last full review of Parliamentary polling districts and places, was undertaken in 2011. The Electoral Registration and Administration Act 2013, introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The next compulsory review must now be started and completed between 1 October 2013 and 31 January 2015 (inclusive).

- The Act requires each local authority to undertake a review every five years, from this review onwards.
- Since 2011, Exeter's electorate has risen to about 92,000 (up 4.5%) and the number of properties has grown to 53,200 (up 3%).
- The Parliamentary polling districts and places are replicated for local government elections.
- It should be noted that Ward boundaries cannot be changed under this process.
- The final decision on the situation of polling stations rests with the Returning Officer.
- A **polling district** is a geographical sub-division of an electoral area, i.e. a UK Parliamentary constituency, a European Parliamentary electoral region, a ward or an electoral division.
- A **polling place** is a geographical area in which a polling station is located. In Exeter polling places are the same as the polling district to allow a greater degree of flexibility in deciding where a polling station should be .
- A **polling station** is the actual room or building where the process of voting takes place, and must be located within the polling place designated for the particular polling district. The Returning Officer for the particular election must provide a sufficient number of polling stations, and allot the electors to those polling stations in such manner as he or she thinks the most convenient.

List of Current Polling Stations

REGISTER	WARD	POLLING STATION
AA	Alphington	St Andrews Church Hall, Alphington Road
AB	Alphington	Exeter Sea Cadet HQ, Canal Banks, Haven Road
AC	Alphington	Westex Technology College, Hatherleigh Road
AD	Alphington	Alphington Sports Club, Church Road
AE	Alphington	Alphington Village Hall, Ide Lane
BA	Cowick	Westside Youth Centre, Merrivale Road
BB	Cowick	Bowhill, Dunsford Road
CA	Duryard	University of Exeter, Common Room, Lopes Hall, St Germans Road
CB	Duryard	University of Exeter, The Central Block – Birks Grange, New North Road
DA	Exwick	Redhills Primary School, Landhayes Road
DB	Exwick	The Thatched House Inn, Exwick Road
DC	Exwick	Exwick Community Centre, Kinnerton Way *
EA	Heavitree	Scout Hut, South Lawn Terrace *
EB	Heavitree	South West Baptist Assoc, Wonford Street
FA	Mincinglake	Beacon Heath Church, King Arthur's Road
FB	Mincinglake	Whipton Community Hall, Pinhoe Road
FC	Mincinglake	The Knight Club, Beacon Lane
GA	Newtown	Belmont Chapel, Western Way
GB	Newtown	School of Education, College Road (St Luke's)
GC	Newtown	Belmont Bowling club, The Green, Blackboy Road
HA	Pennsylvania	St. James Church Hall, Mount Pleasant Road*
HB	Pennsylvania	Sylvania Community Hall, Mincinglake Valley Park
JA	Pinhoe	Mobile Station, Orwell Garth
JB	Pinhoe	Trinity Community Centre, Arena Park, Beacon Heath
JC	Pinhoe	The Hall Church, Main Road, Pinhoe
JD	Pinhoe	Pinhoe C of E School, Harrington Lane
KA	Polsloe	Ladysmith Junior School, Pretoria Road, (Parent Room)
KB	Polsloe	St Mark's Church Hall, St Mark's Avenue
KC	Polsloe	Baptist Church Hall, Pinhoe Road
LA	Priory	100 Club, Wear Barton Road
LB	Priory	St Luke's Church Rooms, School Lane
LC	Priory	Wonford Methodist Church Hall, Burnthouse Lane
LD	Priory	Wynstream Primary School, Burnthouse Lane
MA	St. Davids	Community Room, 66 Weaver's Court, Shilhay
MB	St. Davids	Wesley Room, Mint Methodist Church, Fore Street
MC	St. Davids	St. David's Church, Queen's Terrace (off Hele Road)
NA	St. James	St. Sidwell's C of E School, York Road *
NB	St. James	Community Room, York House, Longbrook Street
PA	St. Leonard's	Abbeville Community Room, Abbeville Close
PB	St. Leonard's	Church Hall, Roberts Road

REGISTER	WARD	POLLING STATION
PC	St. Leonard's	St Leonards Church Centre, Topsham Road
PD	St. Leonard's	Victoria Park Tennis Club, Lyndhurst Road
QA	St. Loye's	Clyst Heath Nursery & Community School, Royal Crescent
QB	St. Loye's	Woodwater Academy, Woodwater Lane
QC	St. Loye's	St. Peter's High School, Quarry Lane
RA	St. Thomas	Buller Road Evangelical Church, Buller Road
RB	St. Thomas	Exeter Karate Centre, Church Road
RC	St. Thomas	West Exe Childrens Centre, Cowick Street
SA	Topsham	Matthews Hall, Fore Street *
SB	Topsham	Community Room, Grandisson Court
SC	Topsham	Topsham Town AFC, Coronation Field, Topsham Road, Exeter
TA	Whipton Barton	Hamlin House, Hamlin Gardens
TB	Whipton Barton	Community Centre, Bodley Close
TC	Whipton Barton	Community Room, Russet House, Russet Avenue
TD	Whipton Barton	Community Room, Rennes House, Vaughan Road*

* Double station

Current Arrangement of Polling Districts

Maps are available upon request.

What the Rules say*.

- (a) the authority must seek to ensure that all electors in a constituency in its area have such reasonable facilities for voting as are practicable in the circumstances;
- (b) the authority must seek to ensure that so far as is reasonable and practicable every polling place for which it is responsible is accessible to electors who are disabled;
- (c) the authority must have regard to the accessibility to disabled persons of potential polling stations in any place which it is considering designating as a polling place;
- (d) the polling place for a polling district must be an area in the district, unless special circumstances make it desirable to designate any area wholly or partly outside the district;
- (e) the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station.

*(Representation of the People Act 1983 s.18)

Please also note that the Council must publish any correspondence submitted in respect of this review.

Access

All polling stations should have access facilities for disabled electors. This includes wheelchair users. There are various building regulations which determine how adaptations can be made. It is not always possible for the owners of buildings to make permanent structural changes. Where permanent facilities are not possible, Electoral Services try to make temporary provision, usually by means of a portable ramp. However, it must be remembered that, on occasion these ramps can cause a hazard and thus it is not always a practical solution.

A polling station should be within reasonable walking distance for most electors.

Practical Considerations

Availability

There is no such thing as a purpose built polling station. We have to adapt and use the buildings which are available in the locality. Whilst regulations permit the Returning Officer to use schools, the owners of other buildings (Church halls, sports clubs etc.) have no such obligation.

Suitability

When selecting a polling station there are some basic criteria which need to be considered.

- Geographically central for the majority of the electorate.
- Appropriate for democratic use.
- Health and safety arrangements
- Enough useable space.
- Exclusive use.
- Access (including parking)
- Welfare facilities for staff
- Cost

Topography

Considerations such as steep hills and other natural boundaries, railway lines, busy main roads etc. need to be taken into account.

Other Factors

Use of Schools

The current policy is that schools should not be used, where there is a reasonable and viable alternative.

Overall Number of Polling Stations

The number of polling stations in Exeter was relatively constant over the decade prior to the 2007 review, when two new polling stations were added. Over the past three years the level of new developments has increased.

There are no legislative limits on the number of polling stations an authority can provide. However, when considering numbers, there needs to be sufficient to run efficient and effective elections, which are as accessible to the electorate as possible.

Timetable

Publication of Notice of the Review – 6 June 2014

Consultation period - 9 June – 14 July 2014

Publication of the Returning Officers representations – within 30 days of receipt

Report to Executive Committee – 7 October 2014

Submit to Council – 14 October 2014

Publication of Review Report – 24 October 2014

Implementation of report recommendations – from Register of Electors published on 1 December 2011, to take effect for any subsequent election and for the City Council and Parliamentary elections due 7 May 2015

Particular Known Concerns

There are some situations which are already known and these are shown below, with a suggestion where solutions may have already been considered. Additionally, some questions are raised for consideration and comment.

1. **Exwick Ward** – The use of the Thatched Tavern Inn as a polling station has worked well. However, it may be that the premises is too small to accommodate a larger voter turnout at a Parliamentary election. Therefore, it may be beneficial to redraw the polling district boundaries; with a view to using Exwick Parish Hall as an additional polling station in the Exwick Ward.
2. **Heavitree Ward** – The only available polling station in polling district EB is actually slightly outside of the Ward boundary. The building currently used is suitable in most aspects but it is not geographically well situated. There are currently no known viable alternatives.

3. Pinhoe Ward – The current mobile polling station in Orwell Garth (JA) is unsatisfactory and presents a number of logistical and access problems for disabled electors, along with significant costs. The only known alternative is Willowbrook School. It is suggested that this is adopted as the polling station for JA.

4. Topsham Ward - Significant development has taken place on the site of the Old Royal Navy Stores over the past few years and is expected to continue in the next few years. Topsham Town FC have provided a room at their clubhouse for the past few years. However, a new community facility is now in operation in a central location within the polling district. It is suggested that this may prove to be a more accessible polling station.

Point of Contact

Electoral Services Office
Exeter City Council
Civic Centre
Paris Street
EXETER
EX1 1JN

(01392) 265141

electoral.services@exeter.gov.uk

www.exeter.gov.uk

List of Consultees

The (Acting) Returning Officer, Exeter City Council (Exeter Constituency)
The (Acting) Returning Officer, East Devon District Council (East Devon Constituency)
The Returning Officer, Devon County Council
All Exeter City Councillors
All Devon County Councillors for Exeter
Ben Bradshaw MP (Exeter Constituency)
Hugo Swire MP (East Devon Constituency)
Exeter Labour Party
Exeter Conservative Association
Exeter Liberal Democrats
Exeter Liberal Party
Exeter Green Party
Exeter UKIP
East Devon Labour Party
East Devon Conservative Association
East Devon Liberal Party
East Devon Liberal Democrats
East Devon Green Party
East Devon UKIP
Age UK Exeter
RNID South West
Devon County Association for the Blind
Exeter Society for the Blind
Living Options Devon
St.Loye's Foundation, Exeter
Scope



Exeter City Council

Review of Polling Districts & Polling Places/Stations 2014

This is the Exeter Labour Party's submission to the review of Polling districts & Polling places/Stations 2014. We are generally happy with the preliminary findings of the review in the information sheet though we would like to submit thoughts about the issues that the Review calls "Particular Known Concerns."

1. Exwick Ward

We have no real objections to the re-drawing of the polling district boundaries to include a fourth polling district within the Exwick Ward. However before the decision is taken we believe that the proposed new boundaries are made public and are open to consultation.

2. Heavitree Ward

We are happy with the current polling place location for the Heavitree polling district EB. We ourselves cannot think of a viable alternative for the polling station.

3. Pinhoe Ward

We believe that the current polling place in Orwell Garth is the best available location for the polling station. We agree that its temporary nature and limited disabled access are unfortunate but these disadvantages are overridden by its location in the heart of the Summerway area and JA polling district.

By moving the polling station to Willowbrook School it would not only take the polling station out of ward it would significantly increase the distance that electors have to travel to vote. This new route would include the crossing of the busy, especially during school run times, Summer Lane. This has the potential of reducing turnout by increasing the amount of time and effort that it takes an elector to vote. There is also the potential disruption to the school and their day while accommodating a busy polling station such as JA.

Although it has its limitations and disadvantages we believe the mobile polling station located at Orwell Garth is ideally placed to effectively serve the democratic needs of the residents of the JA polling district.

4. Topsham Ward

We have no objections to the proposal to alter the location of the polling station.

Regards,

Dom Collins

Election Agent

Exeter Labour Party

01392 424420

campaigns@exeter-labour.org.uk



Councillor Percy Prowse Councillor for Duryard Ward



Civic Centre, Paris Street, Exeter, EX1 1JN
www.exeter.gov.uk

Please ask for:

Direct Dial: 01392 209024

Email:

Our ref:

Your ref:

Date: 7th July 2014

Polling Stations, Duryard.

Dear Jeff,

Thankyou for the circular regarding the above.

I see no issues with Lopes.

Still had many moans re Moberly versus Birks. Birks offers versatility for those not able bodied but the West Garth Estate were content for fourty yrs with Moberly. I am open minded on this and leave it to your judgement for the Birks coninuance.

Yours sincerely,

Copy C'11' / Mottman

182 Topsham Road, Exeter, EX2 4SH

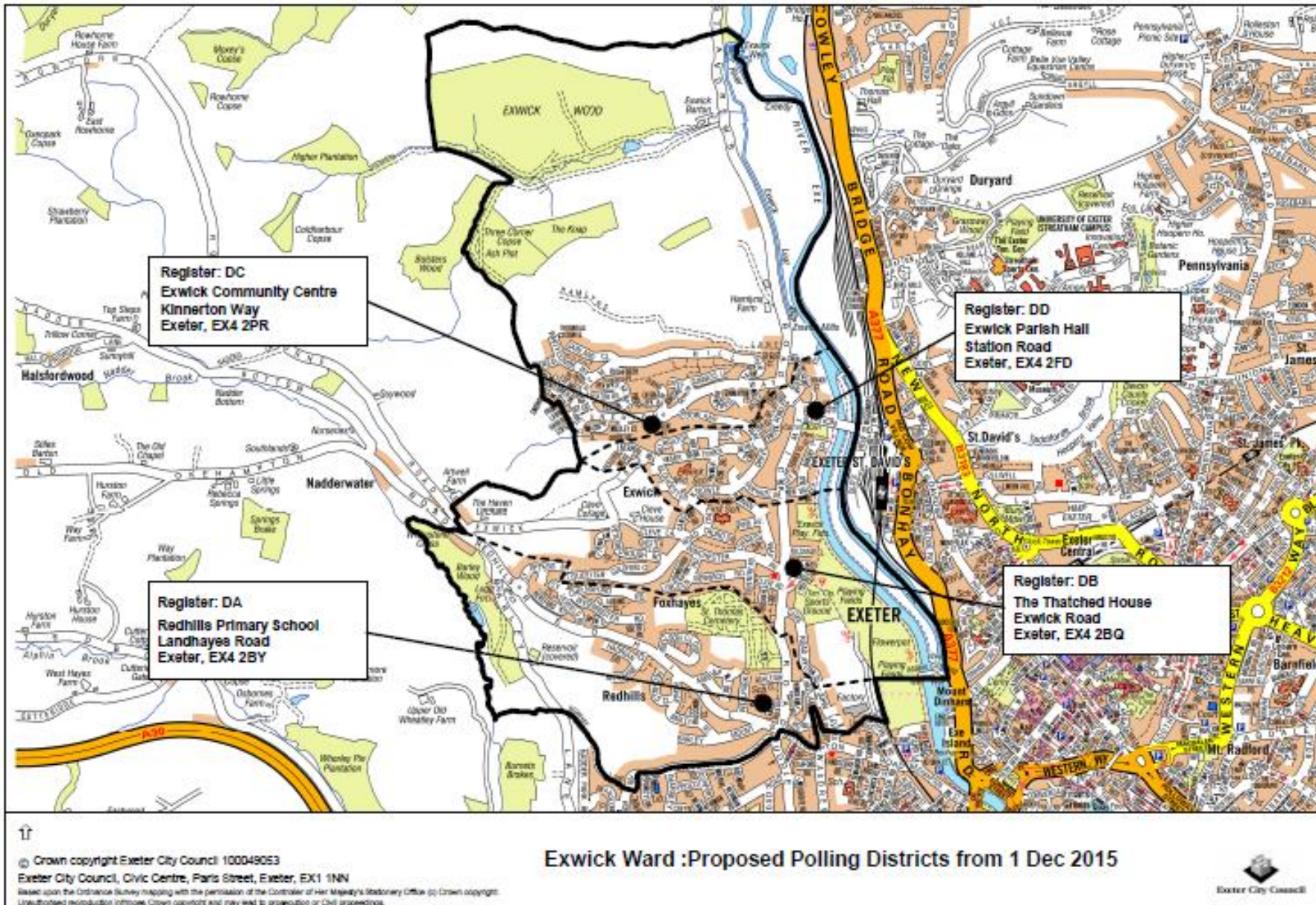
Tel: 01392 209024

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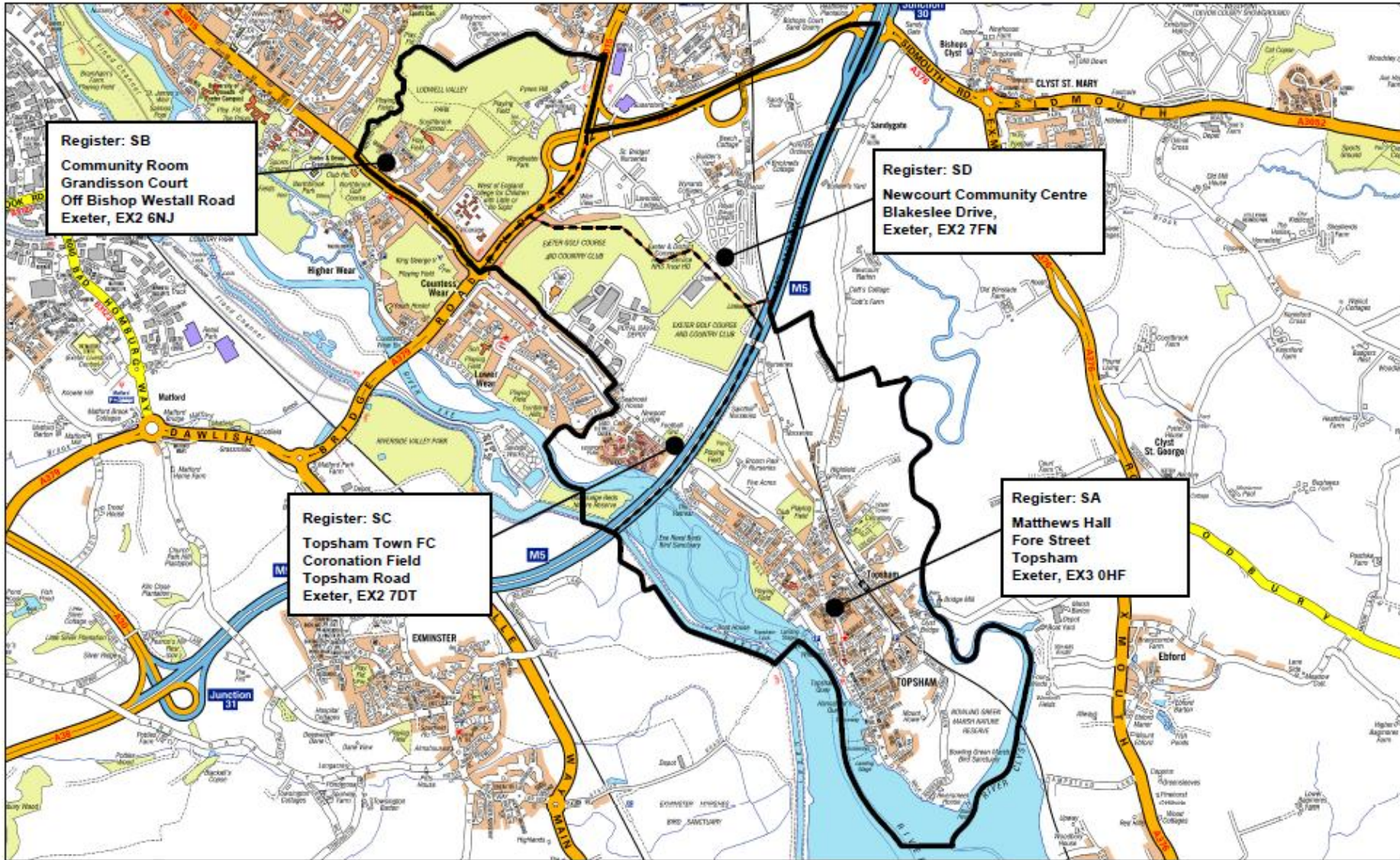
England
2015



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Exwick Ward :Proposed Polling Districts from 1 Dec 2015



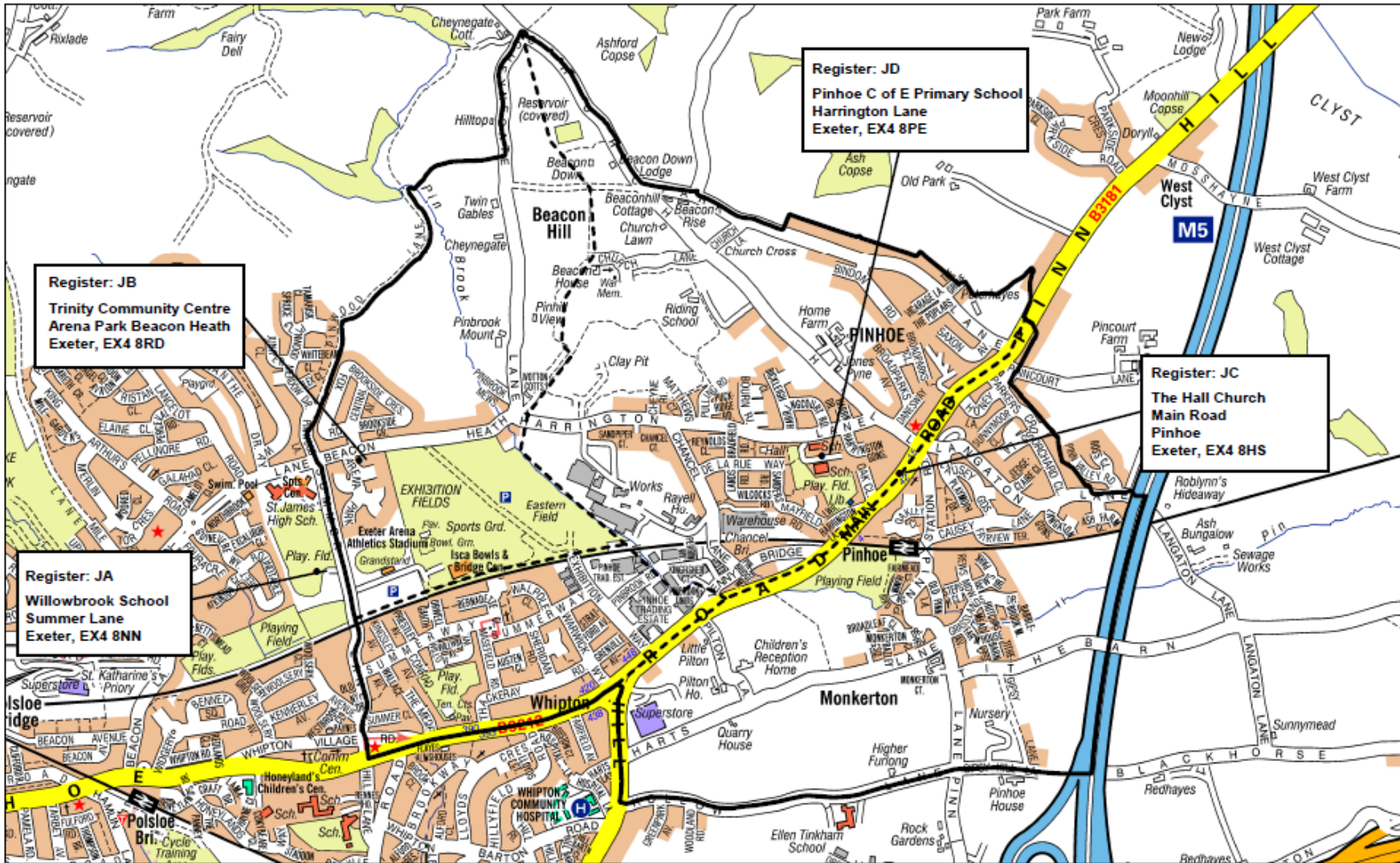


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Topsham Ward : Proposed Polling Districts from 1 Dec 2015





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Pinhoe Ward : Proposed Polling Districts from 1 Dec 2015



ELECTORAL REGISTRATION & ADMINISTRATION ACT 2013**Review of Parliamentary Polling Districts & Polling Places July 2014****Report of the Acting Returning Officer concerning existing polling arrangements in the Exeter Constituency.**

Polling District	Polling place	Station	Comments	Proposals
AA	<u>Alphington</u>	St Andrews Church Hall, Alphington Road	Satisfactory	None
AB	Alphington	Exeter Sea Cadet HQ, Canal Banks	Satisfactory	None
AC	Alphington	Westexe Technology College, Hatherleigh Road		None
AD	Alphington	Alphington Sports Club, Church Road	Satisfactory	None
AE	Alphington	Alphington Village Hall, Ide Lane	Satisfactory	None
BA	Cowick	<i>Westside Youth Centre, Merrivale Road</i>	Satisfactory	None
BB	Cowick	Bowhill, Dunsford Road	Satisfactory	None
CA	Duryard	University of Exeter, Common Room, Lopes Hall, St Germans Road	Not an ideal polling station, but no readily available alternatives	None
CB	Duryard	University of Exeter, Central Block, Birks Grange, New North Road	Not an ideal polling station, but no readily available alternatives	None
DA	Exwick	Redhills Combined School, Landhayes Road	Satisfactory	None
DB	Exwick	The Thatched House Inn, Exwick Road	Satisfactory but maybe too small to accommodate an increased turnout at a Parliamentary election	Suggest return to using Exwick Parish Hall and creating an additional polling district/place in the Ward.

Polling District	Polling place	Station	Comments	Proposals	
DC	Exwick	Exwick Community Centre, Kinnerton Way	Satisfactory	None	
EA	Heavitree	Scout Hut, South Lawn Terrace *	Satisfactory	None	
EB	Heavitree	South West Baptist Assoc, Wonford Street	Satisfactory polling station but is not centrally located. Currently no viable alternatives	None	
FA	Mincinglake	Beacon Heath Church, King Arthur's Road	Satisfactory	None	
FB	Mincinglake	Whipton Community Hall, Pinhoe Road	Satisfactory	None	
FC	Mincinglake	Knight Club, Beacon Lane	Satisfactory	None	
GA	Newtown	Belmont Chapel, Western Way	Satisfactory	None	
P 58 58	GB	Newtown	School of Education, College Road (St Luke's)	Satisfactory polling station, but situated a long way from main college entrance. No viable alternative	None
	GC	Newtown	Belmont Bowling Club, The Green, Blackboy Road	Satisfactory polling station, but situated just outside Ward	None
	HA	Pennsylvania	St. James' Church Hall, Mount Pleasant Road	Satisfactory, though slightly outside of ward	None
	HB	Pennsylvania	Sylvania Community Hall, Mincinglake Valley Park	Satisfactory	None

JA	Pinhoe	Mobile Station, Orwell Garth	Unsatisfactory. Mobile station used, numerous complaints received from candidates, agents, electors and staff. No disabled access. Currently no viable alternative situated within Ward	Although the site is conveniently located, strong consideration should be given to moving to Willowbrook School, even though it is marginally outside of the ward. This would be considerably more cost effective and provide better facilities and disabled access. It is unlikely to affect the school as it could remain in operation for the day.
JB	Pinhoe	Trinity Community Centre, Arena Park, Beacon Heath	Satisfactory	None
JC	Pinhoe	The Hall Church, Main Road, Pinhoe	Satisfactory	None
JD	Pinhoe	Pinhoe Church School, Harrington Lane	Satisfactory	None
KA	Polsloe	Parent Room, Ladysmith Infant School, Pretoria Road	Satisfactory but disabled access could be improved	In the process of redevelopment work.
KB	Polsloe	St Mark's Church Hall, St Mark's Avenue	Satisfactory	None
KC	Polsloe	Baptist Church, Pinhoe Road	Satisfactory	None
LA	<u>Priory</u>	<u>100 Club, Wear Barton Road</u>	Satisfactory	None
LB	Priory	St Luke's Church Rooms, School Lane	Satisfactory but disabled access could be improved	Consider improvement of disabled access as circumstances allow.
LC	Priory	Wonford Methodist Church Hall, Burnthouse Lane	Satisfactory	None
LD	Priory	Wynstream Primary School, Burnthouse Lane	Satisfactory.	None
MA	St. Davids	Community Room, 66 Weaver's Court, Shilhay	Satisfactory	None
MB	St. Davids	Lecture Room, Mint Methodist Church, Fore Street	Satisfactory	None
MC	St. Davids	St. David's Church, Queen's Terrace	Satisfactory polling station, some access difficulties but no viable alternatives.	<u>None</u>
NA	<u>St. James</u>	St. Sidwell's Combined School, York Road *	Satisfactory	None

NB	St. James	Community Room, York House, Longbrook Street	Satisfactory	None
PA	St. Leonard's	Abbeville Community Room, Abbeville Close	Satisfactory	None
PB	St. Leonard's	Church Hall, Roberts Road	Satisfactory	None
PC	St. Leonard's	St Leonards Church Centre, Topsham Road	Satisfactory	None
PD	St. Leonard's	Victoria Park Tennis Club, Lyndhurst Road	Satisfactory	None
QA	St. Loye's	Clyst Heath Nursery School, Royal Crescent	Satisfactory	None
QB	St. Loye's	Woodwater Academy, Woodwater Lane	Satisfactory	None
QC	St. Loye's	St. Peter's High School, Quarry Lane	Satisfactory	None
RA	St. Thomas	Buller Road Evangelical Church, Buller Road	Satisfactory	None
RB	St. Thomas	Exeter Karate Centre, Church Road	Satisfactory but building requires some updating	None
RC	St. Thomas	West Exe Children's Centre, (Cowick First School), Cowick Street	Satisfactory	None
SA	Topsham	Matthews Hall, Fore Street *	Satisfactory	None
SB	Topsham	Community Room, Grandisson Court	Satisfactory	None
SC	Topsham	Topsham Town FC, Coronation Field, Topsham Road	Satisfactory	Given the progress of the housing development at the Old Navy Store, Newcourt and surrounding areas, along with significant future proposed development, it may be that an additional polling district could be created (with the Newcourt Community Room as a polling station).
TA	Whipton Barton	<u>Hamlin House, Hamlin Gardens</u>	Satisfactory	None
TB	<u>Whipton Barton</u>	Community Centre, Bodley Close	Satisfactory	None
TC	Whipton Barton	Community Room, Russet House, Russet Avenue	Satisfactory	None

TD	Whipton Barton	Community Room, Rennes House	Satisfactory, although the polling station itself is small	None
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Note: Comments relating to St. Loye's & Topsham polling stations are given in the context of the wider polling district review consultation and as Returning Officer for other elections held within the Exeter City Council area.

The (Acting) Returning Officer for the East Devon Constituency has agreed the contents of this report where applicable.

John Street
Acting Returning Officer
Exeter Constituency
Civic Centre,
Paris Street,
EXETER
EX1 1JN
10 July 2014

Page 61

**List of Proposed Polling
Stations From 1 December 2014**

Appendix E

Reference	Address	Electorate
AA	St Andrew`s Church Hall, Alphington Road, Exeter, Devon, EX2 8HP	723
AB	Sea Cadet HQ, Canal Banks, Haven Road, Exeter, EX2 8DU	1500
AC	West Exe Technology College, Hatherleigh Road, Exeter, EX2 9JU	1261
AD	Alphington Sports Club, Church Road, Exeter, Devon, EX2 8SW	1268
AE	Alphington Village Hall, Alphington Community Assoc, Ide Lane, Exeter, Devon, EX2 8UT	2154
BA	Westside Youth Centre, Merrivale Road, St Thomas, Exeter, Devon, EX4 1PT	2094
BB	Bowhill, Dunsford Road, Exeter, Devon, EX4 1LQ	2501
CA	University of Exeter, Common Room - Lopes Hall, St. German`s Road, Exeter, EX4 6TH	2098
CB	University of Exeter, The Central Block - Birks Grange, New North Road, Exeter, EX4 4PQ	3376
DA	Redhills Primary School, Landhayes Road, Exeter, Devon, EX4 2BY	2253
DB	The Thatched House Inn, Exwick Road, Exeter EX4 2BQ	1549
DC	Exwick Community Centre, Kinnerton Way, Exeter, Devon, EX4 2PR	1817
DD	Exwick Parish Hall, Station Road, Exeter	970
EA	Scout Hut, South Lawn Terrace, Heavitree, Exeter, Devon, EX1 2SN	2886
EB	South West Baptist Assoc., Wonford Baptist Chapel, 36-38 Wonford Street, Exeter, Devon, EX2 5DL	1708
FA	Beacon Heath Church, King Arthur`s Road, Exeter, EX4 9BE	1592
FB	Whipton Community Hall, Pinhoe Road, Exeter, Devon, EX4 8AG	834
FC	The Knight Club, Beacon Lane, Exeter, Devon, EX4 8LZ	1819
GA	Belmont Chapel, Western Way, Exeter, Devon, EX1 2DB	1709
GB	St Luke`s Campus, College Road, Exeter, Devon, EX1 2LT	1246
GC	Belmont Bowling Club, The Green, Blackboy Road	944
HA	St. James' Church Hall, Mount Pleasant Road, Exeter, EX4 7AH	2299
HB	Sylvania Community Hall, Mincinglake Valley Park, Exeter, Devon	1786
JA	Willowbrook School, Summer Lane, Exeter EX4 8NN	1342
JB	Trinity Community Centre, Arena Park, Beacon Heath, Exeter, Devon, EX4 8RD	586
JC	The Hall Church, Main Road, Pinhoe, Exeter, Devon, EX4 8HS	1542
JD	Pinhoe C of E Primary School, Harrington Lane, Exeter, Devon, EX4 8PE	1664
KA	The Parent Room, Ladysmith Infant School, Off Pretoria Road, Heavitree, Exeter, Devon, EX1 2PS	1098
KB	St Marks Church Hall, St Marks Avenue, Exeter, Devon, EX1 2PX	1994
KC	Baptist Church Hall, Pinhoe Road, Exeter, Devon, EX4 7HZ	1301
LA	100 Club, Wear Barton Road, Countess Wear, Exeter, Devon, EX2 7EH	1633
LB	St. Luke`s Church Rooms, School Lane, Countess Wear, Exeter, Devon, EX2 6LB	743

**List of Proposed Polling
Stations From 1 December 2014**

Appendix E

Reference	Address	Electorate
LC	Wonford Methodist Church, Church Hall, Burnthouse Lane, Exeter, EX2 6NF	2042
LD	Wynstream Primary School, Burnthouse Lane, Exeter, EX2 6AY	2583
MA	Community Room, 66 Weavers Court, Shilhay, Exeter, EX2 4EF	528
MB	Wesley Room, Mint Methodist Church, Fore Street, Exeter, Devon, EX4 3AT	2477
MC	St. David`s Church, Queen`s Terrace, (Off Hele Road), Exeter	1675
NA	St.Sidwell`s C of E Primary School, York Road, Exeter, Devon, EX4 6PG	3014
NB	Community Room, York House, Longbrook Street, Exeter, EX4 6AU	2238
PA	Community Room, Abbeville Close, Topsham Road, Exeter, Devon, EX2 4SJ	1114
PB	Church Hall, Roberts Road, Exeter, Devon, EX2 4HD	916
PC	St Leonard`s Church Centre, Topsham Road, Exeter, Devon, EX2 4NG	802
PD	Victoria Park Tennis Club, Lyndhurst Road, Exeter, Devon, EX2 4NX	1205
QA	Clyst Heath Nursery &, Community Primary School, Royal Crescent, Exeter, Devon, EX2 7QT	2059
QB	Woodwater Academy, Woodwater Lane, Exeter, Devon, EX2 5AW	1523
QC	St.Peter`s High School, Quarry Lane, Exeter, Devon, EX2 5AP	1311
RA	Buller Road Evangelical Church, Buller Road, Exeter, EX4 1BJ	1703
RB	Exeter Karate Centre, Church Road, St.Thomas, Exeter, Devon, EX2 9BQ	2218
RC	West Exe Children`s Centre, Cowick Street, Exeter, EX4 1HL	1126
SA	Matthews Hall, Fore Street, Topsham, Exeter, Devon, EX3 0HF	2961
SB	Community Room, Grandisson Court, Off Bishop Westall Road, Exeter, EX2 6NJ	770
SC	Topsham Town AFC, Coronation Field, Topsham Road, Exeter, EX2 7DT	450
SD	Newcourt Community Centre, Blakeslee Drive, Exeter EX2 7FN	900
TA	Community Room, Hamlin House, Hamlin Gardens, Exeter, EX1 3AA	641
TB	Community Centre, Bodley Close, Exeter, EX1 3LG	1252
TC	Community Room, Russet House, Russet Avenue, Exeter, EX1 3QB	1636
TD	Community Room, Rennes House, Vaughan Road, Exeter, EX1 3JW	2410

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REPORT TO: SCRUTINY COMMITTEE RESOURCES, EXECUTIVE AND COUNCIL
Date of Meeting: Scrutiny Committee Resources – 17 September 2014
Executive – 7 October 2014
Council - 14 October 2014
Report of: Assistant Director Environment
Title: Health and Safety at Work Update

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

This quarterly update forms part of the Corporate Health and Safety Management System and is designed to provide Members with an all-round briefing on the 'state of play' in corporate health and safety.

More detailed information on the items raised can be obtained from Robert Norley, Assistant Director Environment and Paul Barton, Principal Health and Safety Officer.

2. Recommendations:

1. That Members note the quarterly update in Appendix I, the revised Council Health and Safety Policy at Appendix II and the Annual Health and Safety Report 2013 / 2014 at Appendix III; and
2. That the Executive recommends to Council the approval of the changes to the Council's Health and Safety Policy as set out in Appendix II to the report.

2. Reasons for the recommendation:

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 affecting the Council.

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.

3. What are the resource implications including non financial resources.

For the purposes of this information report, there are no financial implications.

4. Section 151 Officer comments:

As per above, there are no financial implications contained in this report. However the report forms an important part of the Council's plans to mitigate financial loss through insurance claims citing negligence on behalf of the Council.

5. **What are the legal aspects?**

This report informs Members of the organisation's systems for health and safety at work, in compliance with the Health & Safety at Work etc. Act 1974. The Council's Health and Safety Policy at Appendix II is a requirement of section 2(3) of the Act.

6. **Monitoring Officer's comments:**

The Monitoring Officer has no issues to raise on the content of this report.

7. **Report details:**

The following matters of importance are highlighted from Appendix I, Appendix II and Appendix III:

- Minor amendments to the Council's Asbestos Policy are detailed in Appendix I;
- The Council's Health and Safety Policy has been revised to reflect changes in organisational structure. It is attached at Appendix II. The Policy Statement signed by The Chief Executive Officer and The Leader dated September 2013 remains valid and does not require updating. The key changes in the policy concern organisational structure:
 - ❖ Joint Consultative Group is now merged with Key Partners for Health and Safety Group to consolidate meeting time and reduce paperwork;
 - ❖ Lead officer with the key responsibility for asbestos safety moves from AD Housing and Contracts to AD Environment
 - ❖ Lead officer with the key responsibility for water hygiene safety (Legionella risk management) moves from AD Housing and Contracts to CM Property Services.
- The Annual Health and Safety Report for the year 2013 / 2014 is attached at Appendix III;
- Use of 'AssessNET' modular safety management system has been extended to cover Display Screen Equipment Assessment and training of managers and supervisors is in progress;
- Accident and injury trends show no unusual patterns across the services, although a Street Scene employee was physically assaulted on 15th July 2014. The incident was reported to the police and some of it captured on CCTV;
- Noise risk assessment reviews for Parks and Open Spaces and the MRF are planned for the Autumn / Winter of 2014/ 2015.

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

To help maintain a safe and healthy city, and run an efficient Council.

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

The Council's health and safety management system examines risks and prioritises mitigation of these risks.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

This report informs Members of the Council's health and safety management system, which contributes to health & wellbeing. There are no impacts on the other criteria.

12. Are there any other options?

Not applicable to this report

Paul Barton - Principal Health and Safety Officer
Robert Norley - Assistant Director Environment

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

Background papers used in compiling this report:-

None

APPENDIX I

Corporate Health and Safety – August 2014

Revitalising Health and Safety: ‘AssessNET’

As part of the Revitalising Health and Safety Programme, the Council procured ‘AssessNET’, a modular safety management system that monitors compliance in Workplace Safety Inspection, Workplace Safety Audit and Control of Substances Hazardous to Health Risk Assessment. The Council has recently extended this modular system to include Display Screen Equipment Assessment monitoring. Managers and Supervisors are in the process of being trained in use of the system.

Health and Safety Training

The revised ‘Health and Safety Training and Competency’ policy document has been submitted to HR for comment prior to consultation. The policy revitalises general guidelines on employee health and safety training, giving clear indication of intervals for refresher training in health and safety. The current e-learning programme, Learning Pool, is to be replaced by Nexus as a cost saving to the e-learning aspect of health and safety training.

Accident and Incident Monitoring

Accident and injury trends show no unusual patterns across the services.

Key Partner Group for Health and Safety

The Key Partner Group for Health and Safety (the Group) is the Council’s main staff side and union side health and safety committee. The Group meets on average once a month. Topics currently being reviewed include arrangements for lone worker safety, with each service providing an update, with recommendations as necessary, on their risk assessment of lone worker safety.

Annual Health and Safety Report 2013 / 2014

The Annual Health and Safety report is produced at Appendix II. The report provides a synopsis of key facts from the year and key tasks for the coming year.

Annual Asbestos Health and Safety Policy Review

There are two minor amendments to the Asbestos Policy this year: it notes the change in the approved code of practice for six monthly reviews of management plans to change to twelve monthly reviews (inserted into section C, page 7) and provides guidance in the event that employees or other people become exposed to asbestos fibres when working in Council premises (inserted into section 5.5, page 10). The full revised policy is available from the Safety and Asbestos Officer and will be placed on City Net during the first week of November 2014.

Employee Health and Wellbeing

Monitoring of vibrating workplace equipment is ongoing using the HAVS meter acquired for the purpose. Fleet keep test results on a database. Where employees’ exposure is at or above the action level health surveillance is also undertaken in conjunction with occupational health.

Risk Assessment Review: Noise at Work

Noise risk assessment reviews in this financial year are planned for Parks and Open Spaces, Cemeteries and the MRF.

Control of Substances Hazardous to Health

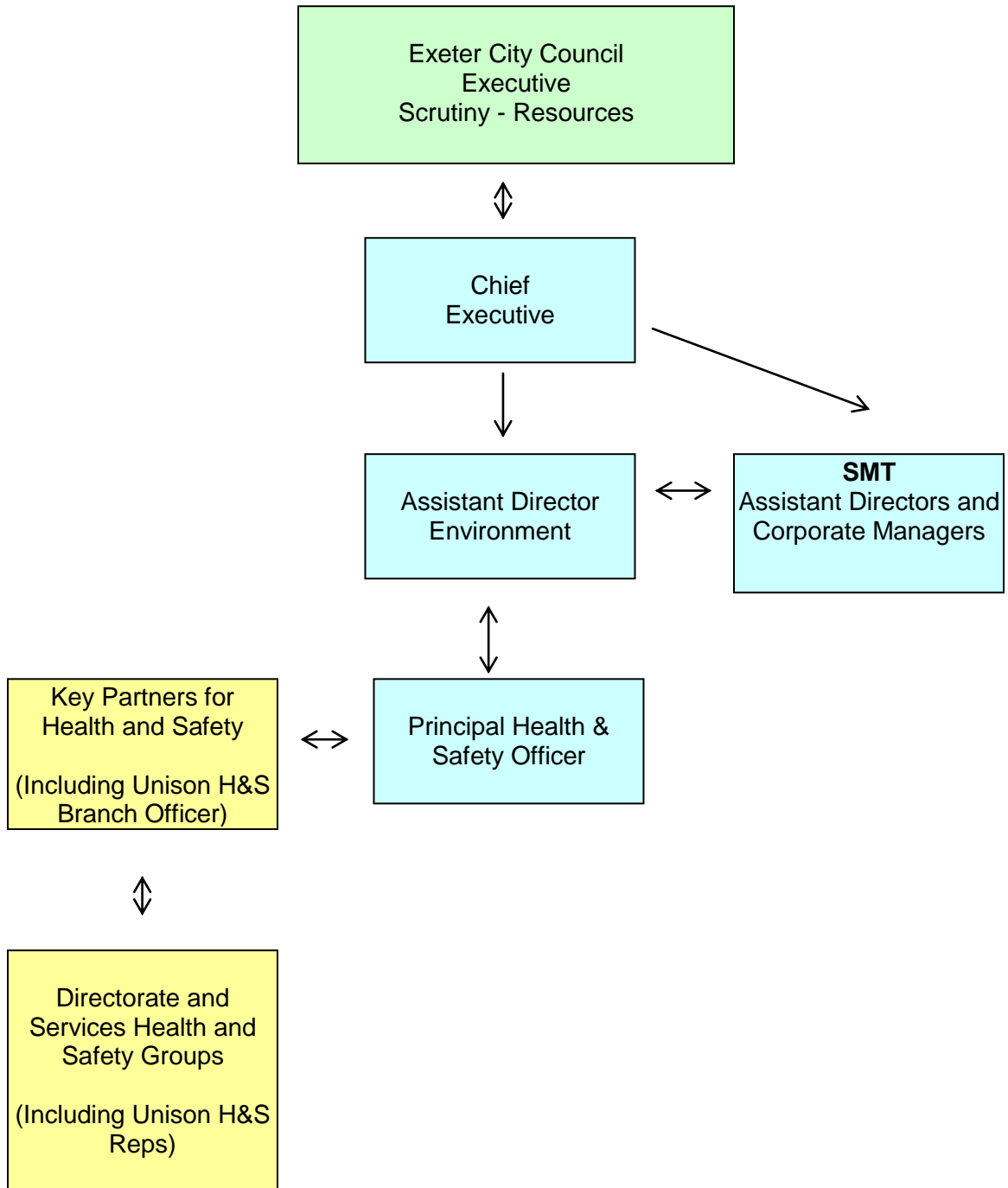
Plans of work on non-licensable work with asbestos, including task risk assessments, were found to be insufficient for a number of contractors working in Council properties. The result places a vicarious liability on the Council. The Safety and Asbestos Officer (SAO) has formatted a clear template to assist contractors with their plans of work, including cross-reference throughout to relevant sections of the regulations. The SAO has sent the template to contractors with a letter advising them to produce suitable and sufficient plans of work for tasks in Council properties.

EXETER CITY COUNCIL HEALTH AND SAFETY POLICY

1. The law requires that ultimate responsibility for health and safety rests with the highest level of management. The Council must comply with the Health and Safety at Work etc Act 1974. In practice the Chief Executive with other key staff, are responsible to the Council for ensuring successful management of the Council's health and safety policy. Key staff responsibilities are set out in this policy and are reflected in job descriptions. A structure chart shows the line of management.
2. The Council's health and safety obligations and responsibilities fall within the terms of reference of its Executive Committee.
3. The Chief Executive is responsible for the implementation of the Council's Health and Safety Policy and ensuring compliance with the Council's legal duties.
4. The Assistant Director Environment is responsible to the Executive Committee for:
 - (a) Advice on the Council's duties under the Act; and
 - (b) Ensuring that the Health and Safety Policy is being implemented.
5. The Assistant Director Environment is responsible for advising the Executive Committee on the personnel aspects of advice and policy implementation under 4 above.
6. Assistant Directors are responsible to the Chief Executive for ensuring compliance with the Council's Health and Safety Policy within their Directorate including at all buildings, sites and activities for which they are responsible.
7. Corporate Managers and Business Managers are responsible to the Deputy Chief Executive for ensuring compliance with the Council's Health and Safety Policy within their services including at all buildings, sites and activities for which they are responsible.

8. The Corporate Manager Democratic & Civic Support is also responsible in the Civic Centre for compliance with the Council's Health and Safety Policy throughout the parts used in common, and for the communal building services.
9. The Assistant Director Environment will advise on the measures necessary to manage asbestos, and the Corporate Manager Property will advise on measures for the control of Legionella bacteria in water systems.
9. Each Assistant Director, Corporate Manager and Business Manager is responsible for ensuring that the Council's Health and Safety Policy is implemented within their own service area.
10. The Principal Health and Safety Officer acts as the Corporate Health and Safety Adviser.
11. The Building Control Manager will provide technical assistance with the fire risk assessment process and help verify the adequacy of assessments.

HEALTH & SAFETY - ORGANISATIONAL STRUCTURE



KEY RESPONSIBILITIES - THE COUNCIL

The Executive Committee has responsibility for:

1. Ensuring the health, safety and welfare at work of all Council employees.
2. Taking all proper steps to ensure that no one else is exposed to risks to their health and safety, arising from any activity of the Council.
3. Ensuring that where the Council exercises control over any non-domestic premises, made available to anyone else as a place of work, they are safe and without risks to health. This includes access and exit pathways and any plant or substance supplied for use.

In order to meet these responsibilities the Committee shall:

1. Ensure there is an effective overall policy for the health, safety and welfare of employees and the health and safety of others.
2. Ensure that the policy is reviewed, at least every three years, sooner if there is a need, due to changes of law, guidance or activity.
3. Ensure that suitable and sufficient assessments of the risks to the health and safety of employees and others are made, recording the significant findings of the assessments.
4. Ensure that the preparation of additional topic specific policies and guidance, as appropriate to ensure effective health and safety management.
5. Ensure an annual Corporate Health and Safety Action Plan is approved by April each year.
6. Ensure that staff are fully consulted and informed on Health, Safety and Welfare matters.
7. See that reasonable steps are taken to investigate reported adverse events, e.g. accidents, incidents, reportable dangerous occurrences and reportable disease, and that the findings are taken into account in revising relevant risk assessments.
8. Ensure that appropriate health and safety information is included in an annual published report on the Council's activities and performance. Performance is to be assessed by a programme of monitoring and audit.

KEY RESPONSIBILITIES - CHIEF EXECUTIVE (Growth Director)

The Chief Executive, as head of the paid service and Growth Director, will:

1. Be directly responsible for the implementation of the City Council's overall health and safety policy and topic specific policies.
2. Ensure that the Deputy Chief Executive, the Assistant Directors, The Corporate Managers and Business Managers fulfil their responsibilities for health, safety and welfare.
3. Ensure that the responsibilities for health, safety and welfare are properly allocated and accepted at all levels.
4. Plan for adequate staffing, finance and resources to meet the Corporate Health and Safety Action Plan.
5. Promote a positive 'health and safety culture' by taking a direct interest in the Corporate and Directorate Action Plans, and lend support to the people carrying them out. Aiming to reflect the 'Exemplar' status expected of the Council.
6. Ensure that appropriate liability insurance is put in place.
7. Review at least annually the implementation of the Corporate Health and Safety Policy and agree an annual action plan.
8. Ensure that reasonable steps are taken to investigate reported adverse events, e.g. hazards, accidents, reportable dangerous occurrences and reportable disease, and that the findings are taken into account in revising relevant risk assessments.
9. Ensure that appropriate health and safety information is included in an annual published report on the Council's activities and performance.

KEY RESPONSIBILITIES – DEPUTY CHIEF EXECUTIVE (Run the Council Well)

As System Lead Run the Council Well the Deputy Chief Executive will:

1. Actively promote a positive 'health and safety culture', by setting an example to others in all health and safety matters, at all times.
2. Be directly responsible to the Chief Executive for the implementation of the Corporate Health and Safety Policies.
3. Put systems into place to ensure that all Assistant Directors, Corporate Managers and Business Managers receive adequate training to enable them to co-operate in carrying out policies, and understand their own duties under the Act. Training will cover the purpose of 'risk assessment' and the need for and how to apply safe systems of work e.g. 'safe working practices' and 'permit to work'.
4. Ensure consultation takes place with the Principal Health and Safety Officer and the relevant appointed health and safety representative before the introduction of a new or revised health and safety management strategy.
5. Ensure that an annual health and safety action plan is prepared for the Directorates reflecting both the needs of the Corporate Plan and of the individual Directorates, each year.
6. Take positive action when it can be demonstrated that health and safety rules have been broken. Disciplinary procedures should be considered in all cases.
7. Ensure that adequate first-aid provision is available to all staff across their service areas. This can take into account provision within other directorates.
8. Take an active part in the review of Council's Health and Safety Policies, as they affect the operations carried out within, or under the control of, their Directorate.
9. Ensure that there is appropriate evaluation of all reported adverse events e.g. hazards, incidents, accidents, and reported ill-health, involving work activity, in their Directorate where they involve actual or potential injury, health risks, loss or damage to City Council property, and risks to the public, ensuring that the findings are taken into account in revising any relevant risk assessment. Besides an evaluation by the Head of Service for each

reported event, a review of adverse events should take place at regular intervals by the relevant Directorate Management Team Meeting.

10. Ensure that Assistant Directors have implemented written safe systems of work e.g. 'safe working practices' and 'permit to work' in those areas of work where the 'risk assessment' indicates that a significant risk of injury or ill health will still be present despite existing controls.
11. Appoint 'key partners' from the directorates to work with the Principal Health and Safety Officer towards successful health and safety and risk management.
12. Submit information where necessary to contribute towards the preparation of an annual report on the Council's health and safety activity and performance, for publication to the Principal Health and Safety Officer.

KEY RESPONSIBILITIES – ASSISTANT DIRECTORS, CORPORATE MANAGERS and BUSINESS MANAGERS

Assistant Directors, Corporate Managers and Business Managers will:

1. Actively promote a positive 'health and safety culture', by setting an example to staff in all health and safety matters, at all times.
2. Be directly responsible to the Chief Executive (Assistant Directors) and Deputy Chief Executive (Corporate and Business Managers) for the implementation of Health and Safety Policies and appropriate guidance, contributing to fulfilment of the Directorate action plan in so far as it affects their Service.
3. Execute annual action plans for health and safety for their service(s) in consultation with the Chief Executive (Assistant Directors) or Deputy Chief Executive (Corporate and Business Managers)
4. Ensure that they and all other staff within their service(s) receive adequate information, instruction and training, to enable them to carry out their job without risks to their own and others health and safety. Training will enable staff to understand the purpose of 'risk assessment' and the need for and how to apply safe systems of work e.g. 'safe working practices' and 'permit to work'.
5. Ensure that there is a systematic approach to carrying out suitable and sufficient assessments of risks to health and safety of staff and others, for the purpose of identifying measures to comply with the requirements imposed by law. Risk Assessment is to be applied to all activities in the Service.
6. Initiate, as necessary, the preparation of written safe systems of work e.g. 'safe working practices' or 'permit to work' are prepared and implemented in those areas of work where the 'risk assessment' indicates that a significant risk of injury or ill health will still be present despite existing controls.
7. Consult with the Principal Health and Safety Officer and relevant appointed health and safety representatives before the introduction of a new or revised safe system of work.
8. Take positive action when it can be demonstrated that health and safety rules have been broken. Disciplinary action should be considered in all cases.

9. Evaluate all reported adverse events, i.e. hazards, incidents, accidents and reported ill health, involving work activity, within their Service where they involve actual or potential injury, health risks, loss or damage to City Council property, and risks to the public. Ensure that any findings are taken into account in revising any relevant risk assessment. Sign off all completed internal ECC Accident/Incident Report forms within their service(s) to demonstrate this has been done.
10. Ensure that a completed internal ECC Accident/Incident Report form is given to the Principal Health and Safety Officer, without delay, in all cases of adverse events, e.g. hazard, accident, ill health or incidents, arising in the course of Council activities in the Service.
 - i. A full procedure for reporting adverse events using the ECC Accident / Incident Report form is set out in CityNet Health and Safety pages. There is also a flow chart displayed on the wall of all Council buildings adjacent the Health and Safety Policy Statement.
 - ii. In the case of a fatality, 'dangerous occurrence' or 'major injury', arrange immediate contact with the PHSO, and with an appointed health and safety representative – trade union or non-union).
11. Ensure that the contractors they engage work safely and comply with health and safety legislation, policies and procedure. (A 'Health and Safety Code of Practice' for Contractors is available on City Net page 4682 or from the Principal Health & Safety Officer).
12. Contribute, as requested, towards the preparation of an annual report on the Council's health and safety activity and performance, for publication.
13. Additionally cooperate with the Internal Audit Manager in audits to check for compliance with health and safety legislation, council policies, etc.

KEY RESPONSIBILITIES – ASSISTANT DIRECTOR ENVIRONMENT

The Assistant Director for Environment will, in addition to normal responsibilities as an assistant director, be responsible for:

1. Implementing a programme of monitoring, based on risk, of all the City Council operational premises, sites and activities.

2. Ensuring that the Principal Health and Safety Officer effectively undertakes Health and Safety activities.
3. Advising the Chief Executive on the health and safety implications of any unsatisfactory work practices or working conditions that affect staff or others that are not remedied as required.
4. Effective liaison with the Health and Safety Executive and occupational health advisers, as required.
5. Ensuring a report to the Health and Safety Executive of all reportable injuries, dangerous occurrences and cases of ill health.
6. Assisting the Business Manager HR in provision of training for all staff on Health and Safety issues, in particular with the review of the Health and Safety Training Policy.
7. Ensuring that there is a systematic approach by managers to carrying out suitable and sufficient assessment of risks to the health and safety of staff and others, for the purpose of identifying measures to comply with requirements imposed by law.
8. Evaluating all reported adverse events e.g. hazards, accidents, incidents and reported ill-health, arising from the work activities of the Council where they involve injury, health risks, loss or damage to property, and risks to the public; ensuring that the findings are effectively communicated to others and that proposals to strengthen the risk control systems are made where necessary.
9. Advising on the content and review of Health and Safety Policies, action plans, and appropriate guidance.
10. The preparation of an annual report, for publication, covering the Council's health and safety activity and performance.
11. Advising the Council of the measures necessary to ensure successful management of asbestos containing materials within buildings owned or occupied by the Council and on land owned or occupied by the Council. This includes the content of any policy and the organisation and arrangements necessary to ensure, as far as is reasonably practicable,

that the activities are conducted without risks to the health and safety of employees, customers and others.

KEY RESPONSIBILITIES – BUSINESS MANAGER HUMAN RESOURCES

The Business Manager Human Resources, in addition to the normal responsibilities of Business Manager, will be responsible for:

1. Advising the Council on the implications of its Health and Safety Policy in so far as they relate to personnel and training matters.
2. Consultation and negotiation with representatives of the staff on those aspects of the Policies affecting the staff and their conditions of employment.
3. The provision of suitable training for staff in Health and Safety matters in accordance with a Health and Safety Training Policy.
4. Contributing to an annual report on the health and safety activities and performance of the Council by supplying statistical data. This will include total employee days lost due to all causes of workplace injury, physical and mental illness, disability or other health problems, and assistance in data for total cost calculations.

KEY RESPONSIBILITIES – CORPORATE MANAGER PROPERTY

The Corporate Manager Property, in addition to the normal responsibilities of Corporate and Business Managers, will be responsible for:

1. Advising the Council of the measures necessary to ensure successful control of Legionella bacteria and similar organisms in water systems within buildings owned or occupied by the Council and on land owned or occupied by the Council. This includes the content of any policy and the organisation and arrangements necessary to ensure, as far as is reasonably practicable, that the activities are conducted without risks to the health and safety of employees, customers and others. These duties are to be carried out in consultation with Principal Health and Safety Officer and the Safety and Asbestos Officer.

KEY RESPONSIBILITIES - PRINCIPAL HEALTH AND SAFETY OFFICER

The Principal Health and Safety Officer (PHSO) will be responsible to the Head of Environmental Health Services, to:

1. Prepare the Council's overall Health and Safety Policy, other topic specific policies and guidance, monitoring arrangements to implement them.
2. Keep the policy and implementation arrangements under review, assess effectiveness and recommend changes as necessary to discharge the Council's duties under the Health and Safety at Work Act 1974.
3. Promote suitable and sufficient assessments of risk to the health and safety of staff and others to identify the measures needed to eliminate or control risk, and to comply with health and safety law.
4. Advise Management at all levels on the Council's duties under the Act, including those for induction training.
5. Assist others in the risk assessment process, when necessary, and carry out proactive and reactive assessments over a range of Council activities to monitor the effectiveness of the management of health and safety.
6. Advise on preparation and implementation of risk control systems.
7. Carry out workplace inspections, at the request of (and with) appointed health and safety representatives (both union and non-union), to identify unsafe plant, premises or working conditions.
8. Consider a direction to anyone undertaking work for the Council, to stop work in extreme circumstances where there is an imminent risk of serious personal injury, or a dangerous occurrence ('extreme circumstance' means where in the opinion of the PHSO, an enforcement officer would consider service of a Prohibition Notice). Immediate contact will then be made with the appropriate Assistant Director, Corporate Manager or the most Senior Officer available in the Directorate for them to take control of the situation.
9. Advise on the safety, design and use of plant, equipment and materials.

10. Advise on the selection of protective clothing and all equipment.
11. Arrange for the reporting, recording and analysis of all reported adverse events, e.g. hazards, accidents, incidents, cases of ill health and relevant incidents arising in the course of Council activities; evaluating the report, investigating the circumstances, as necessary; ensuring the findings are effectively communicated to others and that proposals to strengthen risk control systems are made where necessary. Reporting includes forwarding statutory RIDDOR 2013 reports to the HSE.
12. Promote a health and safety awareness programme, to include training of staff and accident prevention techniques in conjunction with the Business Manager Human Resources.
13. Audit systems to monitor and evaluate the health and safety performance of prospective contractors and those employed by the Council on a proactive and reactive basis.
14. Give advice on standards, methods of work to be specified in contracts.
15. Advise Members and Strategic Management Team via a quarterly report, with a monthly report table of outstanding health and safety actions from the Performance Monitoring Table spreadsheet.
16. Promote proper arrangements to carry out risk assessment required by fire legislation, fire training and practical evacuations, engaging the Building Control Manager in the direct provision of technical advice regarding Council owned or occupied buildings and sites.
17. Collate the available information necessary for and prepare an annual report for publication on the Council's health and safety activities and performance.

KEY REPONSIBILITIES – BUILDING CONTROL MANAGER

The Building Control Manager will in addition to his normal responsibilities provide:

1. Technical assistance to fire risk assessors to enable assessment of the adequacy of fire precautions in Council owned or occupied buildings and sites. This will take account of the Fire safety risk assessment guides - Department for Communities and Local Government publications, as well as specific legal requirements.

2. Verify that the assessments are suitable and sufficient to meet the requirements of the law.

These duties to be carried out in consultation with Principal Health and Safety Officer.

HEALTH AND SAFETY 'KEY PARTNER' GROUP

Each Assistant Director and Corporate Manager will appoint one or more of their service(s) managers to act as a 'Key Partner' to assist in the review of and implementation of Health and Safety Policy and good risk management practice. Aiming to promote the 'Exemplar' health and safety practice status expected of Councils.

Each 'Key Partner' will:

- meet with the Principal Health and Safety Officer from time to time and effect liaison within their Directorate
- establish ownership of responsibility for health and safety and risk management in the Directorate, to assist in drawing up implementation plans for health and safety policy and risk management initiatives
- advise on the allocation of tasks and duties in the Directorate
- monitor progress in implementation of policies, good practice and initiatives

They may also, from time to time, be asked to assist other managers, towards achieving our goal of successful management of health and safety and good risk management practice.

The 'Key Partner' Group will:

- prepare an annual health and safety action plan including detail of specific areas for review for reference in the Corporate Risk Register, in agreement with Directorate Management Teams
- receive and monitor reports from Units regarding progress in their health and safety, relevant risk management and insurance challenges. In particular in respect of high risk health and safety topics e.g. required annual tasks, risk assessments,
- receive and address health and safety, relevant risk management, insurance issues,

- Report to the Directorate Management Teams any health and safety and risk management issues considered to be possible Corporate Risk register entries.

A list of current members is available on City Net page 2617 or from the Principal Health and Safety Officer on extension 5456.

APPENDIX III



Exeter City Council

Internal Health and Safety Report 2013 – 2014

A handwritten signature in black ink that reads "R. Norley". The signature is written in a cursive style and is positioned above the printed name and title.

Robert Norley
Assistant Director (Environment)

Author: Paul Barton, Principal Health & Safety Officer
Issue Date: July 2014

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Appendices

I	Accidents and Incidents at 31 st March 2014: Notification by type
II	Accidents and Incidents at 31 st March 2014: Notification by detail

INTRODUCTION

This document is Exeter City Council's Internal Health & Safety Report for the financial year 2013-2014.

The Council's management of health & safety at work during this period is examined via the components of successful health & safety management as determined by the Health & Safety Executive (HSE)¹.

I. KEY FACTS

- Following a review of the Council's Health and Safety Management System in 2012-2013 a decision was made by the Senior Management Team to 'Revitalise' Health and safety Management
- The Council was acquitted at Crown Court on a charge of breach of the Health and Safety at Work Act etc. 1974 section 3. The Jury were sent out after failing to reach a unanimous verdict and returned the following day with a not guilty verdict in majority.
- One injury was reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) that kept staff off work for more than seven days as a direct result of the injury and two diagnosed occupational diseases were reportable under the same regulations. This is half the number of RIDDOR reports made last year (i.e. six reports last year).
- There were ninety-four safety incidents reported during the year compared to last year's count of one hundred and twenty-four and these are detailed in section 3.3.
- This year no members of the public were conveyed to hospital from the scene of an accident on Council property.

II. KEY TASKS

- The Corporate Health & Safety Action Plan is driven by the 'Revitalising Health and Safety' drive. Progress to date is shown in table 1 of this report.
- Further key tasks of a proactive nature were identified throughout this period and these appear on the Health & Safety Monitoring Matrix, which is sent via email to all managers throughout the Council on a quarterly basis.
- Tasks of a reactive nature that have arisen during the period covered by this report are also shown on the Health & Safety Monitoring Matrix.
- Key tasks are discussed in detail in Section 3, 'CHECK'.
- Key tasks for the forthcoming year, 2014 / 2015, are summarised as follows:
 - Maintain commitment to the Corporate Health & Safety Action Plan via the 'Revitalising Health and Safety' drive
 - Reduce the incidence of accidents & injuries through ongoing risk assessment & safety management commitment

¹ HSE Guidance HSG65 refers.

- Review work at height safety throughout the organisation
- Review fire risk assessor competence throughout the organisation in line with new certification for competencies in this field
- Complete noise at work risk assessment reviews throughout the organisation
- Continue close monitoring of contractors to ensure their compliance with health and safety regulation and with particular regard to the Control of Asbestos Regulations 2012.

○

SECTION 1 – PLAN

1.1 STATEMENT OF GENERAL POLICY

- 1.1.1 The Council's Statement of General Policy and the organisation & arrangements necessary to carry it out are available for viewing on the Council's websites – external internet page <http://www.exeter.gov.uk/index.aspx?articleid=4833> and intranet link on <http://intranet/index.aspx?articleid=2629>.
- 1.1.2 The Statement of General Policy is dated 2012 but is to be reviewed in September 2014 to reflect recent restructures. The organisation and arrangements to carry out the policy were revised in August 2012 to reflect the change of senior management structure, but a further review is necessary in September 2014 to reflect further recent organisational restructures.

1.2 PROCEDURES

- 1.2.1 Procedures are identified through various risk control measures, some of which are detailed in Safe Working Practices that are in place throughout the Council. Risk control measures, including Safe Working Practices (SWP), are arrived at through risk assessment.
- 1.2.2 A Corporate Risk Assessment 'register' is operated through City Net, our on-line intranet system and trained Risk Assessors are in place across services.
- 1.2.3 All employees following SWPs within their respective services must sign the SWP with their line manager. A list of current SWPs is also found on City Net, our on-line intranet system.

1.3 PLANNING FOR ACTIVE MONITORING

- 1.3.1 Team Health & Safety reviews take place as part of the active monitoring process and are carried out by the Principal Health and Safety Officer (PHSO) and the Safety and Asbestos Officer (SAO). Reviews during year 2013 / 2014 have focussed on noise at work compliance within selected services, use of display screen equipment in Customer Services, manual handling of loads in the Bulky Collection Service, a

review of telephone headset users throughout the Council, a Control of Substances Hazardous to Health (COSHH) review of Graffiti Cleaning Services and machinery vibration monitoring.

- 1.3.2. Reviews planned for next year intend to focus on continued monitoring of noise at work risk assessment and work at height.
- 1.3.3. Health & Safety audits are carried out by Internal Audit and planned into their work schedule accordingly.
- 1.3.4. The ECC Contractors Code of Practice was brought into force to ensure contractors comply with health and safety in ECC sites and projects.

1.4 PLANNING FOR EMPLOYEE HEALTH AND WELLBEING

- 1.4.1 A programme of low key health surveillance for the Materials Reclamation Facility (MRF) employees is ongoing. A schedule of health monitoring includes lung function tests (lower level), a general health questionnaire and hand skin health inspection. This is led by the Environment Directorate.
- 1.4.2 Ongoing monitoring of radon gas takes place at the Underground Passages, with the Facilities Manager trained as a Radon Protection Supervisor. Detailed records are kept of employee time spent in the Passages and Visitor Centre and an information briefing is handed to all contractors that visit to work in the Passages regularly or for 'one-off' contracts. This is led by the Economy Directorate.
- 1.4.3. Parks and Open Spaces and Fleet continue to lead on risk control of hand arm vibration syndrome (HAVS) with monitoring equipment procured last year to keep accurate record keeping of machine ratings and, if necessary, monitor individual employees identified as potentially vulnerable through health surveillance questionnaire returns to Occupation Health. Full use of the monitoring tool is being realised as the ongoing programme is applied to machines in Parks, Cemeteries and Street Scene. The database for the equipment record keeping is controlled by the Fleet Office. This is jointly led by the Public Realm Directorate (Parks, Cemeteries and Street Scene) and the Environment Directorate (Fleet).
- 1.4.4 Under the Control of Asbestos Regulations 2012 Council employed tradesmen will be undergoing health surveillance from April 2015 in relation to certain non-licensed work with asbestos that must nowadays nonetheless be notified to the Health and Safety Executive. The Safety and Asbestos Officer (SAO) has arranged for an approved physician to undertake the health surveillance in readiness and approval has been obtained from their line manager. This is jointly led by the Environment Directorate and the Corporate Manager Property Services.

SECTION 2 – DO

2.1 RISK PROFILE – IDENTIFICATION OF PRIORITIES

2.1.1. FIRE RISK MANAGEMENT

Fire remains the risk with greatest likelihood of killing the most number of people in the shortest space of time in a workplace. The severity remains high but the likelihood has been greatly reduced over many decades by improvements to buildings design, fire protection systems, and fixtures and fittings standards. Notwithstanding, fire safety training remains a mandatory requirement for all employees. Different levels of training are required for different levels of fire safety management responsibility – for example, a Building Manager’s fire safety training is more extensive than that of a Customer Services Officer and so on. Fire evacuation drills constitute a part of mandatory training for all employees. A list of fire and emergency evacuation drill compliance dates during 2013 – 2014 for Council buildings containing employees is given in Table 2.

2.1.2. ASBESTOS

Asbestos is a risk if its fibres are released into the air. Past exposure to asbestos currently kills around 4,000 people a year and this number is expected to go on rising at least until 2016. There is no cure for asbestos related diseases (*HSE INDG 223, 2013*). Many Council buildings contain asbestos. To manage the risks associated with asbestos fibre release a number of key officers have received training to help services manage asbestos in their buildings, as well as to coordinate and monitor the work of contractors in Council premises where asbestos is present. A series of incidents in Housing relating to asbestos release have occurred this year. A meeting took place between the Council and the main contractor for Housing Repairs and Maintenance. Improvements to training of their operatives and their Plans of Works and Risk Assessments were required. A general letter reiterating this requirement and providing a template example was sent to all contractors engaged in asbestos work for the Council that is not licensed or not licensed but must nonetheless be notified to the Health and Safety Executive. Spot checks of contractors working on Council premises, especially social housing stock, should remain a priority during the forthcoming year. The Safety and Asbestos Officer (SAO) is the corporate lead adviser on asbestos related matters and able to provide Council services with a mobile site response advisory service during weekday office hours.

2.1.3. MACHINE SAFETY

2.1.3.1

Safety reviews and inspection prompted a review of lift motor rooms in Council buildings this year, with particular emphasis on guarding of hazardous machine parts such as rotating wheels and belts. Recommendations to improve guarding of machinery in some lift motor rooms have been made.

2.1.3.2

Noise risk assessments were reviewed in Waste Operations and Street Scene in relation to work with Refuse Collection Vehicle noise (Drivers and Loaders) and Mechanical Sweeping Machine Operatives. Minor changes were made to one of the Applied Sweeping Machines as a result

2.1.4. NEEDLESTICK AND OTHER SHARPS INJURY

There were four needle stick injuries (inoculation injuries) during this twelve-month period. This year saw the introduction of the Health and Safety (Sharp Instruments in Healthcare) Regulations 2013. These regulations put greater responsibility on healthcare employers to ensure safe management of sharps. Although Exeter City Council has no 'healthcare workers', it does have Clinical Waste and other Waste Collection services, including Street Sweepers and Car Park Cleaners, that collect sharps as a regular part of their job. Increased discarding of needles by drug users in the City has increased risk of inoculation injury. Although safe working practices have largely eliminated the need to pick up objects by gloved hands, needles and other potentially contaminated sharps carelessly discarded are occasionally found secreted in a variety of places that may cause injury.

2.1.5. TRANSPORT MANAGEMENT PLANS UPDATE

The Transport Management Plan for Exton Road (Oakwood House and MRF Site) was reviewed and resulted in some alterations to signage to ensure improved safety segregation between pedestrians, refuse collection vehicles, articulated lorries, mechanical sweepers and large goods and the JCB telescopic-loader.

2.1.6. DISPLAY SCREEN EQUIPMENT USAGE

A series of requests for detailed workstation assessments in Customer Services prompted a review of this service and followed on from last year's headset health and safety survey. The review concentrated on use of shared workstations and recommendations were made for minor alterations to shared workstations. Training in postural health and awareness was made available to all Customer Services employees.

2.2 ORGANISE AND IMPLEMENT ACTIVITIES AND PLANS

2.2.1. MANAGEMENT SYSTEM IMPROVEMENTS (REVITALISING HEALTH AND SAFETY)

In June 2013 the Senior Management Team committed to 'Revitalising Health and Safety' within the organisation. 'Revitalising Health and Safety' details a 'roadmap' to successful health and safety management across the organisation via ten key compliance proposals:

- Policy and Communications;
- Organisational Planning;
- Control and Competence;
- Performance Management;
- Governance Arrangements;
- Political Engagement;
- Formulation of Priorities;
- Investment in Infrastructure;
- Internal Regulation; and
- The Role of Audit.

The key compliance proposals are ongoing into next financial year (2014 / 2015) and an Action Plan provides progress at monthly intervals to the Key Partners Group for Health and Safety. Table 1 details progress to date with 'Revitalising Health and Safety'.

Table 1: 'Revitalising Health and Safety'. Our progress to date

Revitalise (Organise / Identify controls)	Implementation to Date
Policy and Communications	<p>Terms of reference for Key Partners for H&S revised to reflect new link to SMT for issues overdue for action.</p> <p>Monthly report to SMT on overdue H&S actions.</p> <p>Improved dedicated notice boards in ECC buildings displaying regularly updated information for staff and visitors (contractors) to obtain advice and guidance from.</p> <p>Draft revisions to H&S Training Policy and Alcohol and Drug Policy.</p>
Organisational Planning	<p>Programme of reviews in key health and safety risk areas: Noise at Work risk assessment review; Health surveillance for NNLW workers completing the main Asbestos Policy Review from last year (2012 / 2013). Shadowing Operatives and Officers – Street Scene, Environmental Protection, Housing Visiting Officers.</p> <p>AssessNET allows for advanced scheduling of active monitoring tasks. (see 2.2.2 below)</p>
Control and Competence	<p>A Buildings Survey is being undertaken by Property Services with assistance from Audit and Health and Safety to ascertain the levels of control and competence exercised</p>

	<p>by our various Buildings Managers or others with building services and control responsibilities. This exercise will be completed in the next financial year.</p>
Performance Management	<p>The Corporate Health and Safety Performance Matrix is sent quarterly to all SMT Members, relevant Council Officers, Trade Union H&S Reps and Key Partners for H&S on a quarterly basis. Outstanding actions are brought to SMT for scrutiny on a monthly basis.</p> <p>A quarterly report is submitted to the Scrutiny Resources Committee for information only via SMT.</p> <p>AssessNET allows for performance mapping across all existing modules within the licence (Safety Audit, Safety Inspection, COSHH Assessment and DSE Assessment).</p>
Governance Arrangements	<p>Merging of Unison H&S representatives meeting (JCG) with Key Partners for H&S (non-union H&S representatives) ensures more direct arrangements and improved .</p>
Political Engagement	<p>Meetings with Portfolio Holder and other Elected Members as necessary. Minutes from Key Partners for H&S copied to the Modern Government portal.</p>
Formulation of Priorities	<p>Priorities are identified via risk assessment. The key document driving these priorities is the H&S Performance Matrix, which is tabled at SMT monthly performance meetings.</p> <p>The mitigation actions in response to the priorities are the H&S Plan, so that although the Plan may change from month to month as actions are completed and new actions identified, the focus of the H&S Plan will be on corporate health and safety priorities.</p>
Investment in Infrastructure	<p>In terms of the Capital Programme, where there is a clear health and safety risk to address, then information on risk rating in terms of corporate (health and safety) is used to prioritise the required work in terms of any risk posed to health and safety, and also identify other options to mitigate</p>

	<p>any risk. Any decision to prioritise funding, or otherwise, can then be properly informed and justified. An example of this in practice thus far includes the resurfacing of Leighton Terrace Car Park before winter 2013/2014.</p>
Internal Regulation	<p>A corporate procedure has been devised which requires a response within a reasonable timescale to any health and safety deficiencies identified, with an escalation process for non-compliance.</p> <p>This is driven through the H&S Performance Matrix, the SMT Monthly report and the Quarterly Report to Scrutiny Resources.</p> <p>AssessNET allows for the monitoring of regulatory compliance through the Safety Audit Module. Use of this tool will be increased throughout the coming year. The longer term plan is to use this tool as the predominant medium for internal regulation, replacing the Performance Matrix spreadsheet, which is controlled by one person.</p> <p>The Principal Health and Safety Officer (PHSO) and Safety and Asbestos Officer (the two 'internal regulators') retain their collaborative approach to workplace assessments, but any assumptions there may be that the compliance recommendations are optional are being gradually being removed.</p>
The Role of Audit	<p>Internal Audit continue to review health and safety systems and processes. Their role in supporting the work of the PSHO has been further strengthened by involvement in the revision of new systems, such as AssessNET, and in auditing the operation of such.</p>

2.2.2 'ASSESSNET': OUR NEW COMPLIANCE MONITORING TOOL

'AssessNET' is a modular health and safety compliance system. The Exeter City Council licence for AssessNET went live in July 2013. Other public sector organisations on the AssessNET client portfolio include the Houses of Parliament and The Met Office. Nearly all of our Health and Safety Management System can be run through AssessNET. Data is owned by Exeter City Council but stored and backed up remotely. The plan is to add further modules of AssessNET to the corporate licence,

should this be acceptable to the Council. This is discussed further in this report under section 4 'Act'.

2.2.3. WORKER INVOLVEMENT

During this year our Join Consultative Group was merged with our Key Partners for Health and Safety Group. The merger was done under the 'Revitalising Health and Safety' drive with the intention of bringing trade union and non-trade union representatives together on health and safety matters as one group. The merger met with approval from both the Unison Health and Safety Branch Officer and Local Health and Safety Representatives (union and non-union) that sit on the Key Partners Group. The minutes of the Key Partners Group for Health and Safety are available on the Modern Government portal

2.2.4 LOCAL IDENTIFICATION AND IMPLEMENTATION OF CONTROL MEASURES

Local meetings in higher risk services take place to review and implement control measures. The meetings serve both active and reactive monitoring. An example of active monitoring includes 'risk mapping' as part of risk assessment review and an example of reactive monitoring is examination of accidents to look into ways of preventing recurrence. Other topics include examination of health and safety aspects of new workplace equipment by a variety of employees of all grades, the PHSO, Trade Union Safety Representatives and non-union Workplace H&S Representatives. The meetings take place quarterly and the current groups are 'Cleansing, Waste and Recycling' and 'Waterways'. A recommendation to add another group, 'Parks, Open Spaces and Cemeteries' has been made. Others such as 'Housing' may follow.

SECTION 3 – CHECK

3.1 CORPORATE HEALTH AND SAFETY PERFORMANCE MONITORING MATRIX

3.1.1. The Corporate H&S Performance Monitoring Matrix (the Matrix) is sent to the Deputy CEO, Assistant Directors, Corporate Managers, Unison and relevant Middle Managers every quarter throughout the year. Entries onto The Matrix are primarily arrived at through the health and safety audit and review process. This is termed 'active monitoring'. Other types of 'active monitoring' reach the Matrix via routes such as Key Partner Group for Health and Safety or the Quarterly Service Health and Safety Meetings. Similarly, an Assistant Director or a Corporate / Team Manager may identify (usually through risk assessment) a safety control measure that requires action to eliminate or reduce risk. If the PHSO concurs with the risk control measure then this too may appear on the matrix under active monitoring.

3.1.2 Conversely, some entries arrive onto the Matrix through accidents, incidents and near misses. These are termed 'reactive monitoring'. Reactive monitoring will usually seek to implement risk management measures to prevent recurrence of an accident, or provide a target date for investigation into a particular trend in accident or injury patterns.

3.1.3. A copy of the Matrix at all four quarter stages during 2013/2014 is available from the PHSO. The final quarter Matrix for the year 2013/2014 contains sixty-eight entries, ten of which were new entries during the quarter. Thirty-five entries were fully completed during the final quarter. The column indicating whether entries were 'reactive monitoring' or 'active monitoring' was removed this year on request from SMT.

3.1.4. Team Managers, Corporate Managers and Assistant Directors are encouraged to use the matrix as a support mechanism in their health and safety management. Timely confirmation to PHSO of actions that have been completed, in part or whole, help to demonstrate 'at a glance' the current corporate status of health and safety management within the Council.

3.2 ACCIDENT & INCIDENT MONITORING AND INVESTIGATION

3.2.1 The accident and incident spreadsheets at Appendix I for notifications by typeⁱ and Appendix II for notifications by detail. The spreadsheets show that there were ninety-four safety incidents reported during the year, compared to one-hundred and twenty-four last year. Of the total ninety-four, three were reportable to HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) compared to six last year.

3.2.2. The three RIDDOR reportable incidents comprised of two cases of a reportable occupational disease and one injury that caused an employee to be absent from work for over seven days. This year there were no injuries to members of the public in which they had to be conveyed to hospital from the scene of an accident on Exeter City Council premises or land. Table 2 provides details.

TABLE 2: A BREAKDOWN OF THE RIDDOR INCIDENTS 2013-2014 AND MANAGEMENT RESPONSE

RIDDOR Classification	Injury	Employment Group	Date	Location details &	Remedial Action / Response
Occupational Disease	Symptoms of HAVS	Public Realm: Parks and Open Spaces	Diagnosed 26/09/2013	HAVS confirmed by OH	Restricted use of machinery to below 100 points per day and increase in ongoing health surveillance from annual to six monthly check ups.
+7	Haematoma in right leg	Public Realm: Street Sweeper	26/09/2013	Missed footing when stepping up onto kerb, stumbled and fell to the ground. Landed on right	No defect in footway, full PPE was being worn. No indication of any health problem at the time of the fall. Operative had received training into trip and fall hazards that may be present during the normal course of

RIDDOR Classification	Injury	Employment Group	Date	Location details &	Remedial Action / Response
Occupational Disease	Symptoms of HAVS	Public Realm: Parks and Open Spaces	Diagnosed 18/03/2014	foot and elbow. HAVS confirmed by OH	street sweeping. Restricted use of machinery to below 100 points per day and increase in ongoing health surveillance from annual to six monthly check ups

3.2.3. Manual handling injuries increased slightly this year (twenty-six this year, compared to twenty-two previously), but slips-trips-fall injuries significantly reduced to twenty, compared to twenty-nine last year. The number of incidents involving contractors and asbestos fell from ten to eight. Injuries involving members of the public dropped from fifteen to ten.

3.2.4 There were fewer incidents of personal threats to employees this year: ten, down from last year's nineteen. There was one physical assault on a Council Officer.

3.2.5 No voluntary workers were injured this year.

3.2.6. Six workers were injured when working under contract for Exeter City Council and seven workers were exposed to a substance hazardous to health when working under contract for Exeter City Council. In all of the seven latter cases the substance hazardous to health was asbestos.

3.2.7 Exeter City Council incidence rate for over-seven day injuries is 155.03 and significantly below the national average of 233.1 per 100,000 employees². However, because of the two HAVS diagnoses during this year, our incidence rate for 'ill health [diagnosed] by doctors and specialist physicians' is at 310 per 100,000 employees, which is higher than the national average of 130 per 100,000 employees. These figures are based on our full time equivalent employee establishment of 645 at 31st March 2014.

3.2.8 All accidents and incidents are investigated and risk assessments are reviewed following accidents and incidents. Where risk assessments and safe working practices are reviewed, all employees involved must be consulted on any changes proposed to reduce risk. Indeed, employees are often the most valuable source of information on how tasks are progressing and are best placed to contribute ideas for improvements in safety.

3.3 FIRE AND EMERGENCY ACTION DRILL COMPLIANCE

All buildings that are places of work are required to exercise at least one fire evacuation drill a year, preferably a minimum of two. In certain Exeter City Council buildings evacuation drills are problematic and where this is the case other measures to ensure training and awareness of what to do in the event of a fire are implemented. Table 3 details dates of compliance and other information.

² HSE Annual Statistics Report for Great Britain 2012 /2013 (NB 2013 / 2014 is not available at the time of writing)

Table 3. Fire evacuation drill returns during financial year 2013 / 2014

Building	Evacuation / Evacuation Drill Date	Comments / Observations
Belle Isle Depot	26/03/2013	
Bridge Rd Tractor Depot	See comments	Less than 5 at any one time. All briefed on separate fire procedure. Fire action plan displayed
Civic Centre	28/03/2014	All clear in 2 min 37 seconds
MRF	15/07/2013 27/09/2013	Other drills carried out as well. The two listed were small fires.
RAMM Queen St	02/01/2014 (x2)	
RAMM Ark	23/01/2014	
RAMM St Nix	July 2013	
The Guildhall	31/07/2013 28/02/2014	
Underground Passages & Tourist Information Centre	10/09/2013 11/03/2014	Land Securities control planning of fire drills and control the main panels.
Quay House Visitor Centre	10/06/2013	Includes adjoining commercial.
Multi Storey and Underground Car Parks	See comments	Extensive drills carried out during 2012 / 2013. Awaiting review of fire action plans as CEOs have become County Council employees on a different radio network.
The Corn Exchange	26/09/2013 06/03/2014	Thanks again extended to the Dance Club that helps to make the drills realistic in terms of evacuee numbers.
The Matford Centre and the Livestock Centre	15/05/2013	
Oakwood House	13/12/2013 February 2014	February was a genuine activation
Glencoe STA	29/07/2013	
Exeter Business Centre	26/06/2013	
Workshop Exton Rd	See comments	Less than 5 at any one time. All tradesmen briefed in fire procedure. Fire action plan displayed

Older and Vulnerable Persons Accommodation (Faraday House, Rennes House, Russet House, Weirfield House)	See comments	Procedures under review in terms of stay-put policy or autonomous evacuation – NB most buildings have visiting Wardens or Housing Officers and no permanent Warden on site.
Higher Cemetery Staff Room	See comments	Less than 5 at any one time. All operatives briefed in fire procedure. Fire action plan displayed
Exwick Cemetery Staff Room & Sweeper Shed	See comments	Less than 5 at any one time. All Operatives briefed in fire procedure. Fire action plan displayed

SECTION 4 – ACT

4.1 INTERNAL AUDIT

4.1.1 Internal Audit completed an investigation into the Display Screen Equipment Assessment (DSE) System. Their report published in October 2012 contained recommendations that are anticipated to achieve completion with the full introduction of the AssessNET DSE module.

4.2 INSURANCE

4.2.1 Zurich Insurance undertook a risk survey of the Council in October 2012. Elements of this pertained to health and safety management. A training presentation on liability awareness was held in which an emphasis on correct and timely workplace safety inspection was highlighted. The introduction of the AssessNET system this year facilitates a uniform corporate approach to workplace safety inspection. All building managers are to be trained in use of AssessNET for workplace safety inspections during 2014 / 2015.

4.3 TOWARDS OHSAS 18001

4.3.1 OHSAS 18001 has been developed to be compatible with the ISO9001 (Quality) and ISO 14001 (Environmental) management systems standards. This was developed in order to facilitate the integration of quality, environmental and occupational health and safety management systems into organisations, should they wish to attain this accreditation.

4.3.2 The specification gives requirements for an occupational health and safety management system that enables an organisation to control its health and safety risks and improve its performance. It does not state specific performance criteria, nor does it give detailed specifications for the design of a management system.

4.3.3 Should the Council wish to gauge its current health and safety culture, the Council may choose to seek an external audit in order to attain RoSPA gold/silver/bronze or the British Safety Council Five Star rating; by the end of 2017, the Council would then be in a position to decide whether to proceed with external audit for OHSAS 18001.

4.4 CONCLUSION

4.4.1 One aim of the Health and Safety Management System is to ensure a more consolidated centralised approach to protect the Council and its employees alike. Comparative data from the previous three financial years is available from the PHSO.

4.4.2 Clear improvements are noted in areas like accident and incident trends. However, this should be kept in perspective when considering the reduction in the employee full-time equivalent establishment from that of last year and may signify no real change.

4.4.3 The Council over the last three financial years has achieved a good reporting culture and a good proactive management culture in health and safety. This is reflected in the minutes of the key health and safety committee: Key Partners for Health and Safety Group. The 'Revitalising Health and Safety' drive has forged a stronger link to Senior Management ensuring they have a broad overview of the health and safety risks and priorities for the Council. The 'Revitalising Health and Safety' drive will continue into the next financial year.

i

REPORT TO SCRUTINY - RESOURCES

Date of Meeting: 17 September 2014

Report of: Corporate Manager Property

Title: An Energy Neutral Council – A Renewables and Energy Efficiency Programme Update

Is this a Key Decision?

No

Is this an Executive or Council Function?

No

1. What is the report about?

This report provides an update on the Renewables and Energy Efficiency Programme work that has been undertaken since the previous report to Scrutiny Committee Resources on 19 March 2014.

2. Recommendations:

That Scrutiny Committee Resources note the progress made to date and delivering the Renewables and Energy Efficiency Programme.

3. Reasons for the recommendation:

This is an update report to Scrutiny Committee Resources

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

The programme is delivered by the Energy Team, made up of two full-time posts and this level of resource continues to be supported.

It should be noted, however, that the speed of delivery of the programme is impeded by the fact that at present structural engineering and procurement work has to be outsourced due to the lack of in-house capacity to address these issues. It is hoped that the setting up the new Corporate Procurement function will ease some of the pressures in this area and that the Energy Team will be able to accelerate delivery of schemes as a consequence.

In terms of the financial benefits of the programme, actual performance of completed PV schemes is set out in the attached document. This demonstrates that as at the end of the last financial year (31 March 2014) energy savings and income from FIT payments and export to the grid have exceeded expectations and that the returns over the 20 year investment period are higher than projected and demonstrate an improved return. As the new schemes within the programme are rolled out it is anticipated that they will deliver similar energy savings and income generation.

5. Section 151 Officer comments:

This is a very positive result for the Council. Not only does it provide for a scheme where the total investment is paid for in less than seven years, but in terms of the budget, the savings and income generated exceed the costs of borrowing and repaying a loan by over £27,000 a year, which is a real saving to the Council's budget year on year.

6. What are the legal aspects?

There are no issues to raise on the content of this report.

7. Monitoring Officer's comments:

There are no issues to raise on the content of this report

8. Report details:

The report to Scrutiny Committee Resources on 19 March 2014 updated the Committee on progress at that time in delivering the pilot and phase one elements of the Renewables and Energy Efficiency Programme. This report is intended to provide an update on new work that is underway, a brief comment will be made on each individual project under consideration:

Verney House Roof Solar PV System

Structural investigations revealed that the roof structure required a reinforcement to take a Solar PV array. The costs of this reinforcement meant that the scheme was not viable and it is not being pursued.

RAMM Solar PV System

A Solar PV scheme has been designed for the RAMM roof, planning and listed building consent has been obtained together with an adequate Energy Performance Certificate (EPC) and Western Power Consent (WPD). A structural assessment of the six separate roof elements involved is underway and, if this proves to be satisfactory, a business case will be presented for approval by the Corporate Manager Property in consultation with the Portfolio Holder Enabling Services, Deputy Chief Executive and Assistant Director Finance.

Phoenix Art Centre Solar PV System

Scheme feasibility is being investigated in consultation with the Phoenix Art Centre and RAMM which seeks to identify the preferred end user for the generated power.

Car Port Solar PV Systems (Mary Arches CP, Cathedral & Quay CP, John Lewis CP)

Tenders for this project are in and are being evaluated. The preferred scheme will emerge as the Energy Team evaluate the tenders and this will form the basis for the requisite planning consents. Adequate EPCs have been obtained together with structural engineering assessments of the sites and a generous export generation consent from WPD. A business case and recommendations for the scheme roll-out will be presented for sign off as above.

Civic Centre Heating Load Review

The heating load review has been completed by the University of Exeter for the whole Civic Centre. It has identified that gas-fired boiler replacement of the current oil-fired heating system is feasible with a short pay-back period and significant carbon savings. Design work is currently out with a specialist contractor and cost estimates and a procurement route will be determined as part of that process. It should be noted that the new boilers can be installed alongside the existing oil-fired system and, if necessary, they can be run in conjunction until such time as the oil-fired system is made redundant and closed down

Civic Centre LED Lights Replacement Programme

The area of Phase III of the Civic Centre to be occupied by the Citizens Advice Bureau has been completed. A programme of works to the remaining areas of the Civic Centre will follow the planned office relocations as they roll out.

Civic Centre Data Centre

The University Heating Load Review included work on the proposed new data centre. The Energy Team are working with ICT to ensure efficient cooling of the relocated data centre and to effect reduced running costs.

Corn Exchange Solar PV System

A feasibility exercise is underway with a planning application and EPC to follow.

Livestock Centre Solar PV System

WPD approval has been secured for a significant Solar PV array of 1.5MW (for comparison the Civic Centre Solar PV totals 70KW). This will produce significant carbon savings and a 20 year profit in excess of £4 million. A structural roof survey has been carried out which suggests that significant roof repairs would be required for a PV scheme to go ahead. To take this forward discussions are being held with the Markets & Halls Team in conjunction with an assessment of the medium term future of the Livestock Centre as a whole.

Quay Climbing Centre Solar PV System

Early discussions with the building owner to make use of this roof space for a PV array are taking place, providing an opportunity to trial a power purchase agreement under which we would sell power to the leaseholder.

Parkwood Assets (Riverside Leisure Centre, Wonford Leisure Centre, Exeter Arena and ISCA Centre Solar PV Systems)

Discussions with Parkwood about utilising roof spaces on these properties for Solar PV arrays are underway. This will serve to reduce high energy costs borne by both Parkwood and the City Council.

EV Chargepoint Project

The installation and commissioning of the “park and plug” chargepoints around the City Council’s car parking estate has been completed. Sponsorship from BMW together with grant monies from the Department of Transport has meant that there has been no capital cost incurred by the ECC in delivering this project.

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

The delivery of the programme is an essential part of the Council’s capital programme over the next few years. The energy savings and income generated will assist us in our overall efficiency and income generating agenda as well as contributing to the reduction of our carbon footprint, making the city as a whole a more pleasant live and work.

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

The programme has been approved and resourced in order to secure delivery of viable schemes. There will always be challenges to viability in this area as a result of changes in energy costs, Feed in Tariff regimes, structural building condition, etc. The mechanism we have put in place to approved business cases and viability should ensure that we do not embark on schemes that will not perform in accordance with our requirements.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

No decision is sought, but it should be noted that the reduction in the City Council’s carbon footprint does go some way to improving, or at least mitigating, our adverse impacts of energy use on the environment.

12. Are there any other options?

The nature of the programme appraisal and approval arrangements are that the Energy Team is constantly considering alternative approaches and other avenues of investment in this area.

Michael Carson
Corporate Manager Property

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

Background papers used in compiling this report:

None

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Democratic Services (Committees)
Room 2.3
01392 265275

PHASE ONE SOLAR - PROJECTED

Asset	PV Array Size kW	Kwh Generated	Energy Saving	FIT	Export	Total Income/yr		20yr Income	Investment	Payback	Return	Return %
Solar Panel - Civic Centre	70	59500	£6,843	£6,848	£690	£14,381		£314,993	£84,000	5.8	£230,993	14%
Solar Panel - Oakwood House	21	17850	£2,053	£2,326	£414	£4,793		£104,066	£25,200	5.3	£78,866	16%
Solar Panel - MRF	50	42500	£4,888	£5,538	£493	£10,918		£237,915	£67,500	6.2	£170,415	13%
Solar Panel - ARK	40	34000	£3,910	£4,430	£394	£8,735		£190,332	£54,000	6.2	£136,332	13%
Solar Panel - Belle Isle	8.28	7038	£809	£2,660	£163	£3,633		£75,898	£11,178	3.1	£64,720	29%
	189.28	160888	£18,502	£21,803	£2,155	£42,460		£923,203	£241,878		£681,325	14%

PHASE ONE SOLAR - ACTUAL (82 Tonnes of Carbon saved)

Asset	PV Array Size kW	Kwh Generated	Energy Saving	FIT	Export	Total Income/yr		20yr Income	Investment	Payback	Return	Return %
Solar Panel - Civic Centre	70	69000	£7,935	£7,942	£800	£16,677		£365,286	£84,000	5.0	£281,286	17%
Solar Panel - Oakwood House	21	21720	£2,498	£2,830	£504	£5,832		£126,628	£25,200	4.3	£101,428	20%
Solar Panel - MRF	50	51000	£5,865	£6,645	£592	£13,102		£285,498	£67,500	5.2	£217,998	16%
Solar Panel - ARK	40	34000	£3,910	£4,430	£394	£8,735		£190,332	£54,000	6.2	£136,332	13%
Solar Panel - Belle Isle	8.28	7049	£811	£2,665	£164	£3,639		£76,016	£11,178	3.1	£64,838	29%
	189.28	182769	£21,018	£24,512	£2,454	£47,984		£1,043,760	£241,878		£801,882	17%

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REPORT TO SCRUTINY COMMITTEE RESOURCES
Date of Meeting: 17 September 2014
Report of: Assistant Director Finance
Title: Budget Monitoring Report to 30 June 2014

Is this a Key Decision?

No

Is this an Executive or Council Function?

No

1. What is the report about?

This report advises Members of any material differences to the revised budget in respect of Resources Committee.

2. Recommendations:

That Members of Scrutiny Committee – Resources assure themselves that satisfactory actions are being undertaken by Officers to address the key areas of budgetary pressure highlighted in this report.

3. Reasons for the recommendation:

Local authorities have a statutory duty to set and monitor their budgets during the year and to take any actions necessary because of potential overspending or potential shortfalls in income. Members are therefore presented with a quarterly financial update in respect of Resources.

4. What are the resource implications including non financial resources

The financial resources required to deliver Resources Services during 2014-15 are set out in the body of this report.

5. Section 151 Officer comments:

This report has been prepared on behalf of the Section 151 Officer to set out the projected financial position of Resources Services as at 31 March 2015.

6. What are the legal aspects?

Part 2 of the Local Government Act 2003 provides the legislative framework for the process of setting and managing budgets. In particular, Section 28 of the 2003 Act requires local authorities to monitor their budgets during the financial year.

7. Monitoring Officer's comments:

The Monitoring Officer has no issues to raise on the content of this report.

8. Report Details:

Resources Budget Monitoring to 30 June 2014

8.1 Key Variations from Budget

The current forecast suggests that net expenditure for this committee will decrease from the revised budget by a total of £35,570 after transfers from reserves and revenue contributions to capital, as detailed in Appendix 1. This represents a variation of 0.61% from the revised budget. This includes supplementary budgets of £83,620.

8.2 The significant variations by management are:

MU Code	Management Unit	Over / (Underspend)	Detail
86A1	Revenue Collection/Benefits	(7,500)	<ul style="list-style-type: none"> Revenue contribution to capital expenditure upgrading the Capita system
86A5	Democratic Representation	25,000	<ul style="list-style-type: none"> Members allowances saving will not be achieved
86A7	Unapportionable Overheads	(6,240)	<ul style="list-style-type: none"> Reduced pension costs of former employees
86B1	Financial Services	(9,240)	<ul style="list-style-type: none"> Delays in recruitment for vacancies
86B2	Internal Audit	(7,530)	<ul style="list-style-type: none"> Maternity leave
86B3	Human Resources	(7,280)	<ul style="list-style-type: none"> Delay in recruitment for vacancy
86B5	Corporate Customer Services	(15,000)	<ul style="list-style-type: none"> Savings on Postages due to change of supplier
86B7	Strategic Management	(15,280)	<ul style="list-style-type: none"> Some support work now charged direct to services.

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

Resources budgets contribute to 3 key purposes, as set out in the Corporate Plan; maintain the assets of our city, well run Council and customer access to help me with my housing and financial problem.

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

An action plan addressing the key areas of budgetary risks within Resources will be included if and when they arise.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

No impact

12. Are there any other options?

No

Assistant Director Finance

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

Background papers used in compiling this report:

None

Contact for enquiries:

Democratic Services (Committees)

Room 2.3

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**SCRUTINY COMMITTEE - RESOURCES
BUDGET MONITORING**

APRIL 2014 TO JUNE 2014

ACTUAL TO DATE			YEAR END FORECAST			
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	CODE	APPROVED BUDGET	CURRENT OUTTURN FORECAST	FORECAST VARIANCE
£	£	£		£	£	£
528,240	560,926	32,686	86A1 REVENUE COLLECTION/BENEFITS	2,138,120	2,130,620	(7,500)
70,784	28,087	(42,697)	86A2 ELECTIONS & ELECTORAL REG	338,720	338,720	0
15,410	9,426	(5,984)	86A3 CORPORATE	692,180	692,180	0
59,706	65,365	5,659	86A4 CIVIC CEREMONIALS	276,760	276,760	0
141,214	144,916	3,702	86A5 DEMOCRATIC REPRESENTATION	754,740	779,740	25,000
667,104	657,531	(9,573)	86A6 GRANTS/CENT SUPP/CONSULTATION	915,930	915,930	0
68,348	46,788	(21,560)	86A7 UNAPPORTIONABLE OVERHEADS	355,660	349,420	(6,240)
10,020	10,330	310	86A9 STRATEGIC/COMMUNITY PARTNERS	45,680	45,680	0
167,145	163,099	(4,046)	86B1 FINANCIAL SERVICES	0	(9,240)	(9,240)
36,767	32,950	(3,817)	86B2 INTERNAL AUDIT	0	(7,530)	(7,530)
122,181	132,720	10,539	86B3 HUMAN RESOURCES	0	(7,280)	(7,280)
105,747	98,687	(7,060)	86B4 LEGAL SERVICES	0	0	0
384,571	341,259	(43,312)	86B5 CORPORATE CUSTOMER SERVICES	0	(15,000)	(15,000)
321,570	290,482	(31,088)	86B6 IT SERVICES	200,000	200,000	0
86,730	81,872	(4,858)	86B7 STRATEGIC MANAGEMENT	0	(15,280)	(15,280)
1,314	13,175	11,861	86B8 PROCUREMENT	0	0	0
				0		
2,786,851	2,677,613	(109,238)	NET EXPENDITURE	5,717,790	5,674,720	(43,070)

VARIANCES ON TRANSFERS TO / (FROM) EARMARKED RESERVES

REVENUE CONTRIBUTION TO CAPITAL

Contribution to Capita Upgrade

7,500

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

5,682,220

REVISED BUDGETS

5,717,790

ADJUSTED OUTTURN VARIANCE

(35,570)

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